



SCHENGEN VISA FOR BUSINESS

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

- Application form** („Schengen Visa“) duly filled in and signed by the applicant
- 1 recent biometric** passport size **photograph** with bright background
- Valid **passport** for at least 6 months with 2 blank pages
- Valid **residence permit** for Rwanda
- Invitation letter** by business partner in Germany mentioning time, duration and purpose of the visit
- Hotel reservations**
- Flight reservation**
- Proof of **medical insurance for the duration of the stay** with minimum cover of 30.000 €
- Employer's certificate** for purpose of trip, position, work contract and monthly salary
- Proof of own financial means** (pay-slips and bank statements of at least the last 3 months, social security fund (RSSB))
- For freelancers/self-employed**: Business papers, Trade Register, business correspondences

The Embassy may ask for additional papers.

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. Processing fees (80 Euro) are to be **paid in local currency (Rwf) in cash** on the basis of the current exchange rate.