



SCHENGEN VISA - BUSINESS / TRADE FAIR / CONGRESS

*This information leaflet has been generated by the German Consulate in Dubai. It is valid for visa applications in the United Arab Emirates if Germany is your **main destination**. This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate visa applications. It can be downloaded free of charge. Applicants are requested to read it carefully and observe the regulations as stated below – see I. till IV.*

I. DOCUMENTS TO BE SUBMITTED

		<u>Submitted</u>
1.	Application form -online- free of charge <ul style="list-style-type: none">Fully completed in English or German and signed and dated by the applicant himself.	
2.	Passport <ul style="list-style-type: none">Validity minimum three months from the date of expiry of the requested visa.Signed by bearerPassport not older than 10 years (issued in the last 10 years)At least two free "visa pages"Undamaged pictures securely affixed with/to passportPrevious passport if applicableIMPORTANT: valid UAE residence permit (valid at least three months from the date of expiry of the requested visa / intended end of journey)	
3.	Two recent biometric passport sized photographs (3.5x4,5 cm) Requirements: <ul style="list-style-type: none">NEW! Should NOT be older than 6 months.A frontal view of the face covering 70-80% (32-26mm) of the photo.A uniform and white background.Clear facial features and eyes – not covered by hair or glasses frame.Head coverings are only accepted for religious reasons.	
4.	Photocopies <ul style="list-style-type: none">1 passport copy of pages containing personal data1 copy of the signature page (signed by passport holder)1 copy of UAE residence permitCopies of previous Schengen visa – if applicable-For GCC Nationals- Copy of valid Emirates ID card	
5.	Overseas medical insurance Requirements: <ul style="list-style-type: none">Valid for the entire duration of the requested visa and for all Schengen countries.Minimum coverage 30,000 € and repatriation. (Medical insurances of credit cards are <u>not</u> accepted)Conditions must be stated either on insurance document or on separate confirmation letter	
6.	Travel Itinerary including <ul style="list-style-type: none"><u>Valid</u> (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact in-formation, booking ref.)flight reservation	
7.	Letter from local employer / sponsor (NOL) including name, postal address and telephone number of sponsor/company , with details regarding applicant's working position, starting date of employment and salary and timeframe of work leave (expected date to resume duties) and purpose of travel. Additionally valid trade license copy for investor/partner of company	

	In case of dependents- copy of sponsor's valid passport and UAE residence permit to be attached to letter from sponsor.	
8.	<p>Documents reflecting the nature of the business trip and the existence of business relations between the relevant companies in Germany and the UAE <i>(if applicable including information about who covers the expenses of the business trip in Germany)</i></p> <ul style="list-style-type: none"> • Copy of the valid trade license of the UAE company • Invitation letter from company / authority in Germany with full address, stating the purpose and duration of the business trip <u>and/or</u> • Information on event/congress/trade fair being visited in Germany with details of organizer/host, with full address in Germany, duration of event and reason to take part (e.g. visitor ticket for trade fair). • Only applicable if fair exhibitor: Information on trade fair by submitting exhibitor ticket / exhibitor invoice/ confirmation letter reflecting status as trade fair exhibitor. Applicants will be granted a gratis visa if the above documents are submitted and reflect name of applicant and /or employer. • Information reflecting the existence of trade relations or relations for work purposes stating details of company in Germany and in the UAE 	
9.	Proof of financial means of the applicant in the UAE , e.g. personal bank statements of at least the last 3 months before application, personal property, assets etc.	

- ❖ **NOTE:** Special rules might apply for some nationals which passports are not recognized by the German authorities. You might be requested to come personally to the Visa Section of the Consulate. The Visa processing time in such cases varies.

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- Applications can be filled using the online VIDEX application www.videx.diplo.de Applicants are requested to thoroughly check all entries in their written application (paper and/or the electronic "VIDEX") prior to submission.
- Responsibility for all given information lies within the applicant himself.
- Only complete applications can be accepted; non-submission of necessary documentation may lead to refusal of visa application.
- All visa fees must be paid upon submission of the above in cash (AED) only. The application, passport and visa fee will be forwarded to the German Consulate within one working day after submission. The service fee remains with VFS Global.
- The processing time at the Consulate due to necessary and obligatory legal requirements **takes up to 15 days**. Applicants are requested to apply well in advance, but – due to legal requirements - not more than 180 days prior to the intended date of journey. **Applicants are also kindly requested to refrain from status inquiries.**
- During the whole processing time the passport has to remain with the German Consulate. Passports can only be withdrawn if a written request by the applicant himself is presented to the Consulate. Consequently, the application will be cancelled / withdrawn and the passport returned via VFS Global within 2 working days.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and /or further consequences.
- **The German Consulate Dubai reserves the right to ask for additional documents and /or call applicant for an interview.**

III. REMARKS `to be filled out VFS staff (please tick, what is relevant):

- ✓ Applicant has **NO Schengen Visa** **previous Schengen Visa (please attach copies)**
- ✓ Applicant travels alone
 with family member/s
 with a group as(please specify e.g. colleague, escort, sponsor)
- ✓ Applicants documents are complete **NOT** complete
Due to incomplete docs, Applicant has been informed of option to withdraw
Application to complement the same to avoid refusal.
 Applicant wishes to submit application.

Other Remarks:

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IV. SIGNATURES and AGREEMENT

a) For Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

b) For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

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City and Date (signature of applicant)

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City and Date (signature VFS staff)