



## Schengen Visa for Business/Trade Fair

Applicant name:		Date of application:		
Requested documents		Yes	No	Notes
1	<p><b>Visa application form, original:</b></p> <p>Duly filled out in German or English language. <i>The application form is to be filled out through e-application VIDEX <a href="https://videx.diplo.de">https://videx.diplo.de</a>, printed out and signed by the applicant. The visa application form must be signed by both parents in case of minor child.</i></p> <p>Address details (names of cities, streets, etc.) in Germany are to be filled out in German language only.</p>			
2	<p><b>Information forms:</b></p> <p>Each form printed out, dated and signed by the applicant.</p> <p>1. <b>Information form on § 54 Abs. 2 Nr. 8 i. V. m. § 53 AufenthG:</b> <a href="#">Click here</a> to download the form.            2. <b>Information on data protection law:</b> <a href="#">Click here</a> to download the form.            3. <b>Signed receipt: Information on data protection law:</b> <a href="#">Click here</a> to download the form.</p>			
3	<p><b>Two biometric passport-sized photographs 3.5 cm x 4.5 cm:</b></p> <ul style="list-style-type: none"> <li>- One photograph to be fixed in the upper right corner of the application form</li> <li>- One photograph loosely added to the application</li> <li>- Colour photo on a white background</li> <li>- Format 3.5 cm x 4.5 cm</li> <li>- Taken from the front; without obstruction</li> <li>- Recent (less than 6 months old)</li> <li>- Ears and eyebrows must appear on the picture</li> </ul> <p><b>The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.</b></p>			
4	<p><b>Passport, original:</b></p> <ul style="list-style-type: none"> <li>- Valid for at least three months from the date of expiry of the requested visa</li> <li>- Signed by bearer</li> <li>- Not older than 10 years</li> <li>- <b>At least two blank pages</b></li> </ul> <p><b>Please present previous passports, if available.</b></p>			
5	<p><b>Passport, copies:</b></p> <ul style="list-style-type: none"> <li>- Two photocopies of the passport (personal data page)</li> <li>- One photocopy of previous Schengen visas and previous passport/s (personal data page)</li> </ul>			
6	<p><b>Change name and/or surname certificate, if applicable:</b></p> <p>Show original and submit photocopy</p>			
7	<p><b>Travel purpose:</b></p> <p><b>Signed invitation letter (written on company letterhead paper) from the business associate or company in the Member States, containing the following information:</b></p> <ul style="list-style-type: none"> <li>- Exact description of the purpose of the business trip with detailed program</li> <li>- Full name, date of birth and passport number of the invited person</li> <li>- Duration of stay (date of entry and departure)</li> <li>- Indication of who is going to cover the costs of travel, food and accommodation during the visit</li> <li>- Company must take responsibility for the applicant's departure from Germany or Schengen territory in accordance with the terms stated in the visa</li> </ul>			
8	<p><b>Participation to an exhibition or trade fair:</b></p> <p><i>For visitors:</i> Trade fair entry ticket and an invitation stating purpose and duration of the exhibition or trade fair stating the applicant's name</p> <p><i>For exhibitors:</i> Exhibitors will receive their visa free of charge with proof of the personalized trade fair pass (<b>Messeausstellerausweis</b>). Show original and submit photocopy</p>			
9	<p><b>Employment and financial proof:</b></p> <p><i>If employed:</i></p> <ul style="list-style-type: none"> <li>- Original certificate of employment or equivalent, indicating the position in the company, length of employment, monthly salary, the number of vacation days granted, and the purpose and duration of the trip</li> <li>- Company registration</li> </ul> <p><i>If student:</i></p>			

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	<ul style="list-style-type: none"> <li>- Academic certificate such as an enrolment confirmation of the school or university, show original and submit photocopy</li> </ul> <p><i>If self-employed:</i></p> <ul style="list-style-type: none"> <li>- Evidence of business ownership (company registration, DBD certificate) stating the applicant's name</li> </ul> <p><b>To be provided: proof of sufficient funds</b></p> <p>If the inviting company in Germany does not sponsor accommodation and financial support for the visa applicant, the Thai company (employer of the applicant) has to do so, by providing a sponsoring letter and bank statement for the last three months, original with bank stamp; if the trip is not sponsored: bank statement of the employee for the last three months, original with bank stamp; copy of real estate property (title deed) if relevant</p>			
10	<p><b>Travel and health insurance:</b></p> <ul style="list-style-type: none"> <li>- Must cover all period of stay</li> <li>- Must be valid for Schengen area</li> <li>- Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses</li> <li>- The stamp and the signature of the insurance company are mandatory</li> <li>- Show original and submit photocopy</li> </ul> <p><a href="#">Click here for the list of accredited Travel Medical Insurance</a></p>			
11	<p><b>Documents related to minor child:</b></p> <ul style="list-style-type: none"> <li>- Birth certificate, show original and submit photocopy</li> <li>- Parental consent for the minor child that is either travelling abroad alone or with only one parent:             <ul style="list-style-type: none"> <li>a) <i>An official parental consent for the planned travel abroad must be submitted, in case that one of the parents or both of them are not going to travel together with the minor child. This document must be issued by Amphoe. Show original and submit photocopy</i></li> <li>b) <i>Or the declaration of consent letter signed by the parent/s who is/are not traveling with the minor child (sign at VFS Global Visa Center in person). Show original and submit photocopy.</i></li> </ul> </li> <li>- <i>If the parents are divorced, or</i></li> <li>- <i>if the parents were not married at the time the child was born,</i></li> </ul> <p>a proof of child custody, issued by the Amphoe, must be submitted (copy).</p> <p><i>In case that one parent has passed away, a death certificate must be submitted.</i></p> <p><b>Signed authorization letter from the parents in case that both parents cannot appear in person during the submission of the visa application. Photocopies of the parents' passports (personal data page) must also be submitted.</b></p>			
12	<p><b>Foreign national residing in Thailand:</b></p> <ul style="list-style-type: none"> <li>- Original and copy of work permit (if applicable)</li> <li>- Re-entry stamp from Thai Immigration, valid after coming back from the Schengen states</li> </ul>			

**If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy or Consulate is required.**