



BUSINESS VISA (Schengen Visa)

Dear Applicant,

thank you very much for your interest in visiting the Federal Republic of Germany on a Schengen Business Visa.

We request that you take advantage of our **Online Appointment Booking System**.
Please visit <http://www.visa-germany.co.za/> or call: **0861 – 00 22 45**.

Please submit your application for a Schengen Visa to the representative of the country which - considering the **main purpose** of your intended stay - is your main destination. If **no such main destination** can be ascertained, please contact the representative of **the country of your first entry** into the Schengen Area. If you reside in South Africa (excluding the Northern, Eastern and Western Cape regions) and your main destination is Germany, you have to submit your visa application to the Embassy of the Federal Republic of Germany in Pretoria. **Please note that your residence permit for South Africa has to be valid at least another four months, if you are not a South African national.**

The German Embassy in Pretoria will also accept applications for Schengen Visas for travels with the main destination being in **Slovenia**.

Applications must be submitted **in person** and **may not be submitted by courier, regular post, fax or e-mail**. Only applicants who can prove to have traveled at least twice to the Schengen States within the past two years, may be exempted from applying in person. A third party may apply on behalf of such applicants.

The visa process is normally finalised within **three to four working days** upon submission of your **complete** visa application. In some cases, however, we might need more time due to the necessary involvement of German and/or Schengen authorities. We, therefore, would appreciate, if you could apply for your visa **at least three weeks prior to your intended date of departure**.

The fee for a Business Visa is the **equivalent of € 60.00**. The fee has to be paid in cash and in South African Rands upon application. Please refer to our website www.pretoria.diplo.de for the applicable rate or exceptions.

Please note, that we can only accept complete applications. In order to ensure that your application can be processed without delay, **please submit the following documents in original:**

If the applicant requires an original to be returned, a copy of said document needs to be submitted as well. Unfortunately the Embassy can not provide copies.

- | | Incl./miss. |
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| • A duly completed Schengen Visa Application form (please ensure that you sign the form). | <input type="checkbox"/> <input type="checkbox"/> |
| • A valid passport with at least two blank pages and valid for at least three months longer than intended stay (please ensure that your passport is signed). | <input type="checkbox"/> <input type="checkbox"/> |
| • One recent passport photograph according to biometric specifications
(for further details regarding biometric specifications of photos please refer to the sample tables on our homepage). | <input type="checkbox"/> <input type="checkbox"/> |
| • Declaration on True and Complete Information in accordance with §55 Residence Act, signed and dated. | <input type="checkbox"/> <input type="checkbox"/> |
| • Signed letter of invitation from your German Business Contacts (if applicable confirming the costs are covered by the German Company as well as a detailed description of the reason for travel). | <input type="checkbox"/> <input type="checkbox"/> |
| • Letter by your employer confirming your employment as well as detailed information about the business trip to Germany (duration, places visited etc.), including a statement that either the South African or the German company are covering the costs of the trip or | |
| • If you are Self-employed please submit official documents confirming your own business (e.g. Copy of the CK1 registration/VAT registration including name and proof of business activities) as well as bank account statements covering the latest three months, term deposit statement or tax papers. | <input type="checkbox"/> <input type="checkbox"/> |
| • Detailed information and supporting documents confirming trip (e.g. Proof of flight reservation/return, proof of accommodation, details of the first border of entry into the Schengen States and, if applicable, also documents indicating further travel within the Schengen Area). | <input type="checkbox"/> <input type="checkbox"/> |
| • Proof of previous trips to the Schengen Area (i.e. visas in present or previous passports) | <input type="checkbox"/> <input type="checkbox"/> |
| • Travel Medical Insurance valid in all the Schengen States for the entire duration of the intended stay (Minimum cover of 30.000,-€) | <input type="checkbox"/> <input type="checkbox"/> |

Please note that each visa application is reviewed individually. Therefore, the requested documents might vary. The Embassy reserves the right to ask for additional documents. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Applicants can at any time be asked for a personal interview. Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview will lead to a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered.

For further information, please visit our website www.pretoria.diplo.de or contact us by Email (visainformation@pret.diplo.de) or by phone from Tuesday to Thursday, 14h00 to 16h00, or Mondays from 15h00 to 16h00. Tel.: 012 – 427 – 8974.