



## BUSINESS VISA (Schengen Visa)

Please submit your application for a Schengen Visa to the representative of the country which - considering the **main purpose** of your intended stay - is your main destination (business talks). (**overview of all missions accredited to Singapore:** [www.mfa.gov.sg](http://www.mfa.gov.sg)) If you reside in Singapore and your main destination is Germany or Portugal you have to submit your visa application to the Embassy of the Federal Republic of Germany in Singapore. Please note that your residence permit (employment pass, dependant's pass, student pass or blue IC) for Singapore has to be valid at least another three months with re-entry permit.

Applications must be submitted **in person when first time** and cannot be submitted earlier than 3 months before travel date.. The visa process is normally finalised within **four working days** upon submission of your **complete** visa application.

For some nationalities (e.g. Afghanistan, Irak, Iran, Jordan, Libanon, Nigeria, Pakistan, Syria, Somalia, Sri Lanka and Sudan) the processing time of a visa application takes approximately **10 working days**.

It is the applicant's responsibility to ensure that his/her application is submitted in time. Bad planning on the applicant's side does not automatically warrant exceptional handling from our side.

The fee for the processing of the visa application of an adult is the equivalent of € 60.00 **and must be paid in cash in SGD**.

All documents must be submitted in **original as well as one copy**. Copies will not be made by Embassy staff. **This information is not a concluding list of documents. Further documentation can - at any times - be requested by the Embassy or provided by the applicant.**

**Please submit the following documents in original plus 1 photocopy ( we can only accept *complete* applications)**

- |  | Incl./miss.                                       |
|--|---|
| • duly <u>completed</u> Schengen <a href="#">visa application form</a> (please ensure that you sign the form)  | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>passport</b> with a validity of at least 3 months longer than the intended stay, at least 2 free pages and not older than 10 years  | <input type="checkbox"/> <input type="checkbox"/> |
| • employment pass, dependant's pass, student pass or blue IC with re-entry permit  | <input type="checkbox"/> <input type="checkbox"/> |
| • 1 recent passport <b>photograph</b> according to <b>biometric specifications</b> ( <a href="#">see photo sample</a> )  | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>signed letter or fax of invitation from your German business contacts</b> (if applicable confirming the costs are covered by the German company as well as a detailed description of the reason for travel)   | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>letter by your employer confirming your employment, I the beginning of your employment, your monthly salary and that the company takes full responsibility for all your expenses, including medical care and repatriation, if necessary as well as detailed information about the business trip to Germany</b> (the original letter signed with <b>blue ink</b> ) | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>flight itinerary and hotel booking</b>  | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>Travel Medical Insurance</b> valid in all the Schengen States for the entire duration of the intended stay (Minimum cover of 30.000,-€)   | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>local company Biz File issued by ACRA</b> (if self-employed and company is local)   | <input type="checkbox"/> <input type="checkbox"/> |
| • <b>proof of previous trips to the Schengen area</b> (i.e. visas in present or previous passports)  | <input type="checkbox"/> <input type="checkbox"/> |

**Please note:** Each visa application is reviewed individually. Therefore the requested documents might vary. The Embassy reserves the right to ask for additional documents at all times. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa (in time). Submission of an incomplete set of documentation will lead to a refusal of your visa application. Once a visa has been issued the purpose of the trip may not be altered. Your passport has to remain in the Embassy until collection of the visa. There is no legal right for visa and there is no urgent/express visa.