



SCHENGEN VISA FOR BUSINESS

Basic information

- Basic information (also application form) can be found on our website here: <https://kigali.diplo.de/rw-en/service/05-VisaEinreise>
- Documents not in the German, English or French language must be submitted with a certified translation. A translation of the personal data page of the passport is, however, not required.
- **Processing time is as a rule ca. 2 weeks** but can take longer in individual cases.
- In order to be processed, your visa application form must be filled in completely and has to be introduced at least **15 days** (but less than 6 months) before your intended entry into the Schengen countries.
- The Embassy reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

Visa application checklist

The following documents are to be **presented personally** and submitted **in full in following order**:

	Missing
Fully completed and signed application form (Schengen Visa)	
Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney	
One (1) recent biometric passport photos (see specimen photos) with bright background	
Valid passport for at least 3 months longer than the visa applied for with 2 blank pages	
One (1) uncertified copies of the data page of your valid passport	
Invitation letter by business partner in Germany mentioning time, duration and purpose of the visit	
Hotel reservation	
Flight reservation	
Proof of medical insurance for the trip with minimum cover of 30.000 €	

	Employer's certificate for position, contract duration and monthly salary	
	Proof of own financial means:	
	<ul style="list-style-type: none"> • pay-slips of at least the last 3 months and • bank statements of at least the last 3 months • and social security fund (RSSB)) of at least the last 3 months 	
	For freelancers/self-employed:	
	<ul style="list-style-type: none"> • Business papers and • Trade Register and • business correspondences 	
	<ul style="list-style-type: none"> • bank statements of at least the last 3 orders / jobs • If applicable contracts/ agreements of at least the last 3 orders / jobs 	
Applicant of a nationality other than Rwandan		
	Proof of residence title by "residence permit/visa"	
Fee		
	Visa fee of 80€. Payable cash in RWF .	
Completeness of application		
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.		
Declaration when applications are not complete:		
I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.		
_____ place, date, signature		