

# Visa Information Pack

**From: India**

**To: 81**

**Visa Type: India Germany Business Varied Entry Three Month**



## **Thank you for your order**

The following documents are required to apply for this specific visa type.

### **Passport**

The applicant's actual passport. The passport must:  
Have at least two blank visa pages  
Be valid three months beyond the expiry date of the visa

### **Application Form**

This form must:  
Be completed online at: <https://videx.diplo.de/videx/?0>  
Be signed in the original in all three signature spaces  
Handwritten application forms will no longer be accepted by the Embassy. All forms must be completed online only.  
Visas2 can assist the traveller in completing the online application form as a Premium Service at a cost of £30 + VAT. In order to facilitate this, please complete the Visas2 **German Form Fill Request** which can be found within the Visas2 Application Pack.  
Online application form fill requests **must** be received at Visas2 before 14.00 hours in order to have it returned to you that day. Once Visas2 have completed your online application we will send it to you for your signature. An original signature is required so it is mandatory to return the form to us by post or courier once signed.

### **Proof of Residence**

This must be shown as an original permit valid for three months beyond the expiry date of the visa

### **Proof of Relationship**

Applicants in a dependent relationship with a non-EU passport holder must submit supporting documentation. This should be provided as:  
Original Birth Certificate (long version) **or**  
Original Marriage Certificate  
If the marriage/birth certificate is not in English, then it must be translated and then legalised by the Foreign Office or the Embassy of the country of issue prior to submission  
**AND**  
Spouse/Child Original non-EU Passport

### **Photos**

Two passport sized colour photographs. The photographs must:

- Have a white background
- Be taken within the last month
- Have the applicant's name and signature on the reverse
- Not have been used for a previous visa/passport

### **Business Letter**

An original letter of introduction from the applicant's UK employer. This letter must:

- Be addressed to the Consulate
- Be on company letterhead paper
- Include the name of the applicant
- Include start date of employment and position held in the company
- Specify the purpose of journey and confirm that you are undertaking this business trip on the company's behalf
- Include the name of the person and organisation(s) to be visited
- Specify the requested number of entries and the length of visa required
- Include an acceptance of financial responsibility for the applicant including travel, accommodation and expenses
- Include the company registration number
- Be signed by the applicant's supervisor or the company's HR department
- Be written within one month of visa application submission
- A sample Employment Letter can be found within the Application Pack

### **Letter of Invitation**

An original letter of invitation from the company the applicant is visiting. This letter must:

- Be on company letterhead paper
- Include the name of the applicant
- Specify the purpose of journey
- Specify the requested number of entries and the length of visa required
- Include an acceptance of financial responsibility for the applicant
- Be signed by the authorised person named in the business introduction letter
- Be written within one month of visa application submission

### **Proof of Travel Insurance**

The applicant's full and complete travel insurance policy. A copy is acceptable. The travel insurance policy must:

- State the full name of the applicant
- State that all hospital and repatriation costs are covered
- State that it provides cover for the entire schengen area
- State the dates of validity of the travel insurance which must cover the entire trip
- Provide cover of at least 30,000 Euros

### **Proof of Travel Arrangements**

This must be provided as a copy of the flight confirmation showing onward/return travel

### **Power of Attorney**

A letter of power of attorney from the applicant. This power of Attorney must:

Be signed and dated in the original

State the applicant's full name

State the applicant's date of birth

State the applicant's place of birth

State Visas2 as the applicant's authorised handling agent

### **Photocopy of Application Materials**

A clear colour photocopy of the following document(s) must be submitted to Visas2:

The applicant's UK residency visa where applicable

The information page(s) of the applicant's passport

A copy of all other supporting documents

Visas2 will supply this requirement at a fee of £10.00 + VAT if not received with the application.

This will minimise the risk of delay with the successful visa issuance

### **Processing Time**

This Embassy operates an appointment system for visa issuance. The processing time quoted is approximate and cannot be guaranteed. Visas2 recommends that you apply no more than 90 days before your departure date.

Upon receipt of a complete application Visas2 will book the next available appointment and attend the interview to submit the documentation on the applicants behalf.

### **Visa Information:**

Visa is valid for three months.

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

### **Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

### **Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.