



Checklist for a SCHENGEN Visa

- TRADE FAIR VISIT -

This visa is applicable in case you are travelling to Germany for visiting Trade Fairs.

Before booking an appointment, please prepare the following documentation for your visa. The following documents are to be submitted personally at the Embassy after booking an appointment.

IMPORTANT:

1. This visa is given for a travel period of **less than 90 days**.
2. Please provide the **original** documents in the **first (1.) pile** in the below mentioned order!
3. Please also provide one **copy** of all documents in a **second (2.) pile!**
4. The **printed and signed checklist** must be submitted with your application form at your appointment.
5. The Embassy reserves the right to request additional documents.

DOCUMENTS:

- Fully completed and **signed application form** for "Schengen Visa" ([here](#))
- Where applicable: **Declaration** fully completed and signed regarding contact details and power of attorney
- Valid passport** (valid for at least 3 months after your scheduled return and with at least two (2) completely empty pages)
- Recent **biometric passport photos** (see specimen photos, other photos cannot be accepted and delay the visa process)
- If any: Copies of all **previous Schengen-Visa** (at least last two years)
- Flight reservation**
- Proof of adequate **health insurance** cover
Health insurance upon entry for the duration of the stay, minimum cover of 30,000.00 Euros and valid for all Schengen countries. It has to adhere to Schengen rules and regulations.
- Visa fee of **80€**. **Payable cash in RWF**. (Foreign exhibitors at German trade fairs are granted a visa free of charge upon presentation of a trade fair pass in accordance with Art. 16(6) of the Visa Cods)

Proof of travel purpose:

- Exhibitor’s pass / visitors pass / admission ticket OR confirmation thereof**
- Confirming letter** by the sending and - if applicable - inviting company
- Travel itinerary**
- Hotel reservation** for your entire stay
- If applicable: confirmation that business partner/ employer/ organization is financially covering the costs for the trip

Proof of ties to Rwanda:

- If employed:
 - **Employer’s certificate** for position, contract duration and monthly salary
 - Confirmation of your absence
- If self-employed/freelancer:
 - **Company registration,**
 - **Business permit/ trade register**
 - **Certified bank statements** of business account of at least the last 3 orders / jobs
 - If applicable: business correspondences
 - If applicable contracts/ agreements of at the last 3 orders / jobs
- If studying: current letter of your university/school confirming your **registration,** field of studies, remaining semesters and if applicable **results**
- If applicable: title deeds, rent contracts

Proof of financial situation: *(Please note that cash or large one-time remittances in your account are not acceptable proof.)*

- Pay-slips** of at least the last 3 months
- Certified bank statements** of the last 3 month (the ones where the salary is paid in)
- Social security fund (RSSB)** of at least the last 3 months

Applicant of a nationality other than Rwandan:

- Proof of habitual abode by “**residence permit/visa**”