



Business Visa

April 2024

- If you are Cambodian citizen residing in Cambodia or a resident in Cambodia planning to travel to Europe for a business trip, you can apply for a Schengen business visa at the Embassy of Germany in Phnom Penh if your **main destination is Germany, Austria, Finland, Luxembourg or The Netherlands.**

Please note as of 22nd April 2024, the Schengen representation for Italy will no longer be carried out by Germany. For further information please contact the Italian Embassy in Bangkok.

- Please note that the application has to be submitted **personally** and **cannot be submitted earlier than 6 months before the travel date. Please submit your application at least 15 days before the scheduled departure.**
- The application can be processed **within 15 days** upon submission of your complete visa application but for some nationalities it can take up to 45 working days.
- The visa application fee for an adult is the equivalent of EUR 90.00 payable in USD at the actual exchange rate of the Embassy. The fee is not refundable.
- **Original documents must be submitted with 1 copy.**

Documents required: Please prepare your application in the following order:

1	<ul style="list-style-type: none">• One application form (Schengen VINDEX) duly completed and signed• 2 photograph no more than 6-months old, 35–45mm in width, white background, (sample see leaflet) and• Declaration according to 54 AufenthG signed by the applicant	
2	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. Provide photocopy of the passport data page, previous Schengen visas within last 3 years and valid USA/UK/ Australia visas if available.	
3	For non-Cambodian Citizen only: Proof of legal residence in Cambodia, <u>valid for at least 3 months beyond the intended date of departure</u> from the Schengen territory	
4	A Reservation for a round-trip airline ticket with the applicant's name	



5	Travel/medical insurance (coverage on medical expenses at least EUR 30,000 and valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company are recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned of the policy schedule/certificate. <i>Insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area.</i>	
6	An original or a scanned copy of letter of invitation from the applicant's business partner in Germany, Finland, Luxembourg, Austria or the Netherlands stating the purpose and duration of the visit. If applicable, confirmation that expenses are covered by the company in Germany, Finland, Luxembourg, Austria or the Netherlands . If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration. Note: Unprompted by fax or e-mail sent documents cannot be associated with your visa application. Therefore the Embassy cannot accept nor distribute unsolicited sent invitation letters by fax or e-mail documents. All documents listed here shall be submitted by the applicant in the requested form on the day of application.	
7	<ul style="list-style-type: none">• 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.• If the expenses are covered by the Company in Cambodia Business Registration Certificate or Patent Certificate or Tax Payment Receipt and Bank statement of the company (at least 6 month) is needed.	
8	Documentary proof of means of subsistence of the applicant e.g. applicant's rental agreement, land title, proof of ownership of house/own business, officially stamped bank statements for the last 6 months , proof of income of applicant	
9	Family Record documents: birth certificate, marriage certificate etc.	
10	Further documentation may be requested in each individual case.	

Holder of Diplomatic or Service passports, travelling on official business with a Verbal Note from the Ministry of Foreign Affairs and International Cooperation, can apply at the German Embassy. An appointment is needed.

Please note:

- Incomplete applications will not be accepted.
- There is no legal right to a visa.
- Documents in languages other than German, English or French must be translated by an authorized translator.
- Furnished false information or fake documents during the visa application process will lead automatically to a denial of the application and will lead also to an entry ban for Germany (possibly therefore also for the other Schengen countries)!
- The Embassy would like to point out that it does not charge any fee or accept any benefit apart from the official costs and charges outlined in the guidelines. Noncompliance can amount to (attempted) bribery and the application will be denied
- Successful applicants might be requested to present their original return airline ticket.



Embassy
of the Federal Republic of Germany
Phnom Penh

- Written parental consent or consent by authorised guardians must be submitted for unaccompanied minors. Minors have to carry their own passport, even when travelling with their parents/guardians.

Disclaimer

All data contained herein are based on knowledge and experience of the Embassy at the time of writing the leaflet. However, no guarantee can be assumed for the completeness and accuracy. Legal claims cannot be derived from this leaflet.

The Visa Application Charge will not be refunded if a decision is made to refuse to grant the visa because the applicant did not satisfy the criteria for grant of the visa.

Applicant name

Signature:

Date:

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Visa Application Centre Use Only

Processing officer name:

Processing officer signature: