



<u>Schengen Visa Checklist - Business</u>		yes	no	n/a
1)	Application Form (<i>one per applicant perfected with full names, no initials</i>)			
2)	Two recent biometric passport photographs (<i>3,5 x 4,5 cm, full face on white background, one attached to the application</i>)			
3)	Fee of 80 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. Credit card insurance cover is not accepted.</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 from any financial institution recognized by the Sri Lankan central bank 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)	Business Visa Questionnaire			
14)	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 to apply as early as possible. The application can be lodged up to 6 months before the planned trip.
- The standard processing time for the decision on visa applications is 15 calendar days. If in individual cases an extended review is carried out, the processing time may be extended to 45 calendar days. The application should be submitted at least 15 calendar days before the planned trip.
- 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.
- 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. Incomplete applications may be refused.
- False statements in the visa process will lead to the rejection of the application.

VAC official to select as appropriate:

- The intended date of departure is in less than 15 calendar days. The applicant has been informed that the processing time may be of up to 15 calendar days. Nevertheless the applicant insisted on lodging the application. He was informed that the final decision might be taken after the intended date of departure.
- 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