

SCHENGEN VISA – Business

General requirements:

- The applicant needs to be a resident of the USA

Please prepare the following documents for your interview:

- One completed [application form](#) for Schengen visa and [declaration of accuracy of information](#)
- One recent passport size [photo](#)
- Flight (roundtrip)/travel reservations and full itinerary (if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries) with the name of passenger and one copy
- A [health insurance](#) covering at least 30,000,- €, valid for all Schengen countries, including medical treatment, medical evacuation and medical repatriation back into the USA as well as repatriation of mortal remains. **NO reimbursement, deductible or co-pay is accepted.** Only insurance confirmation, no letters of employer, is accepted.
- Visa fee: 60 Euro payable in US Dollars
- Applicant's valid passport and one photocopy of the data page. Please note these important regulations concerning your passport:
 - a) its validity must exceed the duration of the intended stay in Germany by at least 3 months
 - b) it must contain at least 2 blank pages
 - c) it must have been issued within the previous 10 years
- Recent proof of applicant's current residence in the USA
- Original of valid US alien registration card or valid US resident visa (type A, E, F plus endorsed I-20, G, H, I, J plus J1 document, L, O, R) and one copy
- Recent and signed formal invitation from your German business partner, stating the kind of business relations, travel purpose, duration of business trip(s) and if applicable, a confirmation to cover travel expenses and costs of stay.
- Recent and signed business letter from your US employer. This needs to confirm how long you have been employed, the kind of business relations with the German company, travel purpose, duration of business trip(s) and if applicable a guarantee to cover all travel expenses.



- Proof of sufficient means of subsistence for the intended journey, e.g. recent bank account statements during the last three months (Bank statements must show the name and address of the owner)
- Evidence of hotel booking, confirmed hotel reservations, stating name, address and telephone of the hotel, including confirmation number as well as name of the guest

Please note:

- In individual cases, you may be required to provide additional information
- For further, more specific questions that are not answered by this information, please contact via e-mail the German Mission/ Consulate in which consular district you reside.
- This information is intended to provide a point of reference for our clients. Though we have attempted to give as thorough and accurate information as possible, its applicability may vary according to each individual's need, and therefore we cannot assume responsibility for its contents.
- Please ensure that your application documents are complete. Incomplete applications may result in rejection of the visa application.