



Generalkonsulat
der Bundesrepublik Deutschland
Kanton

Consulate General
of the Federal Republic of Germany

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Business Visa / Visa for Short-term Training

There is no legal right to claim a Schengen Visa. A Schengen Visa is issued solely at the discretion of the authorities of the competent Schengen state.

A Schengen Visa does not guarantee unhindered access to the Schengen area. The final authorisation always remains within the competence of the immigration officer at the border. When entering a Schengen state you have to carry with you all relevant documents to prove the purpose and circumstances of your stay, as well as sufficient financial resources to cover the expenses for the whole duration of your stay as well as for the return to your country of origin, and show them if requested.

After entering a Schengen state a Schengen Visa permits free travel within the Schengen area if not stated otherwise on the visa. The Schengen states are Belgium, Denmark, Germany, Finland, France, Greece, Iceland, Italy, Luxembourg, The Netherlands, Norway, Austria, Portugal, Spain and Sweden.

*Visa applications have to be handed in at the **mission of the country of your main travel destination in the Schengen area**. If there is no main destination, the competent mission is the one of the Schengen state you first enter. The maximum duration of stay is limited to 90 days within six months.*

***Trade fair exhibitors and visitors** please refer to information in the leaflet "Trade Fairs in Germany – Information for Exhibitors and Visitors"*

***Holders of Official Chinese Passports** (Diplomatic or Service Passport, Passport for Public Affairs) have to apply for a visa through the Foreign Affairs Office of their Province.*

The **following documents** have to be presented when applying for a **Business Visa**:

1. 2 duly filled and signed application forms (Application for Schengen Visa) and 3 recent photographs with white background (see information on photographs), accompanied by signed declaration that the information given is true and complete (section 55 of German Residence Act).
2. Passport valid at least 90 days after expiration of the visa
3. Original invitation letter of business partner of one of the Schengen states stating the personal details of the applicant (family name, given name, date of birth) as well as the purpose and duration of stay
4. Confirmation by employer of professional position of applicant, duration of employment, monthly income, purpose of travel, guaranteed continuation of employment. The confirmation has to bear address, phone and fax number, company seal, signature, name and position of undersigned.
5. Business licence of the Chinese company
6. Proof of how the journey is financed (invitation letter or confirmation by employer stating that all incurring costs will be covered)
7. Proof of financial background of applicant (salary account or bank-/credit card statement or bankbook covering a period of at least past 6 months, proof of house property or car ownership)
Bank statements must bear the name of the bank account holder or a confirmation of the bank has to be submitted. If financial means of the spouse is submitted a notary marriage certificate is required.
8. Proof of travel medical insurance for duration of stay in the Schengen area (also see leaflet "Travel Medical Insurance").
9. for Chinese applicants: Household Register (Hukou)
10. Temporary Residence Card 暂住证, if the normal abode is not in agreement with the Household Register (Hukou) or place of issue of the passport
11. for non-Chinese applicants: Chinese residence permit
12. Flight reservation (journey there and back)
13. Hotel reservations (hotel vouchers, confirmation of travel agencies are not accepted)
14. ID card
15. Additional documents may be requested by the Consulate General of Germany.

All documents have to be presented with a **translation** into German or English.

Copies have to be in **A4 format**.

Visa applications can be submitted after scheduling an **appointment**. As from 1st December 2006, appointments will have to be arranged through the **Visa Application Centre** (www.germanvac-cn.com). The arrangement of an appointment is highly recommended: applicants with appointment are received with priority. Without appointment there is no guarantee for submitting the visa application at the Consulate General. **Frequent travellers** (applicants which stayed twice in the Schengen area within the last two years) can submit their visa application at the Visa Application Centre directly without appointment.

All documents have to be presented in the **original** and with **1 copy** at the Visa Application Centre; the originals (except the visa application form) will be handed back to the applicant and have to be presented for the interview at the Consulate General. Frequent travellers submit the **original** documents and **1 copy** at the Visa Application Centre. **All original documents will be handed back after the interview or together with the passport.**

At the Visa Application Centre you can have your documents pre-checked and get general information in visa matters, either in person or by sending an authorized third person. This service is useful, as only complete applications can be processed. The Visa Application Centre is not in a position to refuse visa applications. The decision whether to grant a visa lies solely in the competence of the Visa Section of the Consulate General.

Visa applicants will be asked to come to the Consulate General for **interviewing**. Frequent Travellers are generally exempted from an interview; however in single cases applicants may be asked for an interview through the Visa Application Centre. Please be there on time 15 minutes before the scheduled appointment. Applicants not showing up on time will not be able to hand in their applications and will have to arrange for a new appointment. Changes of the appointment date should be notified to the Visa Application Centre in due time; a new appointment date may be arranged free of charge if notified at least two days prior to the interview.

The **visa fee is 35 EUR, as from 1st January 2007 60 EUR** (17,50 EUR, as from 1st January 2007 30 EUR for minors). Frequent travellers have to pay the visa fee at the Visa Application Centre and other applicants have to pay the visa fee at the interview in the Consulate General in equivalent Renminbi Yuan according to the relevant exchange rate. **An additional service fee of 190,- RMB** has to be paid by every applicant in the Visa Application Centre. Application forms and information leaflets are free of charge.

Processing time is 5 – 10 days after submitting all necessary documents.

Passports will be handed back to the applicants via the Visa Application Centre after the Visa Section of the Consulate General has decided on the visa.

Applicants are asked to check their visa (esp. validity dates, typing of name, photo) on receipt.

The German Consulate General is reserving the right to ask applicants to present themselves at the Consulate after their return to China.

Regional competence of German missions in China:

The Federal Republic of Germany has several missions in the Peoples' Republic of China. Each of them has a clearly defined region for visa issue:

- Persons residing or having their normal abode in the provinces of Guangdong, Fujian, Hainan and the Autonomous Region of the Zhuang-Nationality Guangxi have to hand in their visa application with the **German Consulate General Kanton**.
- Persons residing or having their normal abode in the provinces of Anhui, Jiangsu, Zhejiang und the city of Shanghai have to hand in their visa application at the Consular and Visa section of the **German Consulate General Shanghai**, New Century Plaza, 14/F, 188 Wu Jiang Road, Shanghai 200041, phone: (021) 6217 1520, fax: (021) 6218 0004, www.shanghai.diplo.de.
- Persons residing or having their normal abode in any other province will have to apply for their visa at the **German Embassy Peking**, 17 Dongzhimenwai Dajie, Peking 100600, phone: (010) 8532 9000, fax: (010) 6532 3557, www.peking.diplo.de.
- Persons residing or having their normal abode in Hongkong and Macao will have to apply for a visa at the **German Consulate General Hongkong**, United Centre, 21/F, 95 Queensway-Central, Hongkong, phone: (00852) 2105 8777, fax (00852) 2105 8788, www.hongkong.diplo.de.
- The **German Consulate General Chengdu** is **not issuing any visa for the time being**.

As a rule the **normal abode** is defined as the place a person is living in and working at. This is the case if a person has been living at that place for the past six months or is expected to stay at that place for long-term. If the normal abode is not in agreement with the Household Register (Hukou) or place of issue of the passport, the applicant is asked to present proof of his normal abode (ID card 暂住证, working contract, police confirmation).