



CHECKLIST FOR BUSINESS VISA

	Documents Required for Business Visa Application	Yes	No	Remarks
1	Application form duly filled and signed by the applicant			
2	Declaration form signed by the applicant (under section 54 (6) AufenthG/German Residence Act)			
3	Original passport duly signed and 1 copy of the data page and previous Schengen visas (VFS: to be put as very last document in the visa application file)			
4	Photographs: Two recent biometric photographs(35mm X 45mm) not older than 6 months (one fixed to the form, one loose) with white/bright background			
5	Proof of Travel Medical Insurance coverage (EUR 30.000): The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay (Travel Insurance certificate is compulsory)			
6	Invitation letter Invitation letter from the inviting company mentioning the purpose, exact date and duration of the business trip. Information about (long-lasting) business relations welcome. Information about regular participation in business meetings/ events recommended if relevant. Information about location of the business meeting/ event mandatory if different from the address of the inviting company. Cost coverage according to §§ 66-68 Aliens Law for all or part of the expenses if relevant. In addition, a formal invitation letter to be filled and signed by the inviting company at the competent municipality office/ aliens' authority in Germany can be submitted.			
7	Hotel reservation Confirmed Hotel Booking for all intended travel destinations in Schengen states mentioning complete address of the hotel, booking dates and costs.			
8	Flight reservation Copy of the round trip airline reservation with passenger details and the complete travel itinerary. The reservation should prove that the stay in Schengen does not exceed 90 days.			
9	For employed individuals and spouses - Employment letter/ Sponsor letter addressed to the German Embassy stating the purpose of the visit, date of joining the company, job position and monthly salary and allowances of the applicant/ head of the family. The letter has to be attested by the Chamber of Commerce. Cost coverage by employer/ sponsor if relevant. In case of non-Saudi applicants also the duration of the contract has to be mentioned and whether it will be renewed. For self employed individuals/ businessman- Commercial Registration			
10	Bank Statements: Recent bank statements of the past 6 months proving the monthly salary transfer (if salary is not paid cash) and with sufficient funds available for the intended stay. If the salary is paid cash, salary slips for the last 6 months have to be submitted. For Saudi nationals bank statements of the past 3 months with sufficient funds .			
11	Photocopy of Saudi National ID Card / Residence Permit (Iqama)			

Additional Documents for Non-Saudi Nationals

→	Iqama copies of all family members residing in Saudi Arabia			
→	Exit & Re-Entry visa Copy of valid Exit & Re-entry visa mentioning exact dates as per Gregorian calendar (Exit before/Returnbefore ...)			

Attention:

Documents in Arabic language are not accepted! All documents must be either in English or translated into German or English.

Additional Information (Representative /Travel Agents):

An authorization letter signed by the applicant has to be submitted along with the visa application by the representative/ travel agent. The telephone number of the applicant (not representative/travel-agent) has to be mentioned in the application.

Remarks:

Declaration:

I have been informed that the Embassy of the Federal Republic of Germany Riyadh reserves the right to ask for additional supporting documents and does not guarantee the issuance of the requested visa. In case of visa refusal, visa and service fees are not reimbursed.

I have also been informed that an application without a complete set of documents according to this checklist is considered incomplete and may result in a rejection of my visa application. I am aware that there is no obligation from the Embassy to ask for missing documents.

I have been further informed that even an issued visa is no guarantee to be allowed to enter the Schengen-area. The immigration police officers have the right and even obligation to recheck the purpose of your trip, your financial means and your willingness to return to Saudi-Arabia. You are therefore highly recommended to carry all relevant documents with you. In case of any doubts or if your travel purpose has changed since the visa issuance your entry to the Schengen area might be refused.

Kindly note that with a visa issued by the German Embassy you are expected to travel to Germany only. At least for the first trip Schengen-visas have to be used for going to the country which issued the visa.

Date

Applicants Signature

VFS Officer