



November 2024

SCHENGEN VISA – BUSINESS / TRADE FAIR

DOCUMENTS TO BE SUBMITTED ( A4 size only)  If not otherwise noted, submission of copies of the original documents are sufficient. Please note that the Visa Section does not return original documents, if you do not provide a copy.	Submitted	Missing
<b>1. Application form (Original)</b> Fully completed in German, English or Indonesian language version through e-application <a href="#">VIDEX</a> , printed out and signed by the applicant		
<b>2. Contact Consent Form (Original)</b>		
<b>3. Passport (Original + 1 Copy)</b> <ul style="list-style-type: none"><li>• Validity minimum three months from the date of expiry of the requested visa</li><li>• Signed by bearer or stamped by authority (unable to sign)</li><li>• Passport not older than 10 years</li><li>• At least 2 empty pages for visas</li><li>• Non-Indonesians: KITAS / KITAP for Indonesia to be valid at least 3 months after return (original to be shown at VFS)</li></ul>		
<b>4. Recent biometric photograph (Original):</b> <a href="#">Sample chart</a> Photograph requirements as follow: <ul style="list-style-type: none"><li>• White or light grey background</li><li>• Size 3.5 x 4.5 cm</li><li>• The face should cover at least 80% of the picture</li><li>• Not older than 6 months</li></ul>		
<b>5. Cover Letter (in English/German or along with English/German translation) (Original):</b> <ul style="list-style-type: none"><li>• Explaining detailed purpose of travel <b>and</b></li><li>• Describing travel itinerary (e.g. inter-city and long-distance trains, inter-city bus, domestic flights or flights inside the Schengen Area) planned for the entire</li><li>• duration of your stay; along with proof <i>wherever applicable</i></li></ul>		
<b>6. Travel health insurance (Copy)</b> <ul style="list-style-type: none"><li>• Valid for the entire duration of the requested visa and for all Schengen countries</li><li>• Minimum coverage of 30,000 €, covering also evacuation and repatriation</li></ul> <a href="#">List of companies in Indonesia providing travel insurances that comply with the Schengen Visa Code requirements.</a>		
<b>7. Travel Itinerary including (Copy)</b> <ul style="list-style-type: none"><li>• Valid (existing) hotel / accommodation booking / reservation with full address (name, street, city, zip code, contact information, booking ref.)</li><li>• Flight reservation</li></ul>		
<b>8. Travel purpose:</b> <u>Business meetings (Original):</u> <ul style="list-style-type: none"><li>• Invitation letter – <b>on company letter head</b> - 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<ul style="list-style-type: none"><li>- Highlighting what activities are planned</li><li>- What is the business relationship between the inviting and sending company? (same group, inviting company is a supplier or sending company is a supplier, what exactly do the companies trade with each other (machines, equipment, merchandise))</li></ul></li><li>• Detailed schedule of your business meetings (<b>ONLY for stays exceeding 30 days</b>)</li><li>• If applicant intends to meet several business partners in the Schengen Area, please attach an itinerary and <b>all</b> invitation letters <b>on the company head</b>, mentioning purpose of travel as well as personal data of the applicant.</li></ul> <u>Trade fairs :</u> <ul style="list-style-type: none"><li>• Trade Fair Visitor Ticket (Eintrittskarte als Messebesucher) with the name of the applicant (Copy) <b>or</b></li><li>• Invitation letter from an exhibitor (<b>Original</b>) <b>or</b></li><li>• Recommendation letter of the following official cooperation partners of the German trade fair organizers in Indonesia will also be accepted (<b>Original</b>):</li></ul>		



