



# BUSINESS TRAVELER

FACTSHEET FOR SCHENGEN VISA (03/2024)

## GENERAL INFORMATION

1. Please read the following instructions carefully and list your application documents.
2. Please sort your documents in the order given and tick them off which documents you are submitting.
3. According to the Visa Regulations, the **German Embassy is only responsible for Schengen visa applications if the main destination is Germany**. If other Schengen countries are also to be visited, the periods of stay must be supported by appropriate documentation, such as hotel reservations.
4. Please register on the website [www.tlscontact.com](http://www.tlscontact.com) and book your appointment there.
5. Please use the online application [VIDEX](#) for your application and the [related instruction](#).
6. Please appear in person at the TLScontact center and **submit your visa application and fingerprints**. Applicants who have submitted fingerprints to a Schengen representation in Egypt within the past 4 years will not be required to submit new fingerprints. If you are applying through a messenger, you must sign a [simplified authorization](#) form for the messenger.
7. **When applying for a Schengen visa, there are fees for the visa, as well as service fees at TLScontact.** The fee is not refundable in case of rejection or withdrawal of the application. Please also note that in case of no-show or showing up with incomplete documents, TLScontact service fees will not be refunded. Cancellation of already booked appointments is possible up to 3 days before your booked appointment.
8. Submitting the application is **possible from 6 months to 4 weeks** before the planned trip. The Embassy is not responsible for delayed submitted visa application. An acceleration of the process is not possible.
9. The processing time of your application is **approx. 2 to 4 weeks**. In exceptional cases, the processing time may be longer. The Embassy reserves the right to request additional documents in some cases. Questions about the status of your application during the regular processing time will not be answered. If you have submitted your application at TLContract, it is possible to view the processing status [online](#).
10. **All Arabic documents must be accompanied by a German or English [recognized translation](#).** Please make sure that your documents are not older than 3 month.
11. The passport is an integral part of your application. A return of the passport during the ongoing processing procedure is not possible for organizational reasons.
12. **Only applications with complete documents can be accepted.** If you insist on the application being accepted with missing documents, this may result in a rejection of the required visa.
13. Please check our website [www.kairo.diplo.de](http://www.kairo.diplo.de) regularly for further information and updates

## BASICLY REQUIRED DOCUMENTS

### PASSPORT

- Passport is not older than ten years, has at least two blank pages left and is not damaged.
- The passport is valid for three months after the returning date.
- The passport holder has signed the passport before submitting the application.
- The passport holder is clearly to be identified with the passport photo.
- Copies of the data page, page 3 and previous visas (Schengen Visa, USA, UK, CAN)
- Copies of the last existing visas in the old passports have been made.

### APPLICATION FORM AND INSTRUCTIONS

- Fully completed and personally signed [VIDEX](#) application form and the [accompanying instruction](#).

### CURRENT BIOMETRIC PERSONAL PHOTO (1 PHOTO)

Please do not glue the passport photo onto the form! Information about the passport photo can be found at [www.biometrisches-passbild.net](http://www.biometrisches-passbild.net)

- The passport photo is not older than 6 months.
- The passport photo is taken with a white or light gray background.
- The passport photo has not been digitally modified

### TRAVEL HEALTH INSURANCE

- The insurance is valid for all Schengen countries in the period applied for.
- The minimum coverage amount is €30,000
- There is no limit or exclusion of treatment (Covid19, pregnancy, age restriction etc.)

### CERTIFICATE OF TRAVEL HISTORY FOR FIRST TIME APPLICATION (FROM MOGAMA)

- 1. You are applying for a Schengen Visa for the first time, you have your reside in Egypt and you are older than 16 years?**
  - You need a certificate of your travel movements (from Mogama) in English or German translation.
- 2. You have already received a Schengen Visa before?**
  - You do not need a certificate of your travel movements (from Mogama), if copies of the previous Schengen Visas are available.
- 3. You have lost your passport?**
  - You need a certificate of your travel movements (from Mogama) for the last 7 years and a police report of lost in English or German translation

## PROOF OF THE TRAVEL PURPOSE

### ACCOMMODATION

#### HOTEL

- Please attach an existing valid hotel reservation including booking number and pin.

#### OTHER ACCOMMODATION

- Please attach a copy of the apartment / accommodation contract with full address details.

### FLIGHT

- Please attach an existing, valid flight round trip reservation to your application.

## REASON FOR YOUR TRIP / PROOF ECONOMIC ROOTEDNESS IN EGYPT

**All applicants for a Schengen visa business must present an invitation from a German company.**

- Current letter of invitation from the **German company** needs to include the following details:
  - address, telephone number, e-mail, business area,
  - purpose of stay and duration,
  - the name of the inviter and his passport copy,
  - as well as declaration of assumption of costs in accordance with §§66-68 AufenthG.
- additionally your own, chronologically ordered and signed stamped bank statements of the last 6 months (Even when the costs are paid by the company or the inviting party, proof of personal financial capacity is obligatory and mandatory.)**
- also, if available:* savings, securities, proof of ownership (for example, car, house, etc.)

### EMPLOYEE

- current employer's letter with following details
  - name, position, duration of employment
  - Amount of monthly salary and proof of receipt (cash or bank transfer)
  - purpose of stay and duration of stay
  - social insurance number
  - address, telephone number, e-mail, and business field of the company
  - Name of the signatory
- additionally **your own**, chronologically ordered and signed stamped bank statements of the last 6 months
- also, if available:* savings, securities, proof of ownership (for example, car, house, etc.)

