



## VISA INFORMATION SCHENGEN-VISA FOR TRADE FAIR EXHIBITORS/ VISITORS

The German Embassy would like to stress that all forms (information leaflets, application forms) are available free of charge at the Visa Section. Extra expenses for telephone or fax have to be paid. Furthermore, please be informed that bribery or attempted bribery of staff members of this Embassy will be prosecuted and result in the rejection of the visa application.

All applicants have to apply in person at the German Embassy. Please bring

1. passport valid for at least three months beyond the expiry date of the visa. Passports of the “TR” serial cannot be accepted.
  - the passport has to have at least two empty pages
  - it must have been issued within the last 10 years
2. Flight reservation (not confirmed booking)
3. 1 completed visa application form, signed personally by the applicant
4. 2 current biometric passport photos
5. Document of identification (Tazkira)
6. Valid Afghan Business licence
7. If the applicant is not the owner of the company: proof of ongoing work contract including information when the contract started, what the exact function of the worker is and how much he or she earns
8. Evidence of sufficient own funds: bank statements for the past 6 months as well as – if applicable – proof of property in Afghanistan, payrolls etc.
  - employees/civil servants need to provide proof of their ongoing work contract including information when the contract started, what the exact function of the employee is and how much he or she earns
  - in case the applicant does not have sufficient funds for the intended journey to the Schengen countries: German formal obligation “Verpflichtungserklärung” according to §§ 66-68 Aufenthaltsgesetz (German Residence Law)
9. Travel health insurance valid for the entire duration of your stay in the Schengen countries, covering all Schengen countries, with a minimum coverage of EUR 30.000 and repatriation in case of illness or death
10. As evidence of your family background, your marriage certificate and the Tazkiras of your children and spouse (if married)
11. In case of trade fair exhibitors:
  - proof of payment of exhibition fee to German trade fair organizer (copy of bill as well as payment voucher)
  - proof of paid hotel reservation



11.1 In case of trade fair visitors:

- invitation of German trade fair organizer or other proof of visit (admission ticket etc.)
- proof of paid hotel reservation

The visa fee of EUR 80.00 is payable **in local currency** in cash at the time of application for the visa.

**Note:**

**All Documents have to be provided in original along with a translation into German or English and one black & white copy.**

**Please note that only fully completed applications can be accepted and processed and documents that are not in German or English language have to be translated before filing the visa application.**

- only machine-readable passports can be accepted, as the International Civil Aviation Organization (ICAO) of the United Nations has decided to discontinue the acceptance of non-machine readable passports as of November 25th, 2017
- application forms for minors need to be signed by both parents. In case one parent has sole custody, this has to be proven when applying for the visa
- complete documentation does not guarantee the visa issuance
- using falsified documents will automatically result in the refusal of the application
- the visa fee can **N O T** be reimbursed if the visa is refused, regardless of the reasons for the refusal
- application forms are available free of charge
- please note that the above listed documents are minimal requirements. Additional documents may be requested in individual cases
- the only fees to be paid are the above mentioned visa fee and, if applicable, telephone and fax costs. There are no further fees to be paid neither inside nor outside of the visa sections. Should you be asked by third parties to pay extra or more, please send to this office a detailed description of the incident