

Schengen visa for business trips

General information

All documents need to be submitted in duplicate (original plus one copy). Original documents will be returned to you after they have been sighted by VFS Global Visa center. Documents in Lao must be translated by a translation agency into English or German.

[Please click here for a list of translation agencies in Laos](#); translations of other translation agencies are also accepted.

In individual cases you may be required to provide additional documents.

Requested documents	
Application forms, ID documents (1-6)	
1	<p>Visa application form, original:</p> <ul style="list-style-type: none"> -duly filled in in German or English -the application form has to be filled in using the online form VIDEX https://videx.diplo.de, printed out and signed by the applicant -the visa application form must be signed by both parents in case of a minor child -it is mandatory that the mentioned information on the Schengen visa application form has to be identical with the personal data of the applicant; if this requirement is not fulfilled the visa application will be refused
2	<p>Information sheets:</p> <ul style="list-style-type: none"> -each form printed out, dated and signed by the applicant 1 Information form on § 54(2) Nr. 8 i.V.m. § 53 Residence Act: Click here to download the form 2 Information on data protection law: Click here to download the form 3 Signed receipt: Click here to download the form.
3	<p>Two biometric passport-sized photographs 3.5cm x 4.0cm:</p> <ul style="list-style-type: none"> -one photograph to be fixed in the upper right corner of the application form -one photograph loosely added to the application -color photo on a white or light background -format 3.5cm x 4.0cm -taken from the front; without obstruction -recent (not older than 6 months) -ears and eyebrows must appear on the picture <p>The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.</p>
4	<p>Passport, original:</p> <ul style="list-style-type: none"> -valid for at least three months from the date of expiry of the requested visa -signed by bearer -not older than 10 years, not valid for more than 10 years -at least two blank pages <p>Please present previous passports, if available.</p>
5	<p>Passport, copies:</p> <ul style="list-style-type: none"> -one photocopy of the passport (personal data page) -one photocopy of previous Schengen visas, if any, and previous passport/s (personal data page)
6	<p>Foreign national residing in Laos:</p> <ul style="list-style-type: none"> -original and copy of residence permit and work permit, if applicable
Details of travel purpose (7-8)	
7	<p>Travel purpose:</p> <p>Signed invitation letter written on company's letterhead issued by the business associate in Germany or another Schengen state containing the following information:</p> <ul style="list-style-type: none"> -precise description of the purpose of the business trip with detailed program -full name, date of birth and passport number of the invited person -duration of stay with entry and departure dates -if applicable, confirmation of assumption of costs for travel, accommodation and meals -if applicable, declaration by the inviting company to take full responsibility for applicant's departure from Germany or Schengen territory
8	<p>For participation in an exhibition or trade fair only:</p> <p><i>For visitors:</i> Exhibition/Trade fair entry ticket or an invitation letter including purpose and duration of the exhibition/trade fair and applicant's name</p> <p><i>For exhibitors:</i> Exhibitors will receive their visa free of charge when submitting a fair exhibitor pass (so called "Messeausstellerausweis")</p>

Schengen visa for business trips

Details of applicant (9-11)	
9	<p>Employment:</p> <p><i>If employed:</i> -original certificate of employment issued by the employer or equivalent, indicating the following: position inside the company, length of employment, monthly salary, number of vacation days and purpose and duration of the trip -company registration and current tax certificate</p> <p><i>If self-employed:</i> -proof of business ownership (company registration) with the name of the applicant -current tax certificate</p> <p>Proof of funds:</p> <p><i>If the inviting company in Germany does not sponsor the visa applicant:</i> -confirmation that the applicant's employer will cover all costs related to the travel (flight, accommodation, meals) -employer's original bank account statements for the last three months, not older than 10 days, with stamp of the bank</p> <p><i>Additional documents for all applicants:</i> -personal original bank account statements for the last three months, not older than 10 days, with stamp of the bank</p>
10	<p>Documents related to a minor child:</p> <p>If minor children accompany the business traveler, please refer to the checklist for tourist visa</p>
11	<p>Lao family book:</p> <p>Lao family book issued by Naiban</p>
Travel details (12-14)	
12	<p>Detailed itinerary:</p> <p>-itinerary of the planned trip, if the business travel is combined with a tourist stay</p>
13	<p>Proof of accommodation:</p> <p>-confirmed hotel reservation/s for the entire stay in the Schengen area; applicant's name (same as on passport) must be mentioned on the hotel booking/s</p> <p><i>If the applicant intends to travel on as a tourist or visitor, additional documents have to be submitted as follows:</i> -relevant hotel reservation/s or signed invitation letter of the inviting person along with a photocopy of the host's passport and, if applicable, the host's resident permit</p>
14	<p>Non-binding flight plan for entry and exit flight:</p> <p>-submission of a non-binding flight plan for the planned travel dates</p> <p>Remark: Please do not purchase your flight ticket before your visa has been issued! The Embassy is not responsible for any costs that arise from the cancellation or rebooking of your flight ticket.</p>
Travel health insurance (15)	
15	<p>Travel health insurance:</p> <p>-must cover the entire stay -must be valid for all Schengen states -minimum coverage of Euro 30,000 -any expenses for medical treatment, hospitalization, medical evacuation and medical repatriation as well as for repatriation in the event of death must be covered -stamp and signature of the insurance company are mandatory -accredited insurance companies are: a) in Laos: Allianz General Laos and Laovivat Insurance b) in Thailand: all insurance companies listed here: list of accredited travel health insurances c) in Germany: travel health insurance that meets above requirements can also be purchased through an insurance company in Germany</p>