



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: https://videx.diplo.de/videx/desktop/index.html#start
<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"/> 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 if applicable
<input type="checkbox"/> One copy of the German Identity Card (Personalausweis)/ Resident Card (for non EU) of the representative signing the invitation.
<input type="checkbox"/> Complete address of your stay in Germany (if provided by the German company) OR Confirmed hotel reservation, with your name on it, for each day of your stay in the Schengen area, including name and full address of the hotel
<input type="checkbox"/> A recent copy of the inviting company's entry in the German commercial Register (Handelsregisterauszug) – no older than 6 months
<input type="checkbox"/> Flight itinerary and flight reservation

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| <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. |
| <input type="checkbox"/> Business registration of the Romanian company (Certificat constatator) – no older than 6 months and German/English translation |
| <input type="checkbox"/> Original 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 - in German/English translation
<input type="checkbox"/> If employed: work contract original and copy and German/English translation |
| <input type="checkbox"/> Bank statement of the last three months |
| <input type="checkbox"/> Visa fee 80 Euro payable in Lei – cash or card in Euro (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.
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