

CHECKLIST FOR BUSINESS VISA

Documents Required for Business Visa Application		Yes	No
For all applicants - Translation of all Arabic documents into English is mandatory			
1	1 applications duly completed and signed		
2	Original passport and 1 photocopy of all relevant passport pages (data page, pages with previous Schengen visa, etc.)		
3	1 declaration signed by applicant (under section 54 (6) AufenthG/German Residence Act)		
4	1 declaration signed by applicant (under section 55 (2) AufenthG/German Residence Act)		
5	one recent passport photographs (not older than 6 months)		
6	Letter from local employer, stating qualification, salary and start date of employment or translated trade license if self-employed		
7	Invitation from the host company in Germany		
8	Letter confirming which party/company will cover travel expenses and up-to-date personal bank account statement for the last 3 months		
9	1 photocopy of the insurance policy for a valid Travel and Health insurance covering the territory of the Member states of the Schengen agreement and with a minimum coverage of EUR 30,000 (Thirty thousand) for medical expenses.		
10	Those business travelers, who can not provide a business invitation of a Germany company, as they are intending to visit a trade fair for example, have to provide a confirmed hotel booking (full address of the hotel must be written in the application: full name, street name, no. of the building, city and city code)		
Additional documents required for non-Saudi nationals residing in Saudi Arabia			
11	Flight ticket or flight reservation including return flight and 1 photocopy thereof		
12	Iqama (Saudi Arabian residence permit) and exit/re-entry visa for Saudi Arabia, covering the entire requested visa validity and Family Iqama copies		

Please Note: For children under 18 years both parents must sign the application/declaration form /questionnaire. Passport copies of both parents to be attached. For children registered in a parent's passport a separate application form has to be filled.

Additional Information:

- All applications submitted by a representative other than the applicant will have to include a signed authorization letter from the applicant, failing which the application will not be accepted.

Remarks:

Declaration

I have been informed that an application without a complete set of documentation according to the abovementioned checklist may result in a rejection of my visa application. Besides, the Embassy of the Federal Republic of Germany, Riyadh reserves the right to ask for additional supporting documents and does not guarantee the issue of a Visa.

Date

Applicants Signature

VFS Officer