<ul style="list-style-type: none"><li>➤ EKONID (German-Indonesian Chamber of Commerce) for Kölnmesse, Messe München und Spielwarenmesse</li><li>➤ PT Pro Fair Indonesia for Deutsche Messe AG and NürnbergMesse</li><li>➤ PT Dianta Mitrafairindo Internasional for Messe Frankfurt Exhibition GmbH</li><li>➤ Prakasita Eka Globalindo (PREGO) for Messe Berlin</li><li>➤ PT Wahana Kemalaniaga Makmur for Messe Düsseldorf</li></ul> <ul style="list-style-type: none"><li>• Exhibitors (Copy): Trade Fair Exhibitor pass (Messeausstellerausweis) with the name of the applicant</li></ul>		
<p><b>9. Proof of the current employment situation of the applicant in Indonesia (Original):</b></p> <ul style="list-style-type: none"><li>• In all cases: <b>Signed cover letter/ No objection certificate from the company in Indonesia on company letterhead</b> including details of:<ul style="list-style-type: none"><li>➤ Name of traveler and</li><li>➤ Passport number of traveler and</li><li>➤ Purpose of trip and</li><li>➤ Duration of stay and</li><li>➤ Itinerary of the visit in brief and</li><li>➤ Postal address of the company in Indonesia and</li><li>➤ Telephone number of the company in Indonesia and</li><li>➤ Details about applicant's working position and</li><li>➤ Starting date of employment and</li><li>➤ Net salary</li></ul></li></ul> <p>As well as (Copy):</p> <ul style="list-style-type: none"><li>➤ Proof of Company Registration (SIUP)</li><li>➤ Company's recent tax bill</li></ul> <ul style="list-style-type: none"><li>• <b>For Freelancers</b> (copy):<ul style="list-style-type: none"><li>➤ Short summary of the portfolio (one page incl. social media / online sales sites)</li><li>➤ Proof of the last three assignments (contracts, payment slips etc.)</li></ul></li></ul>		
<p><b>10. Proof of financial means of the applicant in Indonesia:</b> e.g. personal bank or savings account statements of at least the past 3 months, personal property, other assets etc.</p> <p style="text-align: center;"><b>- also required if the trip is sponsored -</b></p> <p><b>a) If you are employed (Original):</b></p> <ul style="list-style-type: none"><li>• Pay slips for the last three months <b>and</b></li><li>• Employment contract <b>and</b></li><li>• Employers' confirmation on approval for absence (Leave Sanction: letter from applicant's employer) <b>and</b></li><li>• Applicant's personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted)</li></ul> <p><b>b) If you are a company owner or self-employed (Original):</b></p> <ul style="list-style-type: none"><li>• Applicants personal bank statements for the last 3 months stamped by the bank (passbook copies are not accepted)</li></ul>		
<p><b>11. Funding of the trip (only required, if costs aren't born solely by the applicant)</b></p> <ul style="list-style-type: none"><li>• Confirmation from company on bearing the cost of the trip <b>(Original)</b></li><li>• Provided by the employer <b>(Original)</b>: Bank account statements or saving accounts of the employer covering last one month <b>or</b></li><li>• Funds provided by the <b>business partner in Germany (Original)</b>: Guarantee declaration for the financing of the trip (Kostenübernahmeverklärung) 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 <b>or</b></li><li>• <b>Original</b> 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.</li></ul>		
<p><b>12. Proof of marital status/ family status (Original) to be shown at VFS + 1 copy )</b></p> <p>Up-to-date family card (kartu keluarga), <b>not older than 6 months</b></p>		



## INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- The German Embassy might ask for additional documents and/ or call the applicant for an interview.
- **Documents, forms and declarations which are in Bahasa-Indonesia have to be submitted with a German translation. Only official translations are accepted.** You can find a list of recognized translators in Indonesia on [our website](#). The translation can be carried out by a recognized translator in Germany as well. English translations are only accepted along with proof of the translator being officially recognized as an English translator in Indonesia or Germany. Failing to provide proper translation will result in the document, form or declaration considered “missing”.
- Only complete applications can be accepted. Submission of incomplete documentation will result in the application’s refusal.
- Processing time at the German Embassy is 15 days for applications submitted in Jakarta and 21 days for applications submitted in Bali and Surabaya, in general. In individual cases, it might take up to 45 days. Applicants are requested to apply well in advance, but not more than 180 days prior to the intended date of journey. **Status updates are available on the VFS Global website. The German Embassy does not entertain status queries.**
- During the application, the passport remains at the German Embassy. Requesting a passport return during the processing will require a cancellation/ withdrawal of the application.

### 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.

Other remarks:

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November 2024

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Power of Attorney attached behind this page for (if applicable):

Submission of application of VIS Applicants  
who provided their fingerprints within previous 59 months

**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)