



BUSINESS VISA (Schengen Visa)

Dear Applicant,

Thank you very much for your interest in visiting the Federal Republic of Germany on a Schengen Visa.

We request that you take advantage of our **Online Appointment Booking System**.

Please visit www.visa-germany.co.za or call: +27 (0) 861 – 00 22 45.

Please submit your application for a Schengen Visa to the representative of the country which - considering the main purpose of your intended stay - is your main destination. If no such main destination can be ascertained, please contact the representative of **the country of your first entry** into the Schengen Area. The German Missions in South Africa will also accept applications for Schengen Visas for travel with the main destination being in Slovenia.

If you reside in South Africa and your main destination is Germany, you must submit your visa application either to the German Embassy in **Pretoria (if you reside in the Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga or North-West)** or the German Consulate General in **Cape Town (if you reside in the Eastern, Northern or Western Cape)**. If you are not a South African national, your residence permit for South Africa must be valid at least another four months from the date the Schengen visa expires.

Applications must be submitted in person and may not be submitted by courier, regular post, fax or e-mail. Only applicants who can prove to have travelled at least twice to the Schengen States within the past two years, may be exempt from applying in person. A third party may apply on behalf of such applicants.

We advise you to apply at least **three weeks prior** to your intended date of departure. Normally, the visa process is finalised within three to four working days upon submission of a complete visa application. **In some cases, however, we may need more time due to the necessary involvement of German and/or Schengen authorities.**

The fee for a Business Visa is the equivalent of € 60. The fee must be paid in cash, in South African Rands, upon application. Please refer to our website www.southafrica.diplo.de/visa for any exceptions or waivers.

Internet: www.southafrica.diplo.de/visa

E-mail: visapretoria@pret.diplo.de (Pretoria);

visacapetown@kaps.diplo.de (Cape Town)

Please note that only complete applications will be accepted. In order to ensure that your application is processed without delay, **please submit the following documents in original and one copy.** Unfortunately, copies cannot be provided by the German Missions.

	yes/no
• A duly completed Schengen Visa Application form (please ensure that you sign the form).	<input type="checkbox"/> <input type="checkbox"/>
• A valid passport with at least two blank pages and valid for at least three months longer than intended stay (please ensure that your passport is signed).	<input type="checkbox"/> <input type="checkbox"/>
• One recent passport photograph according to biometric specifications (for further details regarding biometric specifications of photos, please refer to the sample table on our homepage).	<input type="checkbox"/> <input type="checkbox"/>
• Declaration of True and Complete Information in accordance with §55 Residence Act, signed and dated.	<input type="checkbox"/> <input type="checkbox"/>
• Signed letter of invitation from your German Business Contact (if applicable confirming the costs are covered by the German Company as well as a detailed description of the reason for travel)	<input type="checkbox"/> <input type="checkbox"/>
Employee: • Letter from your employer confirming your employment as well as detailed information about planned business trip to Germany (duration, places to be visited etc.), including a statement that either the South African or the German company are covering the costs of the trip Self-employed: • Official documents confirming your self-employment (e.g. copy of the CK1 registration/VAT registration including name and proof of business activities) • Bank account statements covering the latest three months, term deposit statement or tax papers	<input type="checkbox"/> <input type="checkbox"/>
• Detailed information and supporting documentation confirming trip (e.g. proof of flight reservation/return, proof of accommodation, details of the first border of entry into the Schengen States and, if applicable, documents indicating further travel within the Schengen Area)	<input type="checkbox"/> <input type="checkbox"/>
• Proof of previous trips to the Schengen Area (i.e. visas in present or previous passports)	<input type="checkbox"/> <input type="checkbox"/>
• Travel Medical Insurance valid in all the Schengen States for the entire duration of the intended stay (minimum cover of € 30.000).	<input type="checkbox"/> <input type="checkbox"/>

Please note that each visa application is reviewed individually. Therefore, the requested documents may vary. The German Missions reserve the right to ask for additional documents. The submission of the above-mentioned documents does not guarantee the issuance of a visa. Applicants may, at any time, be asked for a personal interview. Submission of incomplete documentation or refusal to attend the mandatory visa interview will result in a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered.

For further information, please visit www.southafrica.diplo.de/visa or contact us by e-mail:

Pretoria: visapretoria@pret.diplo.de

Cape Town: visacapetown@kaps.diplo.de

Hours for telephone assistance are listed on our website.

One-Year or Multiple-Year Visas (Schengen-Visa)

If you intend to apply for a Schengen-Visa valid for a longer period of time, please provide the following items in addition to the documentation required for a Business Visa:

- Copy of your last Schengen-Visa(s)
- Written confirmation from the South African and/or German company that:
 - 1.) the necessity and frequency of future trips justify a One-Year/Multiple-Year Visa (supporting reasons must be stated),
 - 2.) the applicant will at all times be provided with sufficient financial means, as well as be covered by international travel insurance for each trip.
- A signed Medical Declaration Form guaranteeing travel medical insurance

Please note:

A One-Year/Multiple-Year Visa **does not allow the applicant to take up employment in Germany!** Neither does it allow you to stay for longer than 90 days, per half-a-year, in the Schengen States. A One-Year/Multiple-Year Visa is rather an extended Schengen Visa for those who travel frequently for business purposes within a given year or over the course of several years.

Please note that each visa application is reviewed individually. Therefore, the requested documents may vary. The German Missions reserve the right to ask for additional documents. The submission of the above-mentioned documents does not guarantee the issuance of a visa. Applicants may, at any time, be asked for a personal interview. Submission of incomplete documentation or refusal to attend the mandatory visa interview will result in a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered.

For further information, please visit www.southafrica.diplo.de/visa or contact us by e-mail:

Pretoria: visapretoria@pret.diplo.de

Cape Town: visacapetown@kaps.diplo.de

Hours for telephone assistance are listed on our website.