



Embassy
of the Federal Republic of Germany
Yerevan

Business – Seminar – Conference – Training – Trade fair – Scientist/Researchers

IMPORTANT: Duly completed application forms may be submitted up to six months prior to your intended travel date.

The processing time for Schengen visas, from application to passport return, is generally at least 15 calendar days and can be extended to up to 45 days. Please submit your application at least 45 days before your departure date.

For further information regarding the processing and issuance of visas for Russian citizens, please refer to our website.

If your travel date is imminent or lies within two weeks of your application date, please check if you can postpone your trip. In general, neither the German Mission nor the Service Provider (TLS) is able to expedite the process.

Please note:

All documents that are not available in German or English should be submitted with a simple translation.

According to the Visa Code, the German Mission in Armenia is only responsible for processing your application if your main destination is Germany, Belgium, Luxembourg or Sweden.

Submission of false documentation or incorrect information will most likely result in a refusal or even a travel ban to Germany or other Schengen States.

The submission of incomplete documentation can result in a refusal.

The German Missions reserve the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.

Documentation sent via e-mail or contact form, which has not been requested, will not be allocated to an application.

The relevant information pertaining to the application process can be found on our website: www.eriwan.diplo.de

**Checklist for Filing Your Application
(Business – Seminar – Conference – Training – Trade fair – Scientists/Researchers)**

This checklist is intended to help you compile your documents. For more detailed information on the individual points, please refer to our website.

Please sort your documents exactly in the following order:

			To be filled out by TLS
1	Completed visa application form	Please find the online application form at (https://videx.diplo.de). Complete it duly and correctly. Download the completed form as a PDF-file. Print, date and sign it.	<input type="checkbox"/>
		Signed declaration in accordance with Article 54 paragraph 2 number 8 in conjunction with Article 53 Residence Act (This is the last page of the visa application form).	<input type="checkbox"/>
2	1 photo	1 current biometric passport photograph	<input type="checkbox"/>
3	Medical travel insurance for Schengen States	Valid travel health insurance covering your requested stay with a minimum coverage of 30.000 euros, valid for all Schengen countries. When applying for a multiple-entry visa, a one-year or multi-year visa, it suffices to present a valid travel health insurance for your first trip.	<input type="checkbox"/>
4	Passport Original + 1 copy of the data page	Valid and signed passport (must have been issued within the last 10 years) which must have at least two blank pages and be valid for at least 3 months after the scheduled return	<input type="checkbox"/>
		Passport copy of pages containing personal data	<input type="checkbox"/>
		Copies of the pages with Schengen visas and the corresponding entry and exit stamps	<input type="checkbox"/>
		Non-Armenian nationals: Proof of residence in Armenia	<input type="checkbox"/>
5	Proof of financial status and sufficient funds	Personal bank statements with money movements of the past three months (in particular showing regular monthly income- which should be highlighted by you).	<input type="checkbox"/>
		Tax certificates for salary received or tax certificates for profits/sales from self-employment; additional accounts e.g. saving accounts can be provided to prove your ability to finance the whole trip; IF your income stems from agriculture or rentals: Proof of ownership	<input type="checkbox"/>
		<ul style="list-style-type: none"> - Formal letter of commitment (to be obtained from the relevant German immigration office or the relevant Luxembourg/Belgian authorities) OR - Informal letter of commitment: The invitation states that all costs, including accommodation, will be covered. - Declaration of cost coverage from the sending company with bank statements for the last 3 months 	<input type="checkbox"/>

6	Proof of Willingness to return to Armenia	If employed: current letter of employment with original signature stating monthly salary and leave confirmation	<input type="checkbox"/>
		If self-employed: company registration document	
		If student: current proof of school/university registration confirming that the student is exempt from attending lectures during the requesting travel period, with an original signature	
		When applying for the first time, or if no trips to the Schengen area have been made in the last 3 years: - Presentation of the spouse's original passport, marriage certificate (divorce certificate, death certificate, if applicable) and one copy of each - Presentation of the original passports of minor children, birth certificates, and one copy of each - In the event of a stay abroad (e.g., also in Russia) by children and parents, e.g., registration certificate or residence permit.	<input type="checkbox"/>
7	Documents proving purpose of travel	Trade fair: Exhibitor pass/Visitor pass/Admission ticket	<input type="checkbox"/>
		Business, seminar, conference, training: Official letter of invitation from your business contact in the Schengen area as well as an extract from the commercial register and a copy of the inviter's passport	<input type="checkbox"/>
		Scientists/researchers: Official letter of invitation from the organising organisation.	<input type="checkbox"/>
			<input type="checkbox"/>

Please note that the Embassy may issue the visa with a shorter validity than applied for, without prior consultation, as long as it is legally permissible or necessary. **The applicant's passport has to remain with the German Mission and cannot be withdrawn during the processing of the application.**

To be signed by the service provider and the applicant:

The applicant has submitted the above documents. I have informed him/her that he/she must expect his/her visa application to be rejected if the necessary application documents are not submitted in full. The applicant has nevertheless decided to submit his/her application.

Signature VAC employee:	Signature Applicant/Legal Guardian:
Place, date:	