



Business – Trade Fair

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 about the application process can be found on the website of the Embassy: 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. **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	One completed visa application form	<ol style="list-style-type: none">1. Please open the online application form (https://videx.diplo.de),2. complete it duly and correctly,3. download the completed form as a PDF-file, then4. print it and5. date and sign it. <p>The completed application form contains 7 pages and has to be signed twice (on page 5+6)</p>	<input type="checkbox"/>	
2	Photograph	Recent passport photograph according to biometric specifications (for more information please click here)	<input type="checkbox"/>	

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by TLS
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"/>	
		If Non-Namibian citizen: 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	Exhibitor's pass/visitor's pass/admission ticket for the fair	<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"/>	
		If further business meetings are planned: 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	<p>Valid travel health insurance</p> <ul style="list-style-type: none"> • valid for all Schengen countries, • covering your requested stay with a minimum coverage of 30,000 euros • for medical expenses, repatriation and pre-existing conditions <p>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</p>	<input type="checkbox"/>	
6	Proof of employment situation	<p>if employed: current originally signed letter of employment:</p> <ul style="list-style-type: none"> • stating monthly salary • confirmation of the business nature of your upcoming trip for the company <p>or</p> <p>if self-employed: company registration document (original + copy)</p> <p>or</p> <p>if student: current proof of school- or university registration/ originally signed letter confirming that the student is:</p> <ul style="list-style-type: none"> • exempt from attending lectures during the requesting travel period • Will return to lectures after the travels <p>or</p> <p>if other employment situation: current proof of occupation</p>	<input type="checkbox"/>	

Mandatory documents			to be filled out by the applicant prior to the appointment	to be filled out by TLS
7	Proof of financial status and sufficient funds	Personal bank statements with money movements: <ul style="list-style-type: none"> • of the past three months (in particular showing regular monthly income) with • a bank account confirmation letter 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	<input type="checkbox"/>	
		Formal obligation letter (for more information please click here) from the respective Schengen state in which you are invited to the trade fair or Declaration of assumption of costs by the inviting company in the Schengen state concerned	<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.

For official use only

VAC employee
Place, date, signature