



Schengen Business visa for UK nationals and/or residents

IMPORTANT :

Required biometric data fingerprint.

Both the original and a copy are required of all the documents specified below, unless specifically stated otherwise.
All documents must be no older than 1 month on the date of submission, unless specifically stated otherwise

1. Passport

Original issued within the last 10 years and valid for at least 90 days after the proposed departure date from the Schengen area, with 2 adjacent blank pages. Only the personal information and photo pages need to be copied.

2. Passport photo

recently-taken colour biometrical passport photo against a white or off-white background within the last 6 months.

3. Completed and signed application form online application form

<https://www.schengenvisainfo.com/wp-content/uploads/2020/02/Schengen-Visa-Application-Form.pdf>

4. Company letter - Letter of guarantee from your UK employer

- a) be addressed to the Embassy of the Federal Republic of Germany, 23 Belgrave Square/Chesham Place, London SW1X 8PZ, and
- b) have an original signature
- c) specify the name and position of the signee
- d) be dated to show it is no more than 1 month old
- e) be on letterheaded paper
- f) state how long the applicant has been employed by the company
- g) explain the business relationship with the German company
- h) state the travel purpose and duration of the business trip(s)
- i) if applicable (see 8. and 9. below), guarantee to cover all travel expenses (inc. accommodation) of the trip.

5. Invitation letter from the business partner in Germany

- a) explain the business relationship with the UK company
- b) be signed and on letterheaded paper
- c) state the travel purpose and duration of the business trip(s)
- d) if applicable (see 8. and 9. below), guarantee to cover all travel expenses (inc. accommodation) of the trip.

6. Return/onward travel tickets confirmation

- issued in the applicant's name
- showing the travel dates to and from the Schengen area
- obtained directly from the airline



7. Travel insurance

issued in the applicant's name in the UK or Germany and valid for the entire Schengen area for the entire period of the applicant's intended stay in the Schengen area, with a minimum cover for medical emergency and repatriation (including in case of death) of €30,000.

8. EITHER guarantee of travel expenses as specified at 4(i) or 5(d) above,

OR last 3 months UK current account bank statements (online printouts accepted), showing applicant's name and address and a closing balance date no more than 5 days before the submission date. Together with any provided travellers cheques (originals and copies required) the statement must establish that sufficient funds are available to cover £40 per day in the Schengen area, as well as any outstanding travel/accommodation costs.

9. EITHER guarantee of accommodation expenses as specified at 4(i) or 5(d) above,

OR confirmed accommodation reservation(s), in the applicant's name and showing the accommodation address as well as travel dates.

10. UK residence permit/visa, valid for at least 90 days after the proposed departure date from the Schengen area. Please note that tourist visas to the UK are not acceptable.

11. Completed and signed [Additional Information form](#)

12. Signed and dated [Authorisation Letter](#), with only the top 4 lines completed (and the next 4 lines left blank), authorising us collect the visa (and, if applicable, lodge the application).

13. IF ONLINE APPOINTMENT BOOKED ONLY, time and date of appointment.

* Clients acknowledge and hereby confirm that the application center is not involved in the visa assessment and decision-making process. The embassies and consulates have the sole authority to decide whether a visa will be issued or not, the type of a visa to be issued as well as the validity, duration of stay and number of entries in accordance with the relevant laws and regulations. A client is required to pay the application service fee in advance to the application center regardless of approval or disapproval of an application by the embassies and consulates. The application service fee is non-refundable.

We are open from Monday to Friday from 9am to 5pm.

Please call us on +34 643 084 253 / +34 689 875 625 Marta or +41 799 493 503 Michael

Alternatively, please email us at visas@crewsolution.com

Kind regards,

Your Crewsolution Team