



REQUISITE DOCUMENTS FOR GENERAL BUSINESS VISA

*** Please arrange the documents for submission in the order given below**

Yes No

1. Valid Passport with at least 3 months validity and 2 empty page.		
2. Two Passport size photographs according to biometric specifications, 1 pasted with application form, 1 lose		
3. Schengen Visa Application Form a) Did the applicant sign the application form? b) Did the applicant give his/her full Indian address incl. Tel/Fax/e- mail under his/her signature?		
4. Declaration on True and Complete Information , signed and dated		
5. Declaration on Travel Health Insurance , signed and dated for all frequent travelers		
6. 2 Covering Letter of applicant a) Personal Covering Letter b) Covering Letter / NOC from Employer confirming employment, Salary.		
7. Travel Health Insurance , validity has to match travel dates		
8. Letter of inviting company in German language, confirming invitation and coverage of any costs according 66-68 AufenthG.		
9. Reservation of Hotel Bookings for entire stay in Schengen Area (GTA bookings not accepted)		
10. Reservation of Flight , also showing flights within Schengen Area		
11. 2 Photocopy of first and last page of passport and observation pages.		
12. If Married, copy of Marriage Certificate is required, if Spouse Name not Endorsed on the Passport.		
13. Appointment Letter/ Salary Slip for last 06 months/ Transfer Letter (if applicable)		
14. Personal Bank Statements for last 06 Months in original (Online bank statements not accepted)		
15. Company's registration certificate / Proof of company / Partnership deed		
16. Company's bank Statement with transaction (Last 6 months A4 Size Copy), Statement must contain account number and complete bank contacts with Telephone number .		
17. Demand Draft for Visa Fee		
Optional Documents a. b. c.		

Declaration

I have been informed that an application without a complete set of documentation according to the above mentioned check list may result in a rejection of my visa application. Besides, the German Embassy reserves the right to ask for additional supporting documents in single cases. I understand that even the submission of a complete set of supporting documents does not guarantee the issue of a visa.

I have been informed that VFS has no right to refuse acceptance of my visa application. I understand, however, that they have to inform me about missing documentation.

I have also been informed that VFS may only advise me to schedule an appointment. If, however, I insist on submitting my visa application without an appointment, VFS is required to do so. I acknowledge that the German Embassy reserves the right to ask for my personal appearance for a visa interview. In this case, VFS will schedule an appointment for me without additional charges.

I will collect my interview packet from VFS on.....before appearing for my interview at the German Embassy.

Place / Date

Applicant's Signature

Agent (VFS)

