



Last update: 05.11.2015

<u>Business Visa Checklist</u>		yes	no	n/a
1)	Application Form (<i>one per applicant perfected with full names, no initials</i>)			
2)	Two passport photographs (<i>full face on white background, not older than six month, one attached to the application</i>)			
3)	Fee of 60 EUR to be paid in LKR			
4)	Current and (if any) previous passports - <i>Current passport must be valid for at least 3 months beyond the intended stay.</i> - <i>Surname and names should be entirely spelled. No initials.</i> - <i>A copy of the bio page and amendment page should be annexed to the application form.</i> - <i>Passport shall contain at least two blank pages.</i>			
5)	Travel health insurance <i>valid for the length of stay and for all Schengen states covering medical repatriation, emergency medical and hospital care. A minimum cover of 30.000 EUR is mandatory.</i>			
6)	Travel itinerary (<i>arrival and departure flight information and – if applicable – surface travel dates to other Schengen countries</i>) <i>Please do not submit paid flight tickets, as the Embassy will not liable for the financial loss in a case of a rejection.</i>			
7)	Hotel reservation (<i>if no Schengen sponsor only</i>)			
8)	Invitation/Sponsorship <i>Original invitation letter of the company/institution in the Schengen state indicating purpose and duration of stay and, if the travel expenses and/or accommodation are covered by them, including declaration of sponsorship according to Sec. 66-68 of the German Residence Act</i>			
9)	Proof of Business <i>Business registration, Form 48 (Companies Act), Bank statements for the last three months from company/employer in Sri Lanka</i>			
10)	Proof of Employment in Sri Lanka (Employees only) - <i>letter of employer stating:</i> - <i>purpose and duration of intended visit</i> - <i>date of commencement of employment and</i> - <i>period of approved paid/unpaid leave</i> - <i>salary slips for the last 3 months</i> - <i>documentary proof of EPF/ETF contribution.</i>			
11)	Proof of personal financial situation in Sri Lanka <i>Personal/family bank statements for last 3 months and/or up-to-date savings books together with a balance confirmation letter from the bank</i>			
12)	Proof of family bonds (recommended for first time travellers) <i>such as birth certificate, marriage certificate, birth certificate of children</i>			
13)	Other/Voluntarily submitted documents (recommended for first time travellers) <i>such as property deeds, further explanatory documents, further proof of will to return, proof of previous business relations/transactions, customs and excise documents, etc.</i>			

Please note:

- It is recommended that you apply as early as possible. The application cannot be lodged earlier than three months before. Please bear in mind that there may be waiting times for appointments of up to two weeks.
- Applications shall be processed within 15 calendar days of the date of lodging of an admissible application. In individual cases, notably when further scrutiny is needed or in cases of representation, this period may be extended up to 30 calendar days. When additional documentation is needed, the period may be extended up to 60 calendar days.
- Documents should be sorted according to this list.
- All documents should be attached to the visa application in copy.
- Original documents should be submitted, too. They will be returned with the passport.
- Documents in Sinhala and Tamil must be presented with an official English or German translation.
- E-Mail transmissions are not acceptable as supporting documents.
- In addition to the above mentioned documents the Embassy may request you to furnish further documents.
- Applicants are obliged to provide all information necessary to proof their case and therefore are advised to submit only complete applications.
- I have been advised that an application with incomplete or false information may be refused.

- Please turn over -

VAC official to select as appropriate:

- The applicant has confirmed that he/she has no documents to submit other than those listed above
- The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the refusal of the application. The applicant has chosen to proceed with the application nevertheless. The following documentation is missing/incomplete:

Place, date

Signature VAC official

Signature of applicant *

* signature and organisation/relationship to the applicant, in case of authorised third party handing in the documents