



## 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, Malta, Switzerland and Hungary.
- Duly completed application forms may be submitted six months prior to your intended travel date. You are strongly encouraged to apply well in advance of the actual travel dates. This will help ensuring a smooth organization of your trip.
- It can take up to 15 working days to process your Schengen visa application at the German Embassy. Any courier transit times should be added to the 15 days.
- 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.
- Documentation sent via e-mail, which has not been explicitly requested, will not be allocated to an application.
- The [fee](#) for the visa application will have to be paid at the time of your appointment with TLS.

### 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 with TLS. **Please sort the documents exactly in the following order:**

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by TLS
1	<b>One completed visa application form</b>	1. Please open the online application form ( <a href="https://videx.diplo.de">https://videx.diplo.de</a> ), 2. complete it duly and correctly, 3. download the completed form <b>as a PDF-file</b> , then 4. print it and 5. date and sign it.  <b>The completed application form contains 7 pages and has to be signed twice (on page 5+6)</b>	<input type="checkbox"/>	
2	<b>Photograph</b>	Recent passport photograph <a href="#">according to biometric specifications (for more information please click here)</a>	<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 <ul style="list-style-type: none"> <li>at least two blank pages and</li> <li>be valid for at least 3 months after the scheduled return</li> </ul> Damaged passports (water stains, torn pages,..) cannot be accepted	<input type="checkbox"/>	
		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 <b>valid residency/work permit</b> which <b>allows reentering Namibia</b> upon the end of the journey	<input type="checkbox"/> *	
4	Documents proving purpose of travel	Recent invitation letter (if possible in English) from business partner/ inviting company in Germany or Schengen state with: <ul style="list-style-type: none"> <li>name of the inviter</li> <li>dates and signature (invitation not older than 3 months)</li> </ul>	<input type="checkbox"/>	
		Covering letter by the company (employer) with complete travel plan (itinerary)	<input type="checkbox"/>	
		Flight <b>quotation/reservation</b> (round trip), rail tickets and other if applicable	<input type="checkbox"/>	
		Proof of <b>accommodation</b> including <b>complete addresses</b> for your <b>entire stay</b> in the Schengen area	<input type="checkbox"/>	
		<u>If further business meetings are planned:</u> Covering letter by the sending and –if applicable- inviting company with complete travel plan (itinerary)	<input type="checkbox"/> *	
5	Overseas medical travel insurance for Schengen States	Valid travel health insurance (a quotation is <u>not</u> sufficient) <ul style="list-style-type: none"> <li>valid for all Schengen countries,</li> <li>covering your requested stay with 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"/>	
6	Proof of employment situation	<u>if employed:</u> current letter of employment with <b>original signature</b> (wet stamp/signature) <ul style="list-style-type: none"> <li>stating monthly salary,</li> <li>designation</li> <li>employment duration and information on</li> <li>dates of absence for the intended journey</li> </ul> <b>or</b> <u>if self-employed:</u> company registration document ( <b>original + copy</b> ) <b>or</b> <u>if student:</u> current <b>student confirmation letter</b> with <b>original signature</b> (wet stamp/signature), stating that <ul style="list-style-type: none"> <li>the student is exempt from attending lectures during the requesting travel period and</li> <li>will return to lectures after the travels</li> </ul> <b>or</b> <u>if other employment situation:</u> current proof of occupation	<input type="checkbox"/>	

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by TLS
7	<b>Proof of financial status and sufficient funds</b>	<ul style="list-style-type: none"> <li>• Personal bank statements of the <b>past three months</b> (in particular showing regular monthly income) <b>and</b></li> <li>• a <b>bank account confirmation letter</b> (with wet signature or digital stamp)</li> </ul> <p>Sufficient funds must be available on the existing balance. Additional accounts e.g. saving accounts can be produced to prove your ability to finance the whole trip</p>	<input type="checkbox"/>	
		<p><a href="#">Formal obligation letter of your business partner/company (for more information please click here)</a> in Schengen inviting you for the business trip</p> <p><b>or</b></p> <p>Declaration of assumption of costs by the inviting company in the Schengen state concerned</p>	<input type="checkbox"/> *	

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

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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 outcome of my visa application may be negative, 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 by 15:30 today

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

**For official use only**

VAC employee
Place, date, signature