

## Trade Fair Visa

If you are going to Germany to attend a trade fair as a visitor or an exhibitor, you need to apply for a trade fair visa.

The processing of an application for a Trade Fair 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> - is <b>self-employed</b> : business registration, <b>OR</b> - recommendation of the local Chamber of Foreign Trade, <b>OR</b> - another proof of your specific interest in attending the trade fair
<input type="checkbox"/>	<b>For exhibitors:</b> exhibitor pass ("Messeausweis") stating dates of the fair, full address, and name of the company  <b>For visitors:</b> visitor pass/ticket stating dates of the fair
<input type="checkbox"/>	Proof of accommodation with full address (e.g. Hotel reservation)
<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>
<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, including the following details: 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.**