

January 2020

SCHENGEN VISA – BUSINESS/ TRADE FAIR

DOCUMENTS TO BE SUBMITTED	Original	Copy
1. Application form Fully completed in German, English or Indonesian language version through e-application VIDEX https://videx.diplo.de and printed out and signed by the applicant himself.	1	0
2. Instruction Form (Belehrung §§ 53, 54 AufenthG): available at https://jakarta.diplo.de/blob/1807778/6ca7f1bf2c528816f5533155e46c133e/belehrungen---reiseverlauf-data.pdf signed by the applicant himself	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 old • At least 2 empty pages for visas 		
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 Sample chart: https://www.bundesdruckerei.de/system/files/dokumente/pdf/Sample-Photos-For-ID-Documents.pdf	1	0
5. 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) 1 0 • If applicant intends to meet several business partners in the Schengen Area please attach an itinerary and all invitation letters 1 0 • hotel booking confirmation or in case of private accommodation a confirmation of the host/landlord 1 0 • <u>Trade fairs:</u> <ul style="list-style-type: none"> • Trade Fair Visitor Ticket (Eintrittskarte als Messebesucher) with the name of the applicant or 1 1 • invitation letter from an exhibitor (no need to present an invitation from the trade fair organizer) or 1 0 • Recommendation letter of the following official cooperation partners of the German trade fair organizers in Indonesia will also be accepted: 1 0 <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 ➢ PT Wahana Kemalaniaga Makmur for Messe Düsseldorf • Exhibitors: Trade Fair Exhibitor pass (Messeausstellerausweis) with the name of the applicant (Exhibitors will not be charged with the visa fee) 1 1 		

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<p>6. Proof of the current employment situation of the applicant in Indonesia/home country:</p> <ul style="list-style-type: none"> For employed applicants: up to date certificate of employment confirming net salary. 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.) For non-Indonesian applicants: KITAS/KITAP for Indonesia (show original at VFS) For owners of real estate and vehicles: Proof of ownership 	<p>1 1 1 0 1</p>	<p>0 1 1 1 1</p>
<p>7. Flight booking: print-out of intended flight reservation (not required to present a paid booking confirmation!)</p>	<p>0</p>	<p>1</p>
<p>8. Travel health insurance</p> <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 <p>List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements: https://jakarta.diplo.de/blob/1994668/4d21fe53885b8beebccd0030a85f676c/liste-versicherungsgagenturen-reiseversicherung-data.pdf</p>	<p>0</p>	<p>1</p>
<p>9. Declaration form for travel health insurance. https://jakarta.diplo.de/blob/1892148/f72094b5e492f7769a74a96aa4a54519/krankenversicherung-data.pdf Proof of insurance coverage is to be presented with the visa application for the first stay in the Schengen area. A Schengen visa for multiple entries and a long-term Schengen visa (e.g. for a period of six months or one year -see page 9) can only be granted if page 2 of the information leaflet on health insurance is signed by the applicant.</p>	<p>0</p>	<p>1</p>
<p>10. Funding of the trip</p> <ul style="list-style-type: none"> provided by the applicant or his employer: Bank account statements or saving accounts of the applicant or 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. Please bring along original proof of funding when traveling. For further information see https://jakarta.diplo.de/blob/1807780/1f8090d0cb9b516d256f754056592c99/verpflichtungserklaerung-data.pdf 	<p>0 1 1</p>	<p>1 0 1</p>
<p>11. Proof of marital status/ family status: Up to date family card (kartu keluarga), not older than 6 months</p>	<p>0</p>	<p>1</p>

Additional documents might be requested at the Embassy's discretion during the process

VFS Official to tick as appropriate (to be filled out VFS staff)

- The applicant has confirmed that s/he has no other documents to submit
- The applicant has submitted the supporting documents above. I have advised him/ her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
- Other Remarks :

Name of VFS official:

Signature:

Date:

Signature and Agreement

I understand that submitting all required documents does not guarantee that my application will be approved.

Applicant's Name:

Signature:

Date: