

July 2022

SCHENGEN VISA – BUSINESS / TRADE FAIR

DOCUMENTS TO BE SUBMITTED (A4 size only)	Original	Copy
1. Application form Fully completed in German, English or Indonesian language version through e-application VIDEX https://videx.diplo.de , printed out and signed by the applicant	1	0
2. Contact Consent Form https://jakarta.diplo.de/blob/2480132/d153cf2efc27d5b64e4e6bebd56f2e25/einverstaendniserklaerung--kontaktaufnahme-per-e-mail-idn-data.pdf	1	0
3. Passport: <ul style="list-style-type: none"> • Validity minimum three months from the date of expiry of the requested visa • Signed by bearer or stamped by authority (unable to sign) • Passport not older than 10 years • At least 2 empty pages for visas • Non-Indonesians: KITAS / KITAP for Indonesia to be valid at least 3 months after return (original to be shown at VFS) 	1	1
4. Recent photograph: Photograph requirements as follow: <ul style="list-style-type: none"> • White or light grey background • Size 3,5 x 4,5 cm • The face should cover at least 80% of the picture • Not older than 6 months Sample chart: https://www.bundesdruckerei.de/system/files/dokumente/pdf/Sample-Photos-For-ID-Documents.pdf	1	0
5. Travel health insurance <ul style="list-style-type: none"> • Valid for the entire duration of the requested visa and for all Schengen countries • Minimum coverage of 30,000 €, covering also evacuation and repatriation List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements: https://jakarta.diplo.de/blob/2483126/2effe6f54a534191e4f77e7de89ef447/merkblatt-reisekrankenversicherung--rkv--eng-data.pdf <ul style="list-style-type: none"> • Coverage for potential COVID19 treatment has to be confirmed or mentioned in the T&C 	0	1
6. Travel Itinerary including <ul style="list-style-type: none"> • Valid (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact information, booking ref.) • Flight reservation 	0 0	1 1
7. Travel purpose: <u>Business meetings:</u> <ul style="list-style-type: none"> • Invitation letter from the business partner(s) confirming applicant's name and employer / company, travel data and purpose of visit(s) as well as who will bear the expenses of the trip • If applicant intends to meet several business partners in the Schengen Area, please attach an itinerary and all invitation letters <u>Trade fairs:</u> <ul style="list-style-type: none"> • Trade Fair Visitor Ticket (Eintrittskarte als Messebesucher) with the name of the applicant or • Invitation letter from an exhibitor or • Recommendation letter of the following official cooperation partners of the German trade fair organizers in Indonesia will also be accepted: <ul style="list-style-type: none"> ➢ EKONID (German-Indonesian Chamber of Commerce) for Kölnmesse, Messe München und Spielwarenmesse ➢ PT Pro Fair Indonesia for Deutsche Messe AG and NürnbergMesse ➢ PT Dianta Mitrafairindo Internasional for Messe Frankfurt Exhibition GmbH ➢ Prakasita Eka Globalindo (PREGO) for Messe Berlin 	1 1 1 1 1	0 0 0 0 0

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<ul style="list-style-type: none"> ➤ PT Wahana Kemalaniaga Makmur for Messe Düsseldorf • Exhibitors: Trade Fair Exhibitor pass (Messeausstellerausweis) with the name of the applicant 	1	1
8. Proof of the current employment situation of the applicant in Indonesia: <ul style="list-style-type: none"> • For employed applicants: No Objection Certificate including name, postal address and telephone number of the company, containing details regarding applicant's working position, starting date of employment and net salary as well as timeframe of permitted leave of absence (expected date to resume work) and purpose of travel • For self-employed applicants / company owners: Company register (SIUP) and company's recent tax bill • For Freelancers: short summary of the portfolio (one page including social media / online sales sites) and proof of the last three assignments (contracts, payment slips etc.) 	1	1
9. Proof of financial means of the applicant in Indonesia: e.g. personal bank or savings account statements of at least the past 3 months, personal property, assets etc. <ul style="list-style-type: none"> • In case of not holding a personal bank account or assets, declaration of the applicant about how the livelihood is guaranteed including respective proof. 	1	1
10. Funding of the trip (only required, if costs aren't born solely by the applicant) <ul style="list-style-type: none"> • Provided by the employer: Bank account statements or saving accounts of the employer covering last three months or • Funds provided by the business partner in Germany: Guarantee declaration for the financing of the trip (Kostenübernahmeerklärung) based on the wording of the terms of §§ 66-68 of the German Immigration Act and excerpt from the commercial register stating a capital fund of a minimum of 25.000,- EUR or Formal obligation (Verpflichtungserklärung) of the host under the terms of §§ 66-68 of the German Immigration Act. The formal obligation has to be declared at the local immigration office in Germany.	1	1
11. Proof of marital status/ family status: Up to date family card (kartu keluarga), not older than 6 months	1	1

The Embassy might request additional documents during the process

REMARKS to be filled out by VFS staff (please tick what is relevant):

Applicant has NO Schengen Visa Previous Schengen Visa (please attach copies)

Applicant travels

alone

with family member/s

with a group as(please specify e.g. colleague, friends,...)

Applicant's documents are complete

NOT complete

Due to incomplete documents,

Applicant has been informed of option to withdraw application to complete the same to avoid refusal.

Applicant wishes to submit application.



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Other remarks:

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SIGNATURES and AGREEMENT

a) For Visa Applicant: I HAVE READ AND AGREED TO THE ABOVE FOR THE VISA APPLICATION.

b) For VFS Staff: APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

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City and Date

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(Signature of Applicant)

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City and Date

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(Signature VFS Staff)