## SELF-EMPLOYED / BUSINESS

- copy of the current and valid **Commercial Register** of the company translated to German or English
- copy of the current valid **Tax Card**
- chronologically arranged, stamped **bank statements of the company** of the last 6 month
- additionally **your own**, chronologically ordered and signed stamped **bank statements** of the last 6 months
- also, if available* savings, securities, proof of ownership (for example, car, house, etc.).

## TRADE FAIR EXHIBITOR

### FOR EMPLOYEE

- current employer's letter with following details (translated to German or English)
  - name, position, duration of employment
  - Amount of monthly salary and proof of receipt (cash or bank transfer)
  - purpose of stay and duration of stay
  - social insurance number
  - address, telephone number, e-mail, and business field of the company
  - Name of the signatory
- additionally **your own** chronologically ordered and signed stamped bank statements of the last 6 months
- also, if available*: savings, securities, proof of ownership (for example, car, house, etc.)
- proof of participation in the trade fair (invoice from the trade fair with proof of payment)
- copy of the floor plan of the fair

### FOR SELF-EMPLOYEE

- current translated extract from the **Commercial Register and current Tax Card of the exhibiting company**.
- additionally **your own** chronologically ordered and signed stamped bank statements of the last 6 months
- also, if available*: savings, securities, proof of ownership (for example, car, house, etc.)
- proof of participation in the trade fair (invoice from the trade fair with proof of payment)
- copy of the floor plan of the fair

## TRADE FAIR VISITOR

### FOR EMPLOYEE

- current employer's letter with following details (translated to German or English)
  - name, position, duration of employment
  - Amount of monthly salary and proof of receipt (cash or bank transfer)
  - purpose of stay and duration of stay
  - social insurance number
  - address, telephone number, e-mail, and business field of the company
  - Name of the signatory
- additionally **your own** chronologically ordered and signed stamped bank statements of the last 6 months
- also, if available*: savings, securities, proof of ownership (for example, car, house, etc.)
- admission ticket to the trade fair
- confirmation of appointment with at least one exhibitor for a business meeting at the fair

### FOR SELF-EMPLOYEE

- current translated extract from the **Commercial Register** and current **Tax Card** of the exhibiting company.
- additionally **your own** chronologically ordered and signed stamped **bank statements of the last 6 months**
- also, if available*: savings, securities, proof of ownership (for example, car, house, etc.)
- confirmation of participation as an exhibitor from the fair organizer
- copy of the floor plan of the fair
- admission ticket to the trade fair
- confirmation of appointment with at least one exhibitor for a business meeting at the fair

## CONGRESS PARTICIPANTS

- current employer's letter with following details (translated to German or English)
  - name, position, duration of employment
  - Amount of monthly salary and proof of receipt (cash or bank transfer)
  - purpose of stay and duration of stay
  - social insurance number
  - address, telephone number, e-mail, and business field of the company
  - Name of the signatory
- or** current translated extract from the Commercial Register and current Tax Card of the exhibiting company.
- additionally **your own** chronologically ordered and signed stamped **bank statements** of the last 6 months
- also if available*: savings, securities, proof of ownership (for example, car, house, etc.)
- credible evidence of the need for physical presence
- confirmation of registration or other suitable proof from the organizer of planned attendance

## SCIENTIST / RESEARCHER

- work agreement / hosting agreement / grant commitment from the research institute
- duration, payment and proof of qualification in the intended field of activity with English or German translation
- your own** chronologically arranged and stamped bank statements for the last 6 months
- also if available*: savings, securities, proof of ownership (for example, car, house, etc.)

## INLAND WATERWAY SKIPPERS / SEAMEN

- hiring contract
- ok-to-Board
- declaration of commitment of the ship's agent
- sea passport

## INTERNS / HOSPITANTS

- confirmation / contract / invitation internships or hospitation with information about
  - remuneration or lump sums
  - address of the company, telephone number, contact person, E-Mail
  - business area of the company
  - purpose and duration of stay
  - Name, position, and passport copy of the signatory
- also, if available:* declaration of cost absorption according to §§66-68 AufenthG
- proof of qualification in the intended field of activity with English or German translation
- proof of education/training and/or certificate of current and/or former employer

## VISA FEES

The visa fee is **80,00 Euro** and must be paid in local currency.

The fee is non-refundable in case of rejection or withdrawal of the application. Please note that in case of no-show or showing up with incomplete documents, the service fee will not be refunded by TLScontact. Cancellation of already booked appointments is possible up to 3 days before your appointment

### *Notice!*

Do not lose time and money by wrong information! You can find all information about VISA and entry regulations on our website [www.kair.diplo.de](http://www.kair.diplo.de). If you do not find information to your questions there, write us via our contact form. Third parties, such as travel agencies, writing agencies, consultants, etc. or other websites give false information. If you trust this information, your request may be delayed and you lose money. Especially if someone asks for money for visa information, you should become suspicious.

The information, leaflets and forms provided by the German Embassy is free of charge.

## I HAVE TAKEN NOTE OF THE FOLLOWING INFORMATION

- The submission of forged documents as well as incorrect information will necessarily result that the application will be rejected and can lead to an entry prohibition for Germany (and possibly also for the other Schengen states)!
- The submission of incomplete documents can result to a rejection.
- I am aware that if I apply for multiple entries, I must have adequate travel health insurance for my first stay and each subsequent visit to the territory of the Member States.
- With my signature I confirm that I have read this information sheet and understood its terms.
- With my signature I agree that the diplomatic mission is allowed to contact me via email and phone number as specified.

Place, date, and signature of the applicant