



CHECKLIST FOR BUSINESS VISA

	Documents Required for Business Visa Application	Yes	No	Remarks
1	Application form duly filled and sign by the applicant			
2	Original passport duly signed and 1 photocopy of the holders page (data page, and previous Schengen visa)			
3	Declaration form: signed by applicant (under section 54 (2) & under section 53 Aufenth G/German Residence Act)			
4	Photographs: Two recent photograph 35mm X 45mm not older than 6 months			
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 required)			
6	Invitation Letter: Copy of the invitation letter from the inviting company in the Germany mentioning the purpose, duration and who is responsible for the expenses of the trip and legalized by the company Attending Event or Exhibition, should have a reservation for the event or the exhibition			
7	Employment Letter addressing to the German Embassy and stating the Date of joining, job position, salary, legalized by chamber of commerce and the purpose of the visit with the expenses coverage information or Applicant is having own business, needs to submit Business Registration Letter translated in English			
8	Hotel reservation confirmation (to all Schengen states of destination) Booking must have the complete address and details of the hotel with dates			
9	Saudi National ID Card / Resident Permit (IQAMA) copy			
10	Bank Statement: Recent bank statement over the past 3 months with sufficient funds available for the intended stay / Saudi Nationals can submit the Credit Card copy			

Additional Documents for Non-Saudi Nationals

→	Family Resident Permit (IQAMA) copies residing in Saudi Arabia			
→	Copy of Saudi Arabian Exit & Re-Entry visa (Exit & Re-entry visa must have the dates of exit and returning back in Gregorian calendar)			
→	Copy of the round trip airline reservation with passenger details and copy of the travel itinerary, the reservation should prove that the stay in Schengen does not exceed 90 days.			

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 above mentioned 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