

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.

All documents must be **recent, not older than 1 month**. Documents provided can not be presented in a form of a screenshot.

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 a certified translation into German or English.

Prepare your documents and visa application carefully in accordance with the correct visa type/category. Please choose the CORRECT visa type/category when booking your appointment.

List of documents

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

*Print Videx short-stay online application form including the barcode page (page 7) and sign the form on page 5 and page 6. (Application form is required for each applicant; all children also require a separate application forms). **Please ensure that ALL information inputted within the Videx application form is accurate and corresponds with the documentation provided on date of appointment.***

- **Valid original passport signed by the holder**

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 (original) and UKVI outcome letter (please see the below)**

*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.***

- *If your BRP expires on 31 December 2024: **you must submit the UKVI outcome letter** confirming until when you have been granted permission to stay in the UK. Please also provide the share code for your ["right to work"](#) or ["Prove your immigration status"](#).*
- *If you hold a UK Residence Card for EU/EEA family members issued before Brexit: **you must provide the share code for your EU Settlement Scheme status**. The printout is available from UKVI's ["Prove your immigration status"](#)*
- *If you have not been issued a biometric residence card, please provide the share code for either your EU Settlement Scheme status or your immigration status. The printout is available from UKVI's ["Prove your immigration status"](#)*

- **One photocopy of the current UK residence permit (front and back) or endorsement**

- **2 Biometric Passport Photos (original)**

35 x 45 mm, no older than months, on white or off-white background. Digitally altered passport photos cannot be accepted. (Please Review the [sample photos](#) to see examples of acceptable and unacceptable photos./ Please also ensure that anything other than white is worn on the photo)

▪ **Confirmed 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 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.

- **Original, recent (within one month) 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 (within one month) 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.*

If Self-employed person: recent (within one month) letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, contact details and position of signatory and registration number in the United Kingdom) confirming self-employment or business ownership in the United Kingdom. The letter must also state the amount of remuneration drawn monthly or annually from the company OR Self-assessment form submitted to revenue and customs authorities with last 3 months business bank statements.

▪ **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 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.*

▪ **Pay slips for the last 3 months.**

▪ **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.***
- *The bank statements must include the cardholder's name and address. The statement must also contain information on monthly limit or spending cap.*
- *The bank balance must also include the cost of accommodation (if not paid).*

▪ **Proof of address in UK**

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

ADDITIONAL DOCUMENTS FOR MINORS

Additional documents required for spouse/ parent/ adult child:

- ☐ **Separate application form for each child**
- ☐ **Applications need to be signed by both parents / all guardians**

Should one parent / guardian be unable to sign, please provide additional information. If sole custody has been awarded to one parent, please provide evidence.

- ☐ **Original passports of both parents and copy or certified copy of biodata page of the passports**
- ☐ **Original birth certificate of each child and copy** *(if this document was issued outside the EU and is not in English, German, Spanish or French, then it should be translated by a certified translator)*
- ☐ **United Kingdom school certificate,**

Important travel notice for unaccompanied minors:

We strongly recommend that a **declaration/ letter of consent signed by both parents** be provided authorizing the minor to travel and stay in the territory of the Schengen member states and appointing a person that will be responsible for them while travelling.