



Business Visa

If you are going to Germany for business or professional reason (not private), for a duration not longer than 90 days, and you are in possession of an invitation letter from a German organization, you need to apply for a **business visa**.

The processing of an application for a business visa takes approximately **two weeks**. The visa application can be submitted at the earliest **3 months** prior to the planned trip.

You have to submit your application **in person**. All documents need to be presented in **original as well as a clear photocopy** of all documents.
Any documents which are not in German/English have to be translated.

Before submitting your application, please prepare all of the following documentation **in the given order. Please add the completed list to your application!**
Incomplete documentation may result in the rejection of your application.

<input checked="" type="checkbox"/>
<input type="checkbox"/> Valid passport (issued within the last 10 years and valid for at least 3 months after leaving the Schengen area with at least two empty pages)
<input type="checkbox"/> Valid resident card, valid for at least 1 months after leaving the Schengen area
<input type="checkbox"/> Application form fully completed, duly signed
<input type="checkbox"/> Passport size picture, not older than three months with a bright background and frontal view of the face (please do not attach the picture to the application form). Digitally-altered passport pictures will not be accepted
<input type="checkbox"/> Copy of your passport's data page
<input type="checkbox"/> Copy of your resident card (both sides)
<input type="checkbox"/> Invitation letter (not older than 4 weeks) from the business partner in Germany:
<input type="checkbox"/> Explanation of your business stay in Germany
<input type="checkbox"/> Duration of the stay
<input type="checkbox"/> Please explain reason for multiple stays if applied for
<input type="checkbox"/> Complete address of your stay in Germany
<input type="checkbox"/> An informal declaration for covering the costs of the stay in Germany or the other Schengen States according to Sections 66-68 of the Residence Act with the signature of the authorized representative of the company
<input type="checkbox"/> One copy of the German Identity Card (Personalausweis)/ Resident Card of the representative signing the invitation.
<input type="checkbox"/> A recent copy of the inviting company's entry in the German commercial Register (Handelsregisterauszug)
<input type="checkbox"/> Flight itinerary and flight reservation
<input type="checkbox"/> Proof of travel health insurance (with headquarters in the EU), valid for the entire stay in the Schengen area with a minimum coverage of 30.000,00 EUR including the following details: name of insured person, length of coverage, insurance sum and repatriation coverage. Please note that health insurance coverage by credit

card is not valid unless you present a letter from the credit card company with details of coverage of your trip.

- Business registration of the Romanian company(certificat constatator)
- Letter from your employer (not older than 4 weeks) stating the reason for your trip, your position within the company, the length of employment, and if applicable: statement that company covers cost of the trip
 - If employed: work contract original and German/English translation
- Bank statement of the last three month
- Visa fee 80 Euro payable in Lei – cash or card (VISA or Master)

Please note that the German Embassy reserves the right to ask for additional documents at any time during processing. *Submission of the above mentioned documents does not guarantee that a visa is granted.*