



December 2011

Applications for Visa for Fair Exhibitors

Dear Applicant,

thank you very much for your interest in visiting the Federal Republic of Germany as a Fair Exhibitor. The following information is meant to explain the process for the appropriate visa application.

If you would like to participate in a fair in Germany as an exhibitor and if you are residing in Andhra Pradesh, Tamil Nadu or Pondicherry, you have to submit your visa application to the Consulate General of the Federal Republic of Germany in Chennai. Please note that the place of issue of your passport is of no relevance in this regard.

In order to start the application process, please contact any of the German Application Centers in Chennai, Puducherry and Hyderabad managed by "VFS Global Services Pvt. Ltd". Please note that you are required to present a complete set of application documents there for a preliminary check.

After the document check an **appointment for the mandatory visa interview** in the German Consulate General in Chennai will be scheduled. **Frequent travellers** (**a**) holder of at least two Schengen Visas issued within the last 24 months **or b**) holders of Schengen visas with validity of one or more years **and** have used the visas within the last 24 months) may submit their applications via an Application Center without scheduling an appointment for a visa interview. This option, however, is not available for first time applicants or applicants with a recent reject from any German Mission. Applications may not be submitted by courier, regular post, fax or e-mail. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de for further information.

For its services "VFS Global Services Pvt. Ltd" is charging a service fee of 607 Rupees (incl. taxes) per application. This fee is not related in any way to the visa fee itself.

The German Consulate General requires approximately two working days to process your visa application. In some cases, however, we might need more time due to the necessary involvement of German and/or Schengen authorities. We, therefore, would appreciate it very much, if you could apply for your visa at least 4 weeks prior to your intended date of departure.

The **Visa Fee** for a Schengen Visa is € 60,-. If you are travelling for fair purposes only and if your participation as fair exhibitor is sufficiently proven, the German Consulate General will waive the visa fee.

The visa fee has to be paid in Rupees by **Demand Draft** in the name of the "Consulate General of the Federal Republic of Germany, Chennai" on the day of application. The Demand Draft must be payable in Chennai and may not be older than two months. Only Demand Drafts from the Indian Bank, Canara Bank, RBS or Deutsche Bank will be accepted. Demand Drafts with incorrect amounts will not be accepted. Fees cannot be paid in cash. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de in order to find out the current amount of the visa fee in Rupees. Please note that the visa fee is **not refundable**, even when the visa is refused.

In order to ensure that your application can be processed without delay, please submit the following general documents:

- valid **Passport** (issued within the last 10 years) with at least 3 months validity after return and two empty pages
- **2 Passport Pictures** according to biometric specifications, 1 attached to each application form, 1 loose
(For further details regarding biometric specifications of photos please refer to the German Consulate General's homepage at www.chennai.diplo.de)
- **Schengen Visa Application Form** (Please ensure that you signed the form and added your complete Indian address incl. pin code and Tel./Fax/e-mail under your signature.)
- **Declaration on True and Complete Information**, signed and dated
- **Declaration on Travel Health Insurance**, signed and dated
- your **cover letter** with your letterhead mentioning complete personal address, phone/fax numbers and/or e-mail-address as well as describing his/her exact purpose of stay in the Schengen States (original, no copy);
- **letter of your employer** confirming fair participation, your employment, salary and coverage of your travel costs (original, no copy)
- your personalized **Fair Exhibitor ID** (A4 sized copy)
- **letter of German Fair Company** confirming booth/stall reservation (A4 sized copy)
- **proof of payment** of booth/stall fee (A4 sized copy)
- **receipt of German Fair Company** for booth/stall fee payment (A4 sized copy)
- **Company's Registration Certificate** (A4 sized copy)
- **Company's Bank Statement with Transactions** (last 3 months, A4 sized copy), statement must contain account number and complete bank contacts
- **flight reservation**, also indicating travel within the Schengen Area (tickets are not necessary)
- **Travel Health Insurance**, validity has to match travel dates (longer validity is recommended)
- **Copy of your passport's data pages** (A4 sized copy)
- **Demand Draft for Visa Fee**

**Please note that the German Consulate General reserves the right
to ask for additional documents in single cases.**

**Besides, the submission of the above mentioned documents does not guarantee the issue of a visa.
Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview
will lead to a reject of your visa application.**

**Even though a visa might have been granted, Border Control Authorities at the port of entry
reserve the right to deny entry into the Federal Republic of Germany.
Once a visa has been issued, the purpose of the trip may not be altered.**