



## Requirements Business Visa

Please submit your application for a Schengen Visa to the representative of the country which is your main destination – considering length and purpose of your intended stay. If no such main destination can be ascertained, please contact the representative of the country of your first entry into the Schengen Area

### Required Documents:

- 1 duly completed application form
- One recent biometric passport picture (colour)
- Original Passport and copy of Passport data page
- If applicable: Residence Permit (original + copy)
- Employees: Confirmation from your employer regarding your position as well as the purpose and conditions of your trip, including how the costs will be met
- Self employed: Share certificate
- Applicant's stamped bank statements (last 3 months)
- Applicant's stamped payslips (last 3 months) – please also submit if funds are insufficient
- Signed invitation letter from business partner with full address, explaining the purpose of the trip and, if applicable, other evidence (e.g. entry tickets to trade fairs etc.). If costs are borne by the business partner, this must also be stated in the invitation letter.
- Flight reservation and travel itinerary
- Hotel reservation with full address for the entire stay in the Schengen Area

### Travel health insurance

- Valid for the duration of the stay in the Schengen Area
- Minimum coverage of EUR 30,000 and repatriation
- Conditions must be stated on insurance document or on separate confirmation letter
- Please note: Medical insurances connected to credit cards are not accepted

**Important:** Please also refer to the General Information Sheet regarding Schengen Visas if your main destination is Denmark or Sweden