

Embassy of Luxembourg

Abu Dhabi

Required documents for business or official delegation visa

S.NO	All documents should be submitted on A4 paper	YES	NO
	General requirements		
1	Schengen application form duly filled, dated and signed by the applicant.		
2	1 recent passport size photograph (size 35mm x 45mm) in color on white background. The photo should be pasted (not stapled) on the form.		
3	National passport valid for at least 3 months beyond the date of return and with at least 2 blank pages available + 1 copy of the data page of the passport and copies of previously Schengen visas.		
4	Residence permit valid for three months or UAE-ID-card for GCC citizens, valid for three months after the intended departure date from the territory of the Member States.		
5	Employees: original letter from employer stating the applicant's employment status, position, length of contract and salary and valid trade license of the company. Self-employed persons: valid trade license of their company.		
6	Official documents		
	Invitation letter from a company/authority in Luxembourg to attend a meeting, conference or event or other documents, showing the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses). <u>OR</u> Letter issued by authorities confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details.		
7	Copy of flight ticket or flight reservation including return flight.		
8	Proof of accommodation		
	Proof of accommodation (hotel reservation or proof of rental/ownership of real estate in the Member State of destination or confirmation of private accommodation, mentioning that the host will cover the accommodation costs).		
	Invitation letter signed by the host covering the period of the intended stay and/or confirmation of accommodation by the company /authority inviting the applicant, mentioning that the company will cover the accommodation costs.		
9	Overseas medical travel insurance valid for all Schengen countries for the whole duration of your stay with a minimum coverage of 30,000 Euros for all risks like accident, urgent medical attention, emergency hospital treatment and repatriation. For multiple entry visas, an additional declaration covering further journeys accordingly needs to be signed.		
10	Verifiable evidence of sufficient means of subsistence during the intended stay		
	Proof of sufficient financial means to cover all expenses during your stay: · Salary/Pension pay slips of the last 3 months. · For employees: original letter from employer stating the applicant's employment status, position, length of contract and salary. · For self-employed: valid original trade license. · Status of personal bank account for the last 3 months in letter from your bank or national form for proof of sponsorship (not older than 6 months) and/or accommodation. · Valid international credit card accompanied by bank statements.		
	Passport No.: - VFS Staff: -.....		
	Applicant Name: -		