



Information regarding the Visa Processing for Applications for a Business Visa for the Federal Republic of Germany

The Embassy is obliged to check - within the framework of the visa application - among other things the applicant's purpose of travel, means of financing the trip and the willingness to return to his/her home country. The Embassy can fulfil this obligation only, if the applicant submits his/her application personally in the Embassy. Therefore the **personal appearance of each applicant (12 years and older) is mandatory (see separate Information leaflet on appointments)**. The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application.

Please note that the German Embassy Manila **does not accept incomplete applications** – if an application is submitted without the ascertainable documents for the purpose of travel, **the application will be turned away at the visa counter** and you will be requested to set a new appointment for your visa interview.

Please note that the German Embassy **does not** assume the responsibility of the distribution of unasked for documents that are sent in.

All the documents itemized below are to be **submitted by the applicant during his/her personal interview**.

Processing time is 1 (one) week from date of interview (as a rule).

What does the Embassy check? - What must I submit for the interview?

1. The Embassy verifies the identity of the traveler:

- Passport, which must be valid for at least another 3 months upon the conclusion of the travel **and** must contain two empty pages, and one Xerox copy of the passport, and further valid / invalid passports, **and**
- Two** current passport pictures, face recorded frontally, light background, to be submitted during the interview (regarding passport pictures s. homepage of the Bundesdruckerei: http://www.bundesdruckerei.de/en/service/service_citizien/index.html)

2. The Embassy checks the visa application only upon submission of an appropriate application form:

- One** fully completed application form signed by your own hand and one declaration to §§ 54 and 55 AufenthaltsG signed by your own hand. You can download and fill out the forms free of charge from the homepage of the German Embassy www.manila.diplo.de or from the homepage of the Ministry of Foreign Affairs <https://service2.diplo.de/visaextern/>, or you can have it filled it out during the Interview setting by telephone.

3. The Embassy checks the purpose of travel:

- Letter of invitation on company paper in the original (in special cases the invitation letter by fax or as a scan may be sufficient), and with the date, name/ names of the guest/ guests and the company they work for, travel- as well as the dates for the intended stay, **and** motive and reason for the trip.
- Copy of the certificate of company registration („Handelsregisterauszug“ – HRA/HRB - date of issuance **not older than 6 months**) of the inviting company (not a certified copy) **or, if applicable**
- Copy of the certificate of the association („Auszug aus dem Vereinsregister“ - VRA, date of issuance **not older than 6 months**) of the inviting party (not a certified copy) **or, if applicable**
- Registration of business („Gewerbeanmeldung“ -GA - date of issuance **not older than 6 months**) of the inviting party (not a certified copy) .
- Proof of reservation of a round-trip ticket**

4. The Embassy checks the financial coverage of the cost of travel and stay either ...

- ...through the traveler**
- Submission of your credit cards (copies thereof) **BUT: no debit cards) and accounts thereof for the previous six months** **or**
- Statements of your account(s) for the **previous six months**, with a confirmation by the bank.
- ...or through the inviting party / host**
- Submission of a Formal Obligation (original and 1 Xerox copy of the document) according to §§ 66-68 of the German Residence Law, given by your host at the aliens authority (“Ausländerbehörde”) in Germany that is responsible for his / her area of residence, **or** a letter of invitation, in which the sponsor guarantees for the cost according to §§ 66-68 of the German Residence law (only if the capital fund of the company according to company registration, HRA/HRB is € 25.000 and over).

5. The Embassy checks the availability of sufficient travel health insurance:

- Valid travel health insurance for the duration of stay for which the visa is applied for, with a minimum coverage sum of 30,000 Euros, valid for all Schengen-States. Upon issuance of a visa with a longer validity, which permits multiple entries, it is sufficient to prove adequate health insurance coverage for the full duration of the first stay. (Such a visa is considered only for frequent travelers and **can not** be issued upon the **first visa application**).

6. The Embassy checks your rootedness in the Philippines through

- Proof of employment (if you are employed): income tax return, certificate of employment (including name, complete address and telephone number of your employer with area code, details regarding your position or professional designation, income, duration of the working relationship, approved leave of absence signed by the employer) **or**
- Proof of registration and commercial activity of the company in the Philippines (if self-employed: e.g. income tax returns, bank certificates, documents of the company accounts or other.

The Embassy reserves the right to request further documents.