

## SHORT-STAY BUSINESS VISA (LESS THAN 90 DAYS) LIST OF DOCUMENTS

### General information

It is strongly recommended to submit a complete set of documents as per the below list of requirements in order to avoid delays in visa processing.

The decision to approve or refuse a visa is entirely up to the Diplomatic Mission.

Please note: the Diplomatic Mission might request you to submit missing / additional documents that may prolong the processing time.

Applicants must always **bring and present their original documents together with the photocopies.**

**All documents that are not issued in German, English, Spanish or French require translation into German or English.**

### List of documents

**[Printed Visa Application form \(original\)](#)**

*All pages of the online application form including the barcode need to be printed out. Please sign the form in 3 designated places.*

**Passport (original)**

*Signed by the holder, issued within the last 10 years and valid for at least 3 months after the end date of the trip to the Schengen member states with at least 2 subsequent blank pages.*

**One photocopy of the passport's bio data page**

**UK Residence permit**

*Issued as a biometric card (BRP) or endorsed in the passport. Must be **valid for at least one month after the end date of the trip to the Schengen member states**. C-type visitor visa is not acceptable.*

**One photocopy of the BRP (front and back) or endorsement**

**[Biometric Passport Photo \(original\)](#)**

*35 x 45 mm, no older than three months, on white or off-white background. Digitally altered passport photos cannot be accepted.*

**Original, recent and signed formal invitation from German business partner** *confirming the type of business relationship, travel purpose, duration of business trip(s) and if applicable, confirmation that travel and accommodation expenses will be covered. Should you go on a business trip within the same company, we still request a separate letter from each office, UK and Germany.*

**Original, recent and signed employer's letter** *confirming duration of employment, business relationship with German company, travel purpose, duration of business trip(s) and if applicable a guarantee that all travel expenses will be covered, including travel health insurance.*

**Evidence of sufficient funds**

- United Kingdom bank account statements in your name showing movements over the last three months, as a minimum, and current balance showing at least £40 per day for the entire duration of stay. **If the***

**bank statement is over one week old, a printout of the recent transaction history must be provided.**

- Credit card(s) and credit card statement indicating the cardholder's name and address are also accepted. The statement must contain information on monthly limit or spending cap.
- The bank balance must also include the cost of tickets and accommodation (if not paid).

**☐ Reserved return airline/ ferry/ train ticket**

- Confirmed return travel tickets: mentioning the applicant's name and travel dates to & from the Schengen area. If travelling within Schengen countries, it is advisable to provide travel tickets showing proof of travel.
- When reserving/booking a ticket, please be aware that filing a complete application does not guarantee that a visa will be granted. It may be advisable to book a fully refundable ticket.

**☐ Proof of accommodation (If company is not covering accommodation)**

- Confirmed accommodation mentioning the applicant's name, travel dates and accommodation address details.
- **OR** booking confirmation for a tour or any other appropriate document issued by the tour operator, such as the list of persons taking part in the tour.

**☐ A travel health insurance policy**

Must show the applicant's name, has cover of at least €30,000, valid for all Schengen member states and must cover the entire period of the applicant's intended stay in the Schengen area.

**☐ Proof of address in UK**

*i.e. latest council tax bill, utility bill, bank statement, pension certificate or similar.*