

Before Submission of Application Documents have to be arranged in this order

- 1. Application Form**
- 2. Two photographs with white background (1 pasted with application and 1 lose)**
- 3. Declaration Form**
- 4. Declaration Form - Travel Health Insurance**
- 5. Declaration of German Business Contacts**
- 6. Covering Letters:-**
 - a. Personal Covering Letter**
 - b. Covering Letter / NOC from Employer**
 - c. School Covering Letter**
- 7. German Invitation Letter from Germany or Formal Obligation (including invite letter, sponsors passport copy, financial documents & proof of accommodation in Germany.**
- 8. Fair Exhibitors paper (Stand Plan, Exhibitors pass, Booth Papers, Payment Receipt, Invoice) if applicable.**
- 9. Company's Registration Certificate / Proof of Company / Partnership deed.**
- 10. Evidence of employment – work contract, payslips**
- 11. Business Visit - Company's Bank Statements with transactions last 3mths
Tourist - Personal Bank Statements with transactions last 6mths**
- 12. Marriage Certificate / Birth Certificate for Minors / Death certificate of Spouse / Parents / Divorce papers with English Translation if applicable.**
- 13. In Case of Minor – Concern letter, Passport Photocopy of Father and Mother for Signature Proof.**

14. Hotel Booking (Tourist / Business) or Formal Obligation (Visit to family and friend) / Proof of accommodation in Germany.

15. Flight Reservation.

16. Travel Health Insurance

17. One Passport Photocopy with all Printed Pages and Observations + 1 Front Page Photocopy.

18. Financials / Bank Statement (Personal 6 months and Company last 3 Months). No IT papers or credit card copy and statements accepted.

19. No fax copy or original of any document will be accepted and all photocopies have to be in A4 size paper only.