

Please organise all documents according to this list in the given order.

☐	VIDEX application form fully completed including declaration Section 54 (2) 8 Residence Act, duly signed
☐	Valid passport – original - Signed by the holder - with at least two consecutive blank pages - valid for at least 90 days beyond the return date of the trip to the Schengen Area - issued within the last 10 years
☐	1 copy of the passport , including all pages with entries/visas
☐	Irish re-entry visa or Irish residence permit (IRP) – valid for at least 1 month beyond the intended departure from the Schengen area (original + copy)
☐	1 biometric passport photo (35x45mm) , not older than six months with a bright background and frontal view of the face. Digitally altered passport pictures will not be accepted.
☐	Travel itinerary: flight reservations (intended or booked flights) or train/ ferry tickets
☐	Official letter of invitation from your business partner - must state and confirm the details from your employer in Ireland and indicate cover of your travel expenses, if applicable. - your counterpart and/or the organiser of your trip in Germany must be named and contact details <u>OR</u> Formal letter from employer proving the applicant's employment status at the company, the kind and duration of the business trips to Schengen area and the commitment to cover all the costs of journey
☐	If applicable: entry tickets or registration for fairs and congresses/ documents proving the business activities of the company
☐	Proof of accommodation: - Confirmed hotel/hostel/B&B reservation(s) or other proof of accommodation, covering the whole duration of your stay in Germany and, if applicable, in other Schengen countries - Names of all applicants must be shown on the reservation
☐	Proof of funds for the trip: - bank statements of the last 3 months and - last 3 months pay slips or - sponsorship letter by a 3rd party, copy of the sponsor's passport, a recent bank statement and pay slip * Proof of income for the last 3 months, regardless of whether it is issued weekly, bi-monthly, or monthly. This requirement also applies to the sponsor.
☐	Proof of occupation: - employed: work permit or employers' letter (not older than 30 days) - self - employed: your company's registration certificate
☐	Travel insurance: - in the name of the applicant, valid for the Schengen area + the whole duration of the first planned trip - minimum coverage of 30,000, - € + sports coverage if applicable. Insurance that is contingent on a bank account is not acceptable (e.g. Revolut). - cover for COVID 19 should not be excluded
☐	Proof of address: for example, a household bill or a bank statement (not older than 2 weeks)

Please note that the German Embassy Dublin 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.