

# VISA APPLICATION CENTRE FOR GERMANY

## FAIR VISIT/EXHIBITOR VISA CHECKLIST

Document	Specifics
<input type="checkbox"/>	Original Passport and one photocopy must be valid for another three months after conclusion of travel and must have two empty pages. Photocopies of all visas and immigration stamps for the last 5 years.
<input type="checkbox"/>	Two current biometric passport picture
<input type="checkbox"/>	Visa application form completely filled out and signed by applicant
<input type="checkbox"/>	Submission of an entry pass for fair visitors or the exhibitor's pass in the original and a photocopy of the pass copy of the pass
<input type="checkbox"/>	Promotional or / and informational material of the fair, through which is evident which fair is being visited
<input type="checkbox"/>	Documents regarding the economic activity of the applicants company, which must be related to the respective fair e.g. information brochure for clients
<input type="checkbox"/>	Proof of accommodation confirmation of the hotel booking
<input type="checkbox"/>	Visa Fee (EUR 80.-) Visa Fee is WAIVED for fair exhibitors
<input type="checkbox"/>	Statement of account(s) of the previous six months with bank confirmation <b>- OR -</b>
<input type="checkbox"/>	Guarantee Letter of the Employer Employer has to guarantee expenses of stay
<input type="checkbox"/>	Travel Health Insurance valid for the duration of the stay, minimum coverage of EUR 30,000. - valid for all Schengen States. PH THIs must be accredited (original & 1 photocopy), DE THIs can be submitted as photocopy, fax or scan

<input type="checkbox"/>	<b>If employed:</b> Proof of employment (ITR, COE, Approved Leave of Absence)	COE must include: employers full name, complete address, telephone number with area code, details regarding the position, income, employment duration
<b>- OR -</b>		
<input type="checkbox"/>	<b>If self-employed:</b> proof of registration and commercial activity of the company (ITR, Bank certificates, company accounts, etc.)	
<b>AND, if applicable</b>		
<input type="checkbox"/>	Proof of real estate property	e.g. original land title (for validating photocopy), deed of sale

**I have been informed that:**

If I still have a Schengen visa that is valid for more than three months, the current visa application will not be processed and the visa application will be returned to me with a repayment of the visa fee but not the service fee;

I will not have my passport in my possession during the process of my visa application;

An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application;

**The following declaration in case the documents are incomplete:**

The applicant has confirmed that s/he has no documents to submit other than those listed above.

The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless.

Additional supporting documents may be requested by the Embassy of the Federal Republic of Germany. In case of visa refusal fees are not refundable.

**Signature of Applicant:** \_\_\_\_\_ **Signature of VFS Official** \_\_\_\_\_

**Remarks:** \_\_\_\_\_