



Checklist for a Business Visa

		Yes	No
1.	Application Form* <ul style="list-style-type: none"> • Fully completed in English or German and signed and dated by the applicant himself. If the applicant is under the age of 16 both parents must sign the application form. 		
2.	Passport Requirements: <ul style="list-style-type: none"> • Validity of atleast 90 days from the date of expiry of the requested visa. • At least one free page. • Must contain valid UAE Residence Visa entitling holder to return to the UAE. 		
3.	Photocopies <ul style="list-style-type: none"> • 2 Passport copies • UAE residence Visa copy • Previous Schengen or UK Visa copy 		
4.	One Passport photograph Requirements: <ul style="list-style-type: none"> • Size 3.5 x 4.5 cm • Should not be older than 6 months. • A frontal view of the face covering 70-80% (32-26mm) of the photo. • A uniform and light-coloured background. • Clear facial features and eyes – not covered by hair or frame of glasses. • Head coverings are only accepted for religious reasons.do not glue or staple the pictures to the application form. 		
5.	Instruction Form* (A and C) <ul style="list-style-type: none"> • Fully completed in English or German and signed and dated by the applicant himself. 		
6.	Overseas Medical Insurance Requirements: <ul style="list-style-type: none"> • Valid for the duration of the requested visa and all Schengen countries. • Minimum coverage 30,000€ and repatriation. (Medical Insurances connected to Credit Cards are <u>not</u> accepted) 		
7.	Letter from the local employer or sponsor stating purpose of travel, position, salary and begin date of employment in the UAE.		
8.	Invitation letter from a German company or a confirmed hotel booking.		
9.	Copy of the valid Trade License of the company.		
10.	A Confirmed return air ticket.		

❖ Nationals of: Afghanistan, Algeria Bangladesh, Belarus, Burundi, Colombia, Congo, Egypt, Indonesia, Iran, Iraq, Jordan, Kazakhstan, Lebanon, Libya, Nigeria, North Korea, Pakistan, Philippines, Saudi Arabia, Sudan, Syria, Tunisia, Vietnam, and Yemen **must complete and hand in two application forms and Instruction Form A , B and C**

Special rules apply for Palestinian nationals holding Lebanese/Egypt Travel Document.

Please Note

- During the processing time the passport has to remain with the German Consulate In Dubai.
- The Visa may take anywhere between 2 to 14 days to process depending on the nationality of the applicant.
- All fees must be paid upon submission of the above in cash only.
- The Consulate reserves the right to ask for additional documents.
- Applicant could always be requested to appear for interview

Remarks

Date

VFS