

SHORT-TERM ECONOMIC ACTIVITY LIST OF DOCUMENTS

General information

Please note some professional activities such as standard business travel and a variety of cultural, academic and sports activities are **not** considered an economic activity and may be therefore carried out without a corresponding visa or residence permit. For details, please click [here](#).

It is strongly recommended to submit a complete set of documents as per the below list of requirements in order to avoid delays in visa processing.

The decision to approve or refuse a visa is entirely up to the Diplomatic Mission. Please note: The Diplomatic Mission might request you to submit missing / additional documents that may prolong the processing time.

Applicants must always **bring and present their original documents together with the photocopies**.

All documents that are not issued in German, English, Spanish or French require translation into German or English.

List of documents

[Printed Visa Application form \(original\)](#)

*2 printouts of the application form including the barcode. Please sign the form in **3 designated places**.*

Passport (original)

Signed by the holder, issued within the last 10 years and valid for at least 3 months after the end date of the trip to the Schengen member states with at least 2 subsequent blank pages.

One photocopy of the passport's bio data page

UK Residence permit

Issued as a biometric card (BRP) or endorsed in the passport. Must be valid for at least one month after the end date of the trip to the Schengen member states. C-type visitor visa is not acceptable.

One photocopy of the BRP (front and back) or endorsement

[Biometric Passport Photo \(original\)](#)

35 x 45 mm, no older than three months, on white or off-white background. Digitally altered passport photos cannot be accepted.

Employer's declaration ("Erklärung zum Beschäftigungsverhältnis") - in 2 copies

to be completed by employer (download the form [here](#))

Evidence of sufficient funds

- *United Kingdom bank account statements in your name showing movements over the last three months, as a minimum, and current balance showing at least £40 per day for the entire duration of stay. If the bank statement is over one week old, a printout of the recent transaction history must be provided.*
- *Credit card(s) and credit card statement indicating the cardholder's name and address are also accepted. The statement must contain information on monthly limit or spending cap.*
- *The bank balance must also include the cost of tickets and accommodation (if not paid).*

OR a **formal obligation letter** (“*Verpflichtungserklärung*”). This formal obligation letter can be obtained at the local immigration office in Germany (“*Ausländerbehörde*”).

Reserved return airline/ ferry/ train ticket

- Confirmed return travel tickets: mentioning the applicant’s name and travel dates to & from the Schengen area. If travelling within Schengen countries, it is advisable to provide travel tickets showing proof of travel.
- When reserving/booking a ticket, please be aware that filing a complete application does not guarantee that a visa will be granted. It may be advisable to book a fully refundable ticket.

A travel health insurance policy

Must show the applicant’s name, has cover of at least €30,000, valid for all Schengen member states and must cover the entire period of the applicant’s intended stay in the Schengen area.

Proof of address in UK

i.e. latest council tax bill, utility bill, bank statement, pension certificate or similar.