

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

<input type="checkbox"/>	<b>VIDEX application form</b> fully completed including declaration Section 54 (2) 8 Residence Act, duly signed
<input type="checkbox"/>	<b>Valid passport – original</b> <ul style="list-style-type: none"> <li>• Signed by the holder</li> <li>• with at least two consecutive blank pages</li> <li>• valid for at least 90 days beyond the return date of the trip to the Schengen Area</li> <li>• issued within the last 10 years</li> </ul>
<input type="checkbox"/>	<b>1 copy of the passport</b> , including all pages with entries/visas
<input type="checkbox"/>	<b>Irish re-entry visa or Irish residence permit (IRP)</b> – valid for at least 1 month beyond the intended departure from the Schengen area (original + copy)
<input type="checkbox"/>	<b>1 biometric passport photo (35x45mm)</b> , not older than six months with a bright background and frontal view of the face. Digitally altered passport pictures will not be accepted.
<input type="checkbox"/>	<b>Travel itinerary:</b> flight reservations (intended or booked flights) or train/ ferry tickets
<input type="checkbox"/>	<b>Official letter of invitation</b> from your business partner <ul style="list-style-type: none"> <li>• must state and confirm the details from your employer in Ireland and indicate cover of your travel expenses, if applicable.</li> <li>• your counterpart and/or the organiser of your trip in Germany must be named and contact details</li> </ul> <u>OR</u> <b>Formal letter from employer</b> 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
<input type="checkbox"/>	<b>If applicable:</b> entry tickets or registration for fairs and congresses/ documents proving the business activities of the company
<input type="checkbox"/>	<b>Proof of accommodation:</b> <ul style="list-style-type: none"> <li>• Confirmed hotel/hostel/B&amp;B reservation(s) or other proof of accommodation, covering the whole duration of your stay in Germany and, if applicable, in other Schengen countries</li> <li>• Names of all applicants must be shown on the reservation</li> </ul>
<input type="checkbox"/>	<b>Proof of funds for the trip:</b> <ul style="list-style-type: none"> <li>• bank statements of the last 3 months and</li> <li>• last 3 months pay slips or</li> <li>• sponsorship letter by a 3rd party, copy of the sponsor's passport, a recent bank statement or pay slip</li> </ul> <b>*Proof of income for the last 3 months, regardless of whether it is issued weekly, bi-monthly, or monthly.</b>
<input type="checkbox"/>	<b>Proof of occupation:</b> <ul style="list-style-type: none"> <li>• employed: work permit or employers' letter (not older than 30 days)</li> <li>• self - employed: your company's registration certificate</li> </ul>
<input type="checkbox"/>	<b>Travel insurance:</b> <ul style="list-style-type: none"> <li>• in the name of the applicant, valid for the Schengen area + the whole duration of the first planned trip</li> <li>• minimum coverage of 30,000, - € + sports coverage if applicable. Insurance that is contingent on a bank account is not acceptable (e.g. Revolut).</li> <li>• cover for COVID 19 should not be excluded</li> </ul>
<input type="checkbox"/>	<b>Proof of address:</b> <ul style="list-style-type: none"> <li>• for example, a household bill or a bank statement (not older than 2 weeks)</li> </ul>

**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.



## Checklist for Schengen visa application: Business



Botschaft  
der Bundesrepublik Deutschland  
Dublin