



Consulate General
of the Federal Republic of Germany
Cape Town

P.O. Box 4273, Cape Town 8000
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Visiting hours: Monday-Friday, 9-12 h
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BUSINESS VISA (Schengen Visa)

Please note

- **It is the applicants responsibility to ensure that his/her application is submitted on time. Bad planning on the side of the Applicant does not automatically warrant exceptional handling from our side.**
- This information does **not guarantee a definitive** list of documents to present on application. Further documentation can at all times be requested or provided by the applicant, in support of the application.
- Applicants **can at any time** be asked in for a personal interview.
- All documents need to **be submitted in the original**. If the applicant requires an original to be returned a copy of said document needs to be submitted as well. Copies will not be made by employees of the Consulate General.
- Fees payable are the **equivalent of €60**, which need to be paid in cash and in South African Rands (for exceptions please see requirements/information sheet "Visa Fees").
- **Applications are exclusive to persons living in the Northern Cape, Eastern Cape and Western Cape regions.** Applicants who are citizens of countries other than South Africa need to produce their South African residence permits. These residence permits need to be valid for at least 4 months after return to South Africa.
- Processing time is a **minimum of 2 working days**. You will on application be informed about variances.
- Only applications with the main travel destination Germany will be accepted. The main travel destination needs to be proven by the appropriate documentation.

Required Documents

(applications with incomplete documentation will not be accepted)

Documents sent in advance by fax, post or email can not be considered.

- | | Incl./miss. |
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| • A duly completed application form signed by the applicant personally | <input type="checkbox"/> <input type="checkbox"/> |
| – The applicant is required to apply in person | |
| – Applicants who have in the last 2 years received a minimum of 2 Schengen visas or a one-year business visa, which was used frequently, are exempt from appearing in person if at least one of these visas was issued by the German Consulate General in Cape Town | |
| • A signed declaration form according to paragraph § 55 Abs. 2/1 of the Residence Act | <input type="checkbox"/> <input type="checkbox"/> |
| • A valid and signed passport | <input type="checkbox"/> <input type="checkbox"/> |
| – Valid for at least 3 months longer than duration of stay in Germany with at least 2 blank pages | |
| • One recent, biometric passport photograph; please take note of the sample tables on our homepage | <input type="checkbox"/> <input type="checkbox"/> |
| • Faxed invitation letter from Germany (if applicable confirming the costs are covered by the German Company as well as a detailed description of the reason for travel) | <input type="checkbox"/> <input type="checkbox"/> |
| • Documents validating the applicant's social and economic ties to South Africa | |
| – Employees: Written confirmation by the Employer confirming employment relationship/work contract as well as detailed information about the business trip to Germany (duration, places visited etc.) | <input type="checkbox"/> <input type="checkbox"/> |
| – Self-employed: Copy of the CK1 registration/VAT registration and proof of business activities as well as the bank statements for the last 3-6 months. | <input type="checkbox"/> <input type="checkbox"/> |
| – | <input type="checkbox"/> <input type="checkbox"/> |
| Provide effective supporting documents, especially if you are travelling to the Schengen states for the first time. | |
| • Proof of financial means | <input type="checkbox"/> <input type="checkbox"/> |
| – Confirmation that either the South African or the German company are covering the costs of the trip | |
| • Detailed information and supporting documents confirming trip (e.g. proof of flight reservation/return, proof of accommodation, details of the first border of entry into the Schengen States and details on the amount of days spent in each Schengen State) | <input type="checkbox"/> <input type="checkbox"/> |
| • Proof of Travel Medical Insurance valid in all the Schengen States for the duration of trip (Minimum cover of € 30.000,-) | <input type="checkbox"/> <input type="checkbox"/> |