

Last update: September 2025

**SCHENGEN VISA**  
**BUSINESS / TRADE FAIR / CONGRESS PURPOSE**  
**DOCUMENTS TO BE SUBMITTED**

I.		Submitted
1	<b>VIDEX Application form – available online <a href="https://videx.diplo.de">https://videx.diplo.de</a></b> <ul style="list-style-type: none"> <li>Fully completed in English or German and personally signed and dated by applicant</li> </ul>	
1a	<b>One recent biometric passport sized photograph (3,5 x 4,5 cm)</b> <ul style="list-style-type: none"> <li>Must <b>not</b> be older than 6 months with bright background and frontal view of the face</li> <li>Digitally altered passport Photos cannot be accepted</li> <li><b>Do not glue or staple the photos to the application form</b></li> </ul> <b>General information about your Passport</b> <ul style="list-style-type: none"> <li>Validity of a minimum of three months from the date of expiry of the requested Visa</li> <li>Signed by passport holder</li> <li>Passport not older than 10 years (issued within the last 10 years)</li> <li>A minimum of two blank pages to be used for visas</li> <li>Previous passport if applicable</li> </ul>	
2	<b>Business invitation letter</b> <ul style="list-style-type: none"> <li>Invitation letter issued by the German business partner</li> <li>invitation letter from the trade fair you intent to visit and / <b>and</b> ticket to the fair <b>new</b></li> </ul> <b>Note:</b> The invitation must contain the following: Full name of applicant, passport details, period and duration of stay, reason for business trip and information who will bear the cost of the stay	
4	<b>Hotel reservation and accommodation:</b> <ul style="list-style-type: none"> <li><b>Valid &amp; confirmed</b> hotel reservation incl. full address (name, street, city, zip code, contact information, booking ref.)</li> <li><b>If applicable:</b> copy of contract / proof of property with full residential address if you will stay at an apartment / house in Germany that you own)</li> </ul>	
5	<b>Overseas medical insurance</b> <ul style="list-style-type: none"> <li>Only insurance companies authorized by the German Embassy Doha are accepted</li> <li>Valid for entire duration of period of first stay and valid for all Schengen states</li> <li>Minimum coverage 30,000.00 € incl. repatriation. (Medical insurances linked to credit cards are <b>not</b> accepted)</li> </ul> <b>For multiple entry visas:</b> a signed form 'Declaration on Travel Health Insurance' must be submitted	
6	<b>Letter from local employer/sponsor (not older than one month) must include (not for QAT Nationals)</b> <ul style="list-style-type: none"> <li>Must be addressed to the German Embassy and signed by legal representative of the company as per Company Registration</li> <li>Name, postal address, telephone number, position of employee</li> <li>Salary income of applicant</li> <li>Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay if applicable)</li> <li>Attached copy of Company Registration/computer card showing legal representative(s)</li> </ul>	
7	<b>Proof of financial means of Company and applicant new (not for QAT Nationals)</b> <ul style="list-style-type: none"> <li>Original stamped and signed personal bank statements (current and saving) with salary income (mini- mum last 3 months and not older than 2 weeks from the day of submission) <b>mandatory even if the trip expenses are covered by the employer or inviting company</b></li> </ul>	
8	<b>Photocopies</b> <ul style="list-style-type: none"> <li>1 copy of passport pages with personal data and signature of passport holder</li> <li>1 copy of Qatari residence permit</li> </ul> <b>IMPORTANT:</b> valid Qatar residence permit (minimum validity up to return to Qatar)	
9	<b>Fees: 90 EUR at the current exchange rate in QAR</b>	

**II. REMARKS to be filled out VFS staff (please tick what is applicable):**

✓ Applicant's documents are ☐ complete

☐ **NOT** complete - applicant has been informed of option to withdraw application to avoid possible re- refusal but wishes to submit application

☐ **NOT** complete - applicant will submit missing documents within 48 hours to VFS

☐ **YES** - The applicant has been informed of the maximum processing time of 15 days and that he may not be able to arrive on time.

**Other Remarks (VFS)**

**II. SIGNATURES and AGREEMENT**

THE APPLICANT HAS BEEN INFORMED OF THE ABOVE REMARKS.

.....  
City and Date

.....  
Signature VFS