

The list of documents required for a visa for business trips for short-term professional activity

It is strongly recommended to provide a complete set of documents in accordance with the list of requirements below in order to avoid delays in visa processing.

The decision to issue a visa is the responsibility of the (competent) German diplomatic or consular mission in Russia. Please note: The Diplomatic mission has the right to request additional or missing documents, which may increase the time for consideration of your application.

Applicants must have with them the originals of all necessary documents and their copies.

All documents must be up-to-date and presented to each application.

Important note: the issuance of visas with a long validity period (multi-year visas) and multiple entry has been discontinued.

When applying for persons under the age of 18, please read the "**Minors**" section on the VisaMetric website.

- **1. [Printed completed visa application form \(original\)](#)**

All pages of the online application must be printed out. Please sign the form in the designated areas.

- **2. Consent to the processing of personal data**

The document must be printed, signed and submitted together with the visa application and additional documents.

- **3. Foreign passport (original and copy), which must meet the following criteria:**

- the date of issue must not be older than 10 years;
- the document must be signed;
- it must have at least 2 blank pages for a visa;
- the document must be valid for at least 90 days after the expected return date.

In addition, if fingerprints were previously submitted when applying for a Schengen visa, you must attach a copy of this visa. If you have a cancelled or other valid passport, you must submit its original and attach copies of the pages with personal data and Schengen visas to the application.

- **4. Biometric photo**

2 actual color photos taken during the last 6 months, on a white or light background, 35 mm x 45 mm in size, the face is located in the center of the frame.

- **5. Health insurance**

Travel medical insurance with the name of the applicant must:

- be issued in the EU;
- be valid for the entire territory of the Schengen area and during the intended period of stay;
- cover emergency medical care and repatriation, including the risk of death;
- have coverage of at least 30,000 euros.

Travel medical insurance issued in Russia is not accepted.

- **6. Internal passport (original and copy)**

The following copies of the internal passport must be provided: all pages with personal data and marks, as well as pages 14-19.

When applying in the Kaliningrad Consular District, applicants must provide proof of residence in the Kaliningrad Region for at least 3 months.

- **7. An invitation from a business partner in Germany (original and copy) that meets the following requirements:**
 - contains a statement of acceptance of expenses in accordance with §§ 66-68 of the Law on the Stay of Foreign Citizens in Germany (AufenthaltG);
 - issued on the company's letterhead;
 - compiled in German or English;
 - contains accurate information about the purpose of the business trip and the duration of stay;
 - with the original signature of the person authorized to draw up the invitation, indicating his name, position and function in the company (if possible with an extract from the company's trade register confirming this information). If the inviting person is not authorized by law, the power of attorney must be submitted in a notarized form.

- **8. Documents of a company operating in Russia**

Information about the company's registration in the Russian Trade Register must be provided.

- **9. Additional documents depending on the type of professional activity in Germany:**

- **For dismantling, installation or repair work:** delivery contract, certificate of import/export of delivered or purchased new or used machinery, equipment or software.
- **For training:** a detailed training plan and confirmation of existing export supplies and/or licensing agreements.
- **To participate in the exhibition:** confirmation of the exhibition and the lease agreement of the exhibition stand.

- **10. Travel confirmation (as a rule, only air travel is considered).**

- Confirmation of paid round-trip tickets with the name and dates of the applicant's trip.
- Confirmation of paid accommodation, indicating the name and dates of the applicant's trip for the entire period of stay in the territory of the Schengen member States.

- **11. Financial guarantee (unless stated in the invitation)**

It is necessary to provide proof of the availability of financial resources for the duration of your stay in the territory of the member States of the Schengen Agreement. Only current statements issued in the name of the applicant **from a verifiable bank operating in the EU Member States can be accepted for consideration**. The document must include information about the current amount of funds in the account (accounts). The applicant must provide relevant bank account statements for the last 3 months.

Submitting the above mentioned bank statement, the applicant confirms that the funds in his account/card will be available for use in EU member states.

- **12. Proof of employment, studies or regular sources of income:**

- **Employees:** A certified copy of the work record, as well as the original of the current, signed and stamped certificate of employment with the contact details of the organization. The certificate must indicate the name and surname of the applicant, his position, monthly salary, and business trip days.
- **Individual entrepreneurs:** Certificate of registration of an individual entrepreneur (original and copy), form 2NDFL or 3NDFL and an extract from the trade / tax register.

- **13. Other possible evidence of the intention to return to the Russian Federation**

- Proof of ownership of real estate in the Russian Federation.
- Proof of ownership of one or more vehicles.
- Bank statements for the last 3 months showing the name of the applicant and the ending balance, issued within the last 2 weeks from the date of the visa application.
- Confirmation of the presence of close relatives (spouse, children and parents) living in the Russian Federation (marriage or birth certificate).