



### Checklist for Schengen visa - Business

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

<input type="checkbox"/>	Family register with legalization
<input type="checkbox"/>	Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity after the scheduled return; at least one empty page)
<input type="checkbox"/>	<b>Application form</b> duly filled and signed
<input type="checkbox"/>	<b>Questionnaire</b> for use under section 54(6) of the Residence Act duly filled and signed.
<input type="checkbox"/>	<b>1 copy of your passport's data pages</b> (A4 size copy) and the page of data translation
<input type="checkbox"/>	<b>1 passport picture</b> according to biometric specifications, not older than 6 months.
<input type="checkbox"/>	<b>Invitation letter from the business partner in Germany</b> in English or German language including: personal data, purpose of trip, expected length of stay and confirmation, that <b>all costs will be covered by the company in Germany as stated per §§66-68 of the German Residence Law.</b> Excerpt from the Commercial Register (Handelsregisterauszug) and copy of passport's data pages from CEO  Additionally <b>for Car Dealers:</b> proof of contracts that show past business in Germany and <b>proof of sufficient financial funds and documents of customs clearance in Libya.</b>
<input type="checkbox"/>	<b>Letter from employer</b> , in case of self-employment, company license.
<input type="checkbox"/>	<b>Travel health insurance</b> according to Schengen regulations

**All documents need to be presented in the given order in original. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.**

*Please note that the German Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.*

غير وثائق تقديم. التأشيرة منح. تم أن يضمن لا أعلاه المذكورة الوثائق تقديم  
طلبك رفض إلى يودي قد الخاصة التأشيرة مقابلة لإجراء الظهور رفض أو مكتملة

<input type="checkbox"/>	<b>I have been informed about missing documentation and have also read the above instructions but would still request VFS to process my visa application.</b> ب قبول اس اف في شركة من ارغب ولا كن اعلاء المذكورة الار شادات وقرات مكتملة غير وثائق قى بان اب لاغي تم ل قد ال تأشيرة تقديم اجراء  _____ (Applicant's Signatute)
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\_\_\_\_\_  
(Applicant's Signatute)

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(Date)