



April 2023

## Business – Trade Fair

**IMPORTANT:** Duly completed application forms may be submitted six months prior to your intended travel date. It may take an average time of 15 days to process your Schengen visa application.

Only documents in German or English are accepted - otherwise, a translation needs to be provided or the document will be ignored.

The German Embassy in Dar Es Salaam is only the competent authority should you have your permanent residence in Tanzania. Otherwise, your application will be denied and returned.

Processing time differs from case to case. Therefore, in order to avoid delay, it is advisable to apply well in advance of the actual travel dates. This will help ensuring a smooth organization of your trip.

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 is able to expedite the process.

### **Please note:**

According to the Visa Code, the German Embassy Dar Es Salaam is only responsible for processing your application if your main destination is Germany.

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 Embassy Dar Es Salaam reserves the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.

Documents sent via fax or e-mail, which has not been requested, will not be allocated to an application.

All relevant information concerning the application process can be found on our website: [www.daressalam.diplo.de](http://www.daressalam.diplo.de)



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## Checklist for Filing Your Application

Please read the checklist and fill out the application form thoroughly. We require that the printed and signed checklist is submitted with the application form during your appointment. You need to provide all documents in original as well as in copy should you wish to keep the original. Please sort them exactly in the following order. Documents other than in English or German need to be accompanied by translation:

			Yes	No
1	<b>One completed visa application</b>	1. Please open the online application form ( <a href="https://videx.diplo.de">https://videx.diplo.de</a> ). 2. fill it fully and correctly 3. download the completed form as a PDF-file, then 4. print it and 5. please date and sign it	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Signed declaration in accordance with Article 54 paragraph 2 number 8 in conjunction with Article 53 Residence Act</b> (This is the last page of the visa application form (cf. number 1))	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>photograph</b>	Recent passport photograph not older than six months according to biometric specifications	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Passport</b> Original + 1 copy of the data page	Valid and signed passport (must have been issued within the last 10 years), must have at least two blank pages and be valid for at least 3 months after the scheduled return	<input type="checkbox"/>	<input type="checkbox"/>
		Passport copy of pages containing personal data (if applicable copies of previous visa, entry stamps to Schengen Area)	<input type="checkbox"/>	<input type="checkbox"/>



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		Non-Tanzanian citizens must hold a valid residency/work permit which allows reentering Tanzania upon the end of the journey	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Documents proving purpose of travel</b>	Exhibitor's pass/visitor's pass/admission ticket	<input type="checkbox"/>	<input type="checkbox"/>
		Covering letter by the sending and –if applicable- inviting company with complete travel plan (itinerary) and stating whether company/employer will cover costs	<input type="checkbox"/>	<input type="checkbox"/>
		Proof of Commercial relations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
		Proof of accommodation including complete address for your entire stay in the Schengen area	<input type="checkbox"/>	<input type="checkbox"/>
		Flight itinerary/ round trip (NO flight booking!!!), rail tickets and other if applicable (travel plan if travelling to various Schengen countries)	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Proof of employment situation</b>	If employed: current letter of employment with original signature (not older than two weeks at the time of appointment) including designation, date of employment, salary and including intended travel dates	<input type="checkbox"/>	<input type="checkbox"/>
		If self-employed: company registration (BRELA) document as well as TRA tax payment certificate	<input type="checkbox"/>	<input type="checkbox"/>
		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	<input type="checkbox"/>	<input type="checkbox"/>
		If other employment situation: current proof of occupation	<input type="checkbox"/>	<input type="checkbox"/>



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6	<b>Proof of financial status and sufficient funds (45,- € per person per day)</b>	Always mandatory: Personal bank statements of the past three months/ M-PESA Statements etc. (no credit card statements, no cash)	<input type="checkbox"/>	<input type="checkbox"/>
		Additionally: Formal letter of obligation of your sponsor (if applicable – meaning if there are no sufficient funds)	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Overseas medical travel insurance for Schengen States</b>	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"/>	<input type="checkbox"/>

Please note that the Embassy may shorten the validity of your visa, without prior consultation, as long as it is legally permissible or necessary.

The applicant's passport has to remain with the German Embassy and cannot be withdrawn during the processing of the application. Applications without passport are not accepted.

Status update enquiries will not be answered but ignored during the above-mentioned processing time of 15 days. Therefore, please refrain from sending E-Mails/ forward further documents if not expressly asked to do so. If you do need to send an E-Mail, please ensure to provide personal data as well as your reference/Barcode number to enable a reply.

**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 likely lead to the application being rejected. I would like to submit my application nevertheless.

\_\_\_\_\_ place, date, signature

VAC employee

Place, date, signature