



BUSINESS VISA

MARCH 2018

General information:

- You are a resident of Namibia planning to travel to Europe on business? You can apply for a short term visa at the Embassy of Germany in Windhoek 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 3 months before the travel date.
- Each applicant must submit a **separate and complete** set of the documents.
- The application will usually be **processed within 7 working days** upon submission of your complete visa application. Please note that for some nationalities processing time can take up to 15 working days.
- The **visa application fee** for an adult is the equivalent of EUR 60.00 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.
- To apply for the visa you need an **appointment** which has to be **booked online** – make sure your documentation is complete and sufficient processing time until the planned time of travel is left.
- Appointment bookings can be made at:

https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=wind&request_locale=en

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

- 1 duly completed visa application form (please ensure that you sign the form)
- 1** recent passport **photographs** according to **biometric specifications** (see sample photos)
- 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.
- 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.
- **Proof of legal residence in Namibia**, valid for at least 3 months beyond the intended date of departure from the Schengen territory. **Original plus 1 photocopy** of Permanent Resident card and **re-entry permit**.
- **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).
- **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 are 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.
- **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**.

VISA APPLICATION: by online appointment only