



Applying for a Schengen Visa for

Business / Trade Fair

(short term stay for up to 90 days within a period of 180 days)

for non-Kuwaiti passport holders

The German Embassy Kuwait is the competent mission for your Schengen visa application if your usual place of residence is Kuwait and your main destination is Germany, Finland, Iceland or Norway. Should it become clear that your usual place of residence is outside Kuwait; your visa application cannot be handled by the German Embassy Kuwait.

Applicants whose usual place of residence is Syria or Yemen can also apply for a Schengen Visa at the German Embassy Kuwait.

Please note that applications for a Schengen visa are to be submitted at the external service provider [VFS Global Kuwait](#). The external service provider supports you during the application procedure and forwards your file to the Embassy. If you do not speak Arabic, English or Hindi, please be accompanied by a translator for your visa appointment.

Schengen Visa applications can be submitted up to 6 months before and must be submitted at least 15 days prior to your travel. The Embassy cannot speed up the processing time of your application, so please allow for ample time by booking your appointment as early in advance as possible.

Every applicant needs his/her own appointment and needs to appear in person. Minors have to be accompanied by their custodians.

Should you need appointments for a larger group, please contact VFS Global Kuwait in advance.

We urgently recommend that you book your appointment yourself. Using “agents” or “advisors” puts you at risk of losing a lot of time and money. Booking an appointment is free of charge; neither the German Embassy nor VFS Global Kuwait will request payment other than the visa fees or the VFS Global Kuwait Service fees stated on the respective websites.

Documents and certificates are to be provided in German or English. Should your documents be issued in any other language, please provide the original with an official translation into German or English.

The applicant is responsible for all information provided during the application process.

Only fully completed applications can be accepted; failing to submit the necessary documents in the requested form may lead to a refusal of your visa request.

Forged or falsified documents, including fake reservations, will result in an immediate refusal of your visa application and a possible entry ban to the Schengen area.

List of required documents:

1. Schengen Visa application form

One duly filled (in English or German) and signed application form. Please use the [VIDEX](#) application form for Schengen visas in order to speed up the application process and to reduce your waiting time.

2. Visa fees

The visa fee for applicants from the age of 12 or older is 90,- Euros, for applicants between the ages of 6 and 12 is 45,- Euros. Children under the age of 6 do not have to pay the visa fee.

The fee is to be paid in cash or via Debit/Credit Card in KWD (according to the current Embassy exchange rate) at VFS when applying.

3. Passport

Valid, non-damaged passport

- signed by the passport holder if he/she is above the age of 10
- issued within the past 10 years
- valid for at least 3 months after the intended date of departure from the Schengen area
- minimum of two empty pages

Please provide your original passport as well as any previous passports (if available) together with one copy of the data page and previous Visas (Schengen, US, UK, etc.).

Your passport will remain with the Embassy during the entire processing time. Passports may only be withdrawn for urgent travel. In this case a written request from the applicant has to be presented to the Embassy.

4. Biometric Photo

One recent (not older than 6 months) biometrical passport photograph with a white background (3.5 cm x 4.5 cm). The photo has to show the facial features from the chin to the hairline as well as the left and right half of the face. Please see the sample chart for passport photos on the website.

5. Proof of residence in Kuwait

Colored copy (front and back) of your valid Kuwaiti residence permit (Civil ID) or colored print out from the Kuwait Mobile ID together with the original document.

Please note that your Kuwaiti residence permit must be valid for at least 3 months after your intended date of return to Kuwait.

6. Trip Details

For all travel purposes:

- valid, non-canceled flight reservation (round-trip)

- valid (non-canceled) accommodation reservation (no vouchers) for all segments of your planned trip
- if applicable: Should you own property in Germany and plan on staying there, please provide proof of ownership as well as the full address (Street, ZIP Code, City)
- Letter from the employer in Kuwait, containing the following:
Applicant's full name, passport data, position in the company
Purpose of the trip
Information on how the costs for the business trip will be covered
If covered by the company: cover letter and original bank statements, covering the last six months

Business:

- Invitation letter from the company based in Germany, containing the following:
Full name and passport data of the invitee
purpose and duration of the trip
Information reflecting the existing relations between the inviting and Kuwait based company
If applicable: formal obligation of the inviting company that the costs for the business trip will be covered
Issued on the official letter head of the company, including the company's current address, phone number, email

Trade Fair:

- Trade fair ticket or exhibitors pass, stating the applicants name and company

7. Proof of financial means

Original bank statement of the applicant's personal Kuwaiti salary account, covering at least the past 6 months.

Additional documents, if available:

- Kuwaiti savings account of the applicant
- Foreign bank account of the applicant including valid credit card as well as its limit
- Original declaration of assumption of costs from a third party including their original bank statement as well as a copy of their passport/Civil ID/ID card
- Official formal obligation according to §§ 66-68 AufenthG (Verpflichtungserklärung)

8. Confirmation of Employment

Letter of employment, meeting the following criteria:

- Issued on the official letter head of the company, including the company's current address, phone number, email
- Not older than 2 weeks at the time of the application
- Full name, passport number, position, date of employment, monthly salary and method of payment of the employee
- Confirmation of approved business trip / fair participation
- Original signature from an authorized signatory of the company with official company seal / stamp
- If self-employed: business contract for the company

Company registration and authorized signatories letter

9. Ties to Kuwait

Other documents relating to the applicant's financial status and personal ties in Kuwait such as:

- title deeds or lease agreements for property
- business registration
- vehicle registration card
- Civil ID and proof of usual place of residence in Kuwait of family members
- marriage certificate, birth certificate/s of children, etc.
- letter of employment of spouse and/or school/university registration of children

10. Travel Health Insurance

Travel/medical insurance (coverage on medical expenses at least EUR 30,000 and valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company are recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned of the policy schedule/certificate.

The visa fee is to be paid upon submission of your application. Your visa file and the visa fee will be forwarded to the German Embassy Kuwait within one working day after submission. The service fee remains with VFS-Global Kuwait.

Processing time for visa applications will take up to 14 days, commencing with the day the file has been delivered to the Embassy. The German Embassy Kuwait and VFS-Global Kuwait are committed to keep the processing time to a minimum. You can track your visa status via VFS Global Kuwait.

Visa extensions within Germany are generally NOT possible. Applicants may not apply for permanent residence in Germany while holding this type of visa.

The German Embassy Kuwait reserves the right to ask for additional documents and /or call applicant for an interview at any time.

Valid as of: June 11th 2024

Checklist of documents for Business / Trade Fair

Non-Kuwaiti passport holders

- Schengen Visa application form
- Visa fees
- Passport
- Biometric Photo
- Proof of residence in Kuwait
- Trip Details
- Proof of financial means
- Confirmation of Employment
- Ties to Kuwait
- Travel Health Insurance

Documents and certificates are to be provided in German or English. Should your documents be issued in any other language, please provide the original with an official translation into German or English.