



Embassy
of the Federal Republic of Germany
Singapore



Embassy of the Federal Republic of Germany

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Singapore 048623
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Business Visa

If you are a resident of Singapore and planning a **business trip** to Germany or Portugal, you can apply for a Schengen tourist visa at the German Embassy:

Important Information:

Starting from **4 March 2019** the Embassy will outsource the submission of Schengen Visa applications.

The German Visa Application Centre will be operated by **VFS Global** and located at 79 Anson Road #15-02, Singapore 079906.

An appointment is required for submission of application (www.vfsglobal.de/germany/Singapore).

Visa applicants may apply for appointments directly with **VFS Global** and submit the visa application at the Visa Application Centre.

The appointment system of VFS Global will open at end of February 2019.

Therefore, until further notice, **appointments for visa applications can still be booked through the website of the German Embassy:** <https://singapur.diplo.de/sq-en/service/05-VisaEinreise/-/1225488>

Submission of the visa applications will, however, **take place at the Visa Application Centre starting from 4, March 2019**. The charge of a service fee of 30 EUR will apply at the Visa Application Centre.

Kindly note that the application **cannot be submitted earlier than 3 months before** the travel date.

Please make sure to submit all the documents on the list **with 1 copy** when you show up for your appointment. Applications with missing documents cannot be accepted.

Please note that the application has to be submitted **personally**, unless biometric data has already been taken in the last 59 months.

Processing time: The average time for a visa application is **5 working days**, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Fees: the Visa fee of the Embassy is equivalent of EUR 60.00 in SGD, for children EUR 35.00 in SGD. Additionally, VFS charges a service fee of EUR 30.00 in SGD

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1. One **application form** duly completed and signed.
1 photograph according to biometric specifications, no more than 6-months old, 35–40mm in width, white background.

2.	<p>Original passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and was issued within the last 10 years.</p> <p>Please provide a photocopy of the passport data page, and –if applicable- previous Schengen visas within last 3 years and valid USA/UK visas if available.</p>	
3.	<p>Proof of legal residence in Singapore, valid for at least 1 month beyond the intended date of departure from the Schengen territory.</p> <p>Original plus 1 photocopy back and front of Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass. Proof of legal residence in Singapore, valid for at least 3 months beyond the intended date of departure from the Schengen territory plus a printout of your current Singaporean residence permit validity (no QR code).</p>	
4.	A guarantee letter from the applicant's employer, stating the details of the applicant, employment duration, designation, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if necessary. The original letter must be submitted.	
5.	A letter of invitation from the applicant's business partner in Germany stating the purpose and duration of the visit. The letter has to be signed by the person in charge, scan copy and fax are accepted. If applicable, confirmation that expenses are covered by the company in Germany. If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration.	
6.	A flight reservation or printout of your flight itinerary.	
7..	<p>Schengen travel/medical insurance with following coverage:</p> <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30,000; • Valid for the entire Schengen area • Valid for the entire duration of stay in the Schengen area. <p>The above must be mentioned on the insurance policy submitted, together with the name of the insured party. It is a requirement that claims against the insurance company are recoverable in a Member State. <i>Kindly note that insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area</i></p>	

Further documentation may be requested in each individual case.