



CHECKLIST FOR BUSINESS VISA

Documents Required for Business Visa Application	
1	Application form duly filled (online "VIDEX" or manual) and signed by the applicant
2	Original passport Copy of the passport data and signature page and previous Schengen visas including entry/exit stamps. The passport needs to be duly signed and valid for at least 3 months after the planned date of return.
3	Photograph One recent biometric photograph (35mm X 45mm) not older than 6 months with white/bright background (loose, not attached to application form). No headgear except hijab.
4	Travel Health Insurance certificate with coverage of at least EUR 30.000 The insurance must cover the entire period of intended stay, be valid for all Schengen States and cover any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment, not excluding COVID-19 infections or death during the stay.
5	Invitation letter Invitation letter from the inviting company in Germany mentioning the purpose, exact date and duration of the business trip. Information about (long-lasting) business relations welcome. Information about regular participation in business meetings/ events recommended if relevant. Information about location of the business meeting / event mandatory if different from the address of the inviting company / ticket for trade fair or exhibition. Cost coverage according to §§ 66-68 Aliens Law for all or part of the expenses if relevant.
6	Hotel reservation Hotel Booking (no vouchers!) for all intended travel destinations in Schengen states mentioning complete address of the hotel, booking dates and costs.
7	Flight reservation Copy of the round trip airline reservation with passenger details and the complete travel itinerary (stay should not exceed 90 days).
8	For employed individuals and spouses - Employment letter/ Sponsor letter Stating the purpose of the visit, date of joining the company, job position, further duration of the contract and whether it will be renewed, monthly salary and allowances of the applicant/ sponsor. The letter has to be attested by the Chamber of Commerce. Cost coverage by employer/ sponsor if relevant. For self-employed individuals/ businessmen: Commercial Registration. For holders of diplomatic or special passports: Letter from Ministry of Foreign Affairs or respective Embassy. For private/domestic staff: a letter from the sponsor and a copy of the work contract.
9	Original Bank Statements Recent bank statements of the past 6 months proving the <u>monthly salary</u> transfer and with sufficient funds available for the intended stay. The bank statements have to be stamped by the bank. For Saudi nationals bank statements of the past 3 months are sufficient.
10	For Saudi Nationals: Photocopy of Saudi National ID Card (with translation) if the place of birth is not indicated in the passport
Additional documents for Non-Saudi nationals	
11	Exit & Re-Entry visa (in English and Gregorian calendar) Official excerpt of the Electronic Exit Re-Entry Visa (Absher/Muqem) with exact dates (Exit before / Return before ...) and expiration date of the Iqama , which should be valid at least 3 months after the planned date of return.
12	Photocopy of Residence Permit (Iqama) with translation as well as Absher excerpt ("family services") for the applicant and Iqama copies of all family members residing in Saudi Arabia.



General information:

Visa applications can be submitted at the earliest **6 months** before and **at the latest 15 calendar days** before traveling.
In case of public holidays, processing will be delayed.
Passports are not handed out during the visa process. To withdraw your application, please submit a signed withdrawal letter.

Documents in Arabic language are **not** accepted! All documents must be either in English or translated into German or English.
In order to speed up the application process, please sort your documents according to the order of the checklist.

**The Missions of the Federal Republic of Germany reserve the right to ask for additional supporting documents and does not guarantee the issuance of the requested visa. In case of visa refusal, visa and service fees are not reimbursed.
An application without a complete set of documents according to this checklist is considered incomplete and may result in a rejection of the visa application.**

A visa is no guarantee to be allowed to enter the Schengen-area. The immigration police officers have the right to re-check the purpose of the trip, the availability of financial means and the willingness to return to Saudi-Arabia/ the home country.

All relevant documents should be carried during the trip. In case of any doubts or if the travel purpose has changed since the visa issuance the entry to the Schengen area might be refused.

With a visa issued by the German Missions the visa holder is expected to travel mainly to Germany during the first trip.

Additional Information (Representative /Travel Agents):

An authorization letter signed by the applicant has to be submitted along with the visa application by the representative/ travel agent.
The telephone number of the applicant (not representative/travel-agent) must be indicated in the application.

Important information for Palestinians - Only the following passports / travel documents are recognized:

- Passport or Travel document issued by the Palestinian National Authority, only if the ID-Number mentioned in the document begins with the numbers 4, 8 or 9
- "Document de Voyage pour les Réfugiés Palestiniens"/"Travel Document for Palestinian Refugees" issued by the Egyptian authorities, only if the document contains a valid re-entry visa and the holder resides in Egypt
- Alien's passport (T-series) issued by the Jordanian authorities
- "Document de Voyage pour les Réfugiés Palestiniens"/"Travel Document for Palestinian Refugees" issued by the Syrian authorities, only if Germany is included in area of validity and the right to return is secured.

Important information for Syrians:

Passports are recognized only when they are **signed** by the bearer **itself**, except if the passport owner is younger than 10 years. If a Syrian passport is not duly signed on page 2, the owner itself will have to sign the passport at a Syrian Embassy/Consulate.