



Checklist for Schengen Visa

— business —

Before submitting your application at the German Embassy in Wellington, please prepare the following documentation:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	valid passport (issued within the last 10 years and with at least 3 months validity after the scheduled return; with at least two opposite empty pages).
<input type="checkbox"/>	application form & declarations duly signed
<input type="checkbox"/>	1 copy of your passport's data page
<input type="checkbox"/>	re-entry permit to New Zealand, valid for at least three months after your scheduled return to New Zealand
<input type="checkbox"/>	valid travel health insurance for the whole duration of your stay in the Schengen Area. Only New Zealand or German/European insurance policies are acceptable.
<input type="checkbox"/>	company guarantee letter from your employer
<input type="checkbox"/>	invitation letter from the business partner in Germany in English or German
<input type="checkbox"/>	flight reservation
<input type="checkbox"/>	proof of accomodation for your entire stay in the Schengen area
<input type="checkbox"/>	1 passport photo according to biometric specifications, not older than 6 months
<input type="checkbox"/>	fees payable in cash, by cheque or credit card (NO EFTPOS!)
<input type="checkbox"/>	self-addressed courier envelope – if you are not picking up the passport in person

Please note:

Original documents need to be presented in the given order. Should you wish to keep any original, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Embassy reserves the right to ask for additional documents. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation may result in the rejection of your application.

The Embassy will accept applications 3 months before travel **at the earliest**.

as of 02.07.2018