



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"/>	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)
<input type="checkbox"/>	1 passport picture according to biometric specifications, not older than 6 months.
<input type="checkbox"/>	Invitation letter from the business partner in Germany in English or German language including: <input type="checkbox"/> Purpose and expected duration of the stay <input type="checkbox"/> confirmation, that all costs will be covered by the company in Germany as stated per sections 66-68 of the German Residence Law (if applicable)
	Additionally for car dealers: <input type="checkbox"/> documentation on previous business in Germany (sales contracts, bills of lading, vehicle registration papers) <input type="checkbox"/> proof of sufficient financial funds for doing business in Germany
<input type="checkbox"/>	Letter from employer; in case of self-employment: company license.
<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)