

## BUSINESS / TRADE FAIR / CONGRESS

*Last Update: May 2018*

This information leaflet has been generated by the German Missions in South Africa. This leaflet stipulates the legal requirements of a Schengen Visa Category C application. Applicants are requested to read it carefully and follow the requirements as stated below – see I. until IV

- **The processing time for a Visa application is 15 consecutive days according to the Schengen Visa Codex**
- **Applications can only be processed if all required documents have been submitted**
- **Visa applications may be submitted up to 3 months prior to departure and must be submitted latest 15 days before departure**

Intergate Visalink manages Visa Application Centres for the German missions in South Africa, where you should submit your completed application form, supporting documents and biometric data. Your visa application will be processed and decided by the German Missions in South Africa. Intergate Visalink does not, play any part in or influence the outcome of your application process. Incomplete applications will be returned to the applicant!

I. The following documents have to be submitted / completed		Intergate	German Missions
<b>1</b>	<b>One completed visa application</b> <ul style="list-style-type: none"> <li>• Please complete the online application form (<a href="https://videx.diplo.de">https://videx.diplo.de</a>) and then print the autodownloaded PDF version of the application form. It needs to be fully and correctly completed before it will download as PDF, where-after it must then be signed and dated by applicant. Bring it with you. If you don't complete and bring your application form, we won't be able to assist you and a new appointment will have to be scheduled.</li> <li>• If the applicant is under the age of 18, signed „Letter of consent“ needs to be attached including copies of parents / legal guardians passport.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Passport</b> <ul style="list-style-type: none"> <li>• Validity minimum 90 days from the date of expiry of the requested Visa</li> <li>• Passport <u>must be signed</u> and must contain at least 2 empty visa pages for entry and departure stamp</li> <li>• Non- South African citizens must hold a valid residency / work visa which allows re-entry to South Africa upon the end of the journey</li> <li>• Previous passports (non SA citizens)</li> </ul> Note: Temporary passports are not accepted	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Photocopies</b> <ul style="list-style-type: none"> <li>• 2 passport copies of pages containing personal data               <ul style="list-style-type: none"> <li>• Copies of all previous Schengen Visa(s) - even if in old Passports</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>One recent biometric passport sized photograph</b> <ul style="list-style-type: none"> <li>• Should not be older than 6 months</li> <li>• Please read the guidelines attached to your confirmation email</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Document confirming employment situation</b> (including name of the company, address, telephone number, email, signature etc.) <ul style="list-style-type: none"> <li>• <u>Employees</u>: Current letter of employment with original signature (no contracts)</li> <li>• <u>Freelancers</u>: Proof of your engagements (invoices, receipts, etc.)</li> <li>• <u>Self-employed</u> Company registration document (CK1/CK2/CM22)/ Letter from Accountant/ Letter from SARS</li> <li>• <u>Scholars/Students</u>: Current proof of school/university registration confirming that the student is exempt from attending lectures during the requested travel period with an original signature</li> <li>• <u>Medical Doctors</u>: valid Licence to practice from HPSCA + copy of HPCSA-Card</li> <li>• <u>Lawyers</u>: Proof of registration with Law Association</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>6</b>	<p><b>Documents reflecting the nature of the business trip</b></p> <ul style="list-style-type: none"> <li>• Signed invitation letter from a company/institution in Germany with confirmation of purpose and full address, telephone, email and contact person</li> <li>• Information for the event/congress/training to be participated in Germany with full address, telephone, email and contact person</li> <li>• Invitation letter of the university/school stating the nature of the invitation with full address, telephone, email and contact person</li> <li>• Trade fair tickets, or if exhibitor -&gt; paid registration</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<p><b>Documents confirming sufficient funds are available for the trip (60,00 Euro per person/per day) for the trip</b></p> <ul style="list-style-type: none"> <li>• Current 3 months stamped bank statement of private bank account, or</li> <li>• Current 3 months stamped bank statement of business (if self-employed) / Legalized letter of obligation ("Verpflichtungserklärung" according to §§ 66-68 AufenthG with proof of funds) + passport copy from the host + written statement explaining the relationship between the inviting party and the applicant</li> <li>• For university students-&gt; Proof of financial means</li> <li>• Note: No credit card statements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<p><b>Flight-ticket and proof of accomodation</b></p> <ul style="list-style-type: none"> <li>• Round trip flight reservations or travel itinerary with names and dates</li> <li>• Proof of accommodation with full address for the entire time of stay in the Schengen State(s) /signed invitation letter and passport copy from a host in Germany with full address, telephone, email, etc</li> <li>• Hotel reservation with full address for the entire time of stay in the Schengen State(s) and proof of travel between Schengen states (car rental/flights/train-bus tickets)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<p><b>Overseas medical travel insurance for Schengen States/Europe</b></p> <ul style="list-style-type: none"> <li>• Valid for the entire duration of the requested Visa</li> <li>• Minimum coverage of EUR 30,000 and repatriation</li> <li>• Conditions must be stated either on insurance document or on separate letter (<u>Please note</u>: Medical insurances connected to credit cards are not accepted)</li> <li>• Insurance must cover Schengen States</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>II. INFORMATION FOR THE APPLICANT</b></p> <ul style="list-style-type: none"> <li>• The processing time for Visa applications takes 15 days according to the Schengen Visa Codex. The German missions and Intergate are committed to keep the processing time to a minimum.</li> <li>• All documents must be submitted in German or English language</li> <li>• Only complete applications can be accepted; Non-submission of necessary documentation may lead to a refusal</li> <li>• All documents must be submitted in German or English language</li> <li>• During the processing period the passport has to remain with the German missions. Passports can only be withdrawn if a written request, signed by the applicant, is received. Consequently the application will be cancelled and the passport will be available for collection within 2 working days from Intergate.</li> <li>• False or falsified documents will lead to refusal of visa and/ or further consequences</li> <li>• The German missions reserve the right to ask for further supporting documents / information</li> <li>• Visa extensions within Germany are generally not possible</li> <li>• Applicants may not apply for permanent residence in Germany while on this Visa</li> <li>• The German Mission may shorten the validity of the Visa without prior consultation</li> <li>• in case of a one-year or multiple year visa being issued, the period of stay in a Schengen may not exceed 90 days within 180 days, this period of stay beginning with the first day of entry into the Schengen state.</li> <li>• You may track your application on the website <a href="http://www.visa-germany.co.za">www.visa-germany.co.za</a> or contact the Call Center at +27 (0) 861 00 22 45</li> <li>• Have you already had your fingerprints taken at an earlier application for a C-Schengenvisa ? If so, it may not be necessary for you to apply in person. However, in case the biometric capturing of your fingerprints failed or has been compromised due to a technical problem and cannot be used you must have your fingerprints taken again. In such case, you will be contacted by the mission or by "Intergate" respectively</li> </ul>
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**III. REMARKS INTERGATE**

- Applicant requests a Visa with extended validity
- Applicant travels alone  with family members  with a group
- Applicant has previously had a Schengen Visa and copies have been attached
- Applicant has been advised that his documents are incomplete
- Applicant has been advised that the application was submitted less than 15 days before departure

**Additional comments:**

**IV. SIGNATURES AND AGREEMENT**

For the Visa applicant: I have read and agreed to the terms and conditions valid for the visa application as per the above and specifically as per the Remarks under III.  <b>Date:</b>	<b>Intergate</b>	<b>Embassy/Consulate</b>
	<b>Date:</b>	<b>Date:</b>
<b>Signature (s) :</b>	<b>Signature:</b>	<b>Signature:</b>