



## BUSINESS VISA

JANUARY 2020

### General information:

- You are a resident of Namibia planning to travel to Europe on business? You can apply for a short term visa, if your **main destination is Germany, Austria, Belgium, France, Greece, Hungary, Luxembourg, Malta, Netherlands, Switzerland.**
- Please note that the application has to be submitted **personally** and cannot be submitted earlier than 6 months before the date of travel.
- Each applicant must submit a **separate and complete** set of the documents.
- The application will usually be **processed within 15 days** upon submission of your complete visa application. Therefore applicants are strongly encouraged to apply well in advance of their actual travel dates. This will help ensuring a smooth organization of your trip.
- If your travel date is imminent or lies within two weeks of your application date, please check if you can postpone your trip. In general, neither the German Embassy nor the Service Provider is able to expedite the process.
- The **visa application fee** for an adult is the equivalent of EUR 80.00 in NAD. This non-refundable charge is payable in cash or by credit card when applying.
- **Original** documents must be submitted with **1 copy**.
- Further documentation may be requested in each individual case.
- The relevant information pertaining to the application process can be found on our website: [www.windhoek.diplo.de](http://www.windhoek.diplo.de)

### Please submit the following documents in original plus 1 photocopy (**complete applications only!**)

Please read the checklist and fill out the application form thoroughly. We require that the printed and signed checklist is submitted with the application form at your appointment. Please sort them exactly in the following order:

- 1 duly completed visa application form
  - Please open the online application form [Videx](#)
  - fill it fully and correctly in English or German
  - download the completed form as a PDF-file, then
  - print it and
  - please date and sign it
- 1 recent passport **photograph** according to **biometric specifications**

- Original passport or travel document** valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport / travel document must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a **photocopy** of a) the **passport data page**, b) **previous Schengen visas** within last 3 years and c) valid USA/UK visas if available.
- Proof of legal residence in Namibia**, which allows reentering Namibia upon the end of the journey. **Original plus 1 photocopy** of Permanent Resident card and re-entry permit.
- A **letter of invitation** from the applicant's business partner in Europe stating the purpose and duration of the business trip. The letter has to be signed by the person in charge. A scan, copy or fax can be accepted.  
If the applicant is attending a conference, a confirmation letter of your participation and payment receipt of registration is needed.  
If applicable, a confirmation that the expenses are covered by the company in Europe is needed.
- A **guarantee letter** from the applicant's employer, stating the details of the applicant, employment duration, designation, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if necessary. The original signed and dated letter must be submitted.  
If you are self-employed, provide current printout of business registration.
- A **reservation for a round-trip airline ticket** with the applicant's name (no final booking needed).
- A **travel itinerary** including hotel accommodation reservation or similar confirmation of accommodation for the entire trip in the Schengen area (no final booking needed).
- Proof of the applicant's financial circumstances** (3 months of bank book statements, bank account statements or fixed deposit statements) from a local account. Statements need to have a bank letter head with the name of the account holder. Online transaction records without account holder's names and not on bank letter head are **not accepted** or  
A formal obligation letter of your sponsor (if applicable)
- Travel/medical insurance** (coverage for medical expenses: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule/certificate.

**VISA APPLICATION BY APPOINTMENT ONLY**

- I hereby declare that I have read and understood the information sheet, especially the information with regards to false and incomplete documentation.
- I agree that the Embassy may shorten the validity of my visa, without prior consultation, as long as it is legally permissible or necessary.
- I accept that my passport has to remain with the Embassy and cannot be withdrawn during the processing of my application.

<p><b>Applicant or authorized representative (application at VAC)</b></p> <p>Place, date, signature</p>   <p>(in case of minors under the age of 18, signatures of custodians)</p>	<p><b>VAC employee (if applicable)</b></p> <p>Place, date, signature</p>
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