

GERMANY VISA REQUIREMENTS

BUSINESS/MEETINGS

- **Visa Application Form (*Visa Form 1115*)**
- **Two passport sized colored picture with white background** (must be taken within the last 6 months; do not staple the photos on the form) **35mm x 45mm passport size.**
- **Original Passport** (Your passport must be valid for at least three months after your return from Germany)
- **Copy of Passport Data page**
- **Proof of Title-Deeds** (e.g... Cars and/or Land/etc...) (*if applicable*)
- **Copy of Schengen visas** (*if you already travelled to a Schengen country*)
- **Round trip flight booking confirmation** (we can provide)
- **Hotel booking confirmation** (we can provide)
- **Copy of National ID** (or any other legal ID's)
- **Original copy of previous visas and arrival stamps** (for the past 5 years)
- **PSA Marriage Certificate / PSA Birth Certificate** (If you are married and/or have minor children)
- **Travel insurance** (covering the entire duration of the trip to the Schengen area (only accredited insurance companies are accepted; minimum coverage of **30,000 euros**, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death)

For Employee's:

- **Original Employment Certificate** (with leave of absence, must include applicant's position, date hired, salary, date of return to work)
- **Copy of PRC/IBP ID** (if professional)
- **Copy of Company ID** (back-to-back)
- **Original Personal Bank Certificate** (addressed to the embassy)
- **Personal Bank Statements** (for the last six months transactions)
- **Income Tax Return**

For Company's Sponsorship:

- **Invitation Letter from the host company in Germany** (Original or copy of the letter specifying relevant personal data of the invited person, the invited person's function, length of the visit, purpose of the visit and activity to be undertaken during the stay)
NOTE: If the inviting German organization/company is covering the cost: (covering letter stating that all costs will be borne by the German company according to § 66-68 AufenthG (German Aliens Act).)
- **Letter of Guarantee (*must be notarized*)**
- **Letter from the Employer** (Letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.)
- **Original Company's Bank Certificate** (must be addressed to the Embassy)
- **Bank Statements of a sponsor** (at least 3 months transactions)
- **Company's recent ITR**
- **SEC with GIS**

Note:

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at documentations@inflightmenuph.com for queries and/or information in submitting the requirements.