



Checklist for Schengen visa - Trade Fair Visit

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

<input type="checkbox"/>	Valid passport (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"/>	Application form duly filled and signed
<input type="checkbox"/>	Declaration according to section 54(2) of the Residence Act, signed (form will be handed out to applicants by embassy/visa center staff)
<input type="checkbox"/>	1 copy of your passport's data pages (A4 size copy) and the page of data translation
<input type="checkbox"/>	1 passport picture according to biometric specifications, not older than 6 months
<input type="checkbox"/>	Exhibitor's pass / visitor's pass
<input type="checkbox"/>	Proof of accomodation for your entire stay in the Schengen area
<input type="checkbox"/>	Letter from employer; in case of self-employment: company license.
Proof of financial status	
<input type="checkbox"/>	If employed: Payslips of the past three months and employment contract If self-employed: Company license and company's bank statement
<input type="checkbox"/>	personal bank statement of the past three months
<input type="checkbox"/>	Family register
<input type="checkbox"/>	Travel health insurance according to Schengen regulations

All documents need to be presented in the given order. Libyan documents have to be submitted 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.

يرجى ملاحظة أن السفارة الألمانية تحتفظ بالحق في طلب مستندات إضافية أو حضور شخصي للمقابلة في حالات خاصة. تقديم المستندات المذكورة أعلاه لا يضمن منح التأشيرة. تقديم مستندات غير مكتملة أو رفض الحضور لمقابلة تأشيرة خاصة، قد يؤدي إلى رفض طلبك.

<input type="checkbox"/>	I have been informed about missing documentation and have also read the above instructions but would still request TLS to process my visa application. لقد تم إبلاغي بالوثائق الناقصة وقرأت أيضًا التعليمات المذكورة أعلاه، لكنني ما زلت أطلب من TLS معالجة طلب التأشيرة الخاص بي.
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(Applicant's Signature)

(Date)