



## Business

### General Information:

- According to the Schengen Visa Code, the German Embassy in Namibia is responsible for processing your application if your main destination is Germany, Netherlands, Belgium, Luxembourg, France, Malta, Switzerland and Hungary.
- Duly completed application forms may be submitted six months prior to your intended travel date. Especially when traveling in the high season between May and September, you are strongly encouraged to apply well in advance of their actual travel dates. This will help ensuring a smooth organization of your trip.
- It may take an average of 15 days to process your Schengen visa application at the German Embassy.
- The relevant information pertaining to the application process can be found on the website of the Embassy: [www.windhoek.diplo.de](http://www.windhoek.diplo.de)
- The German Embassy reserves the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.
- Documentation sent via fax or e-mail, which has not been explicitly requested, will not be allocated to an application.

### Submission of incomplete or false documentation/incorrect information

Submission of incomplete documentation or of false documentation/incorrect information will most likely result in a refusal or - in case of the latter - even a travel ban to Germany or other Schengen States.

### Checklist for Filing Your Application

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

Mandatory documents		to be filled out by the applicant prior to the appointment	to be filled out by the German Embassy
1	<p><b>One completed visa application form</b></p> <ol style="list-style-type: none"> <li>1. Please open the online application form (<a href="https://videx.diplo.de">https://videx.diplo.de</a>).</li> <li>2. complete it duly and correctly</li> <li>3. download the completed form <b>as a PDF-file</b>, then</li> <li>4. print it and</li> <li>5. date and sign it.</li> </ol> <p><b>The application to be provided contains 7 pages and has to be signed twice (on page 5+6)</b></p>	<input type="checkbox"/>	
2	<p><b>photograph</b></p> <p>Recent passport photograph <a href="#">according to biometric specifications</a></p>	<input type="checkbox"/>	

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3	Passport	Valid and signed passport (must have been issued within the last 10 years) which must have at least two blank pages and be valid for at least 3 months after the scheduled return	<input type="checkbox"/>	
		1 copy of the data page containing personal data	<input type="checkbox"/>	
		Copy of previous Schengen and other relevant visas within the last 3 years	<input type="checkbox"/>	
		<u>If Non-Namibian citizen:</u> Copy of valid residency/work permit which allows reentering Namibia upon the end of the journey	<input type="checkbox"/> *	
4	Documents proving purpose of travel	Recent invitation letter from business partner in Germany or Schengen state concerned with names, dates and signature (invitation not older than 3 months)	<input type="checkbox"/>	
		Covering letter by the company (employer) with complete travel plan (itinerary)	<input type="checkbox"/>	
		Flight quotation/reservation (round trip), rail tickets and other if applicable	<input type="checkbox"/>	
		Proof of accommodation including complete addresses for your entire stay in the Schengen area	<input type="checkbox"/>	
5	Proof of employment situation	<u>if employed:</u> current letter of employment with original signature stating monthly salary and confirmation of the business nature of your upcoming trip for the company <b>or</b> <u>if self-employed:</u> company registration document ( <b>original + copy</b> ) <b>or</b> <u>if student:</u> current proof of school/university registration confirming that the student is exempt from attending lectures during the requesting travel period, with an original signature <b>or</b> <u>if other employment situation:</u> current proof of occupation	<input type="checkbox"/>	
6	Proof of financial status and sufficient funds	Personal bank statements with money movements of the past three months (in particular showing regular monthly income) <b>with</b> a bank account confirmation letter Sufficient funds must be available on the existing balance and <u>not overdrafts</u> . Additional accounts e.g. saving accounts can be produced to prove your ability to finance the whole trip <b>or</b> <u>Formal</u> obligation letter of your business partner (company) in Schengen inviting you for the business trip <b>or</b> Declaration of assumption of costs by the inviting company in the Schengen state concerned	<input type="checkbox"/>	
7	Overseas medical travel insurance for Schengen States	Valid travel health insurance <ul style="list-style-type: none"> <li>• valid for all Schengen countries,</li> <li>• covering your requested stay with</li> <li>• a minimum coverage of 30,000 euros</li> <li>• for medical expenses, repatriation and pre-existing conditions</li> </ul> When applying for a multiple-entry visa, a one-year or multi-year visa, it suffices to present a valid travel health insurance for your first trip	<input type="checkbox"/>	

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by the German Embassy
8	<b>Fee</b>	<p><u>90 Euro per adult - non-refundable</u></p> <p>The amount is payable</p> <ul style="list-style-type: none"> <li>• in cash in NAD at the current exchange rate of the Embassy and rounded up or down to 10.- NAD <b>or</b></li> <li>• by credit card (Visa or MasterCard): <ul style="list-style-type: none"> <li>○ Credit cards without printed name and/or number cannot be accepted</li> <li>○ Credit card holders must be present</li> </ul> </li> </ul>	<input type="checkbox"/>	

Please note, that the Embassy may issue the visa with a shorter validity than applied for, without prior consultation, as long as it is legally permissible or necessary. The applicant's passport has to remain with the German Embassy and cannot be withdrawn during the processing of the application.

**For official use only**

I was advised that my application, submitted on \_\_\_\_\_ with the intended travel date \_\_\_\_\_, was incomplete and/or knowingly submitted on short notice, as the processing time for a visa can take up to 15 working days. After being informed that the decision based on the beforementioned may be taken to my disadvantage, I choose one of the following options:

- I refrain from submitting my visa application
- I will not submit additional documents
- I submit my visa application and will complete the requested documents latest on or before \_\_\_\_\_

Windhoek, \_\_\_\_\_

\_\_\_\_\_ Signature