



Trade fair Visa

If you are going to Germany to attend a trade fair as a visitor or an exhibitor, you need to apply for a trade fair visa.

The processing of an application for a Trade fair 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). <i>Digitally-altered passport pictures will not be accepted</i>
<input type="checkbox"/> Copy of your passport's data page
<input type="checkbox"/> Copy of your resident card (both sides)
<input type="checkbox"/> Letter from your employer stating the reason for your trip, your position within the company, the length of employment, and :
<input type="checkbox"/> Statement, that company covers cost of the trip,
<input type="checkbox"/> business registration(certificate constatator)
<input type="checkbox"/> Another proof of your specific interest in attending the trade fair
<input type="checkbox"/> If employed: work contract original and German/English translation
<input type="checkbox"/> For exhibitors: exhibitor pass ("Messeausweis") stating dates of the fair, full address and name of the company
<input type="checkbox"/> For visitors: visitor pass/ticket stating dates of the fair
<input type="checkbox"/> Proof of accommodation with full address – hotel reservation
<input type="checkbox"/> Flight itinerary - 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. <i>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.</i>
<input type="checkbox"/> Bank statement of the last three month
<input type="checkbox"/> 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.*