

## Business Visa

If you are going to Germany for business or professional reason (not private), for duration not longer than 90 days, and you are in possession of an invitation letter from a German organization, you need to apply for a business visa.

The processing of an application for a Business Visa takes approximately **two weeks**. The visa application can be submitted at the earliest **3 months prior** to the planned trip.

Before submitting your application, please prepare **all** of the following documentation. Incomplete documentation may result in the rejection of your application.

You have to submit your application **in person**. All documents need to be presented in the **given order in original**. Should you wish to keep any originals, kindly provide an additional copy.

<input type="checkbox"/>	
<input type="checkbox"/>	Valid <b>passport</b> (issued within the last 10 years and valid for at least 3 months after leaving the Schengen area with at last two empty pages).
<input type="checkbox"/>	Valid <b>Tanzanian visa or residence permit (if applicable)</b>
<input type="checkbox"/>	Application form <b>fully completed &amp; visa declaration 1, duly signed (see general information)</b>
<input type="checkbox"/>	One <b>passport size picture</b> , not older than three months with a bright background and frontal view of the face (please do not attach the picture to the application form) <b>Digitally-altered passport pictures will not be accepted</b>
<input type="checkbox"/>	Copy of your passport's data page
<input type="checkbox"/>	- Letter from your <b>employer (not older than 4 weeks)</b> stating the reason for your trip, your position within the company, the length of employment, and – if applicable: statement that company covers cost of the trip, <b>OR</b> - Letter of enrollment from your <b>university</b> stating the reason for your trip, <b>OR</b> - is <b>self-employed</b> : business registration
<input type="checkbox"/>	<b>Invitation letter (not older than 4 weeks)</b> from the business partner in Germany, confirmation of the business trip and schedule of your visit, <b>including the name and full address</b> of the contact person in Germany
<input type="checkbox"/>	Flight itinerary
<input type="checkbox"/>	copy of the <b>valid visa / residence permit of your final destination</b> (if applicable)
<input type="checkbox"/>	<b>Proof of sufficient funds to cover the costs of your proposed trip:</b> - <b>last three bank statements with your name</b> , OR - declaration of formal obligation, passport copy as well as last three bank statements of the financial supporter (signature must be certified by a notary public if supporter is not present at the interview).
<input type="checkbox"/>	<b>Proof of travel health insurance</b> (Tanzanian or German), valid <b>for the entire stay</b> in the Schengen area with a <b>minimum coverage of 30,000.00 EUR</b> , including the following details: <b>name of insured person, length of coverage, insurance sum</b>
<input type="checkbox"/>	<b>visa fee</b> (60,- Euro payable in TSH according to the current exchange rate of the German Embassy in Dar es Salaam)

**Please note that the German Embassy reserves the right to ask for additional documents at any time during processing. Submission of the above mentioned documents does not guarantee that a visa is granted.**

Applicants may be called in for an Interview.

**Disclaimer: All data contained herein are based on knowledge and experience of the German Embassy Dar es Salaam at the time of drafting of this information sheet. However no liability can be assumed for the completeness and accuracy.**