

Germany Business Visa Document Checklist 2026

For HR teams and global mobility managers · 10 documents total · Standard Schengen requirements

EMPLOYER RESPONSIBILITY

Documents to be provided by the employer

Company and invitation documents your HR team must prepare

EMPLOYER DOC 01

Business Invitation Letter from German Partner

■ **Critical — top rejection cause**

ISSUED BY

German host company on letterhead, signed by an authorised person

LANGUAGE

German or English — certified translation for other languages

MUST INCLUDE

Employee name & passport no., specific business purpose, exact dates, host contact details

COMMON REJECTION CAUSE

Vague purpose (e.g. "meetings") or dates that differ from the flight booking

◆ *Jobbatical reviews invitation letters for completeness and flags mismatches before submission.*

EMPLOYER DOC 02

Employer Authorization Letter

■ **Required**

ISSUED BY

Employee's home-country employer — on official letterhead, signed by HR or management

LANGUAGE

English or German; certified translation required for all others

MUST INCLUDE

Employee's role, business reason for travel, and confirmation that costs are employer-covered

CONSISTENCY

Business purpose must match the German invitation letter exactly — conflicts cause delays

EMPLOYER DOC 03

Company Registration Documents

■ **Conditional — self-employed & freelancers only**

WHO NEEDS THIS

Self-employed applicants, freelancers, sole traders only — not required for salaried employees

TRANSLATION

Certified German/English translation required if documents are in another language

WHAT'S NEEDED

Business license, company registration certificate, or trade register extract

ALSO REQUIRED

Bank statements (3–6 months) showing business income and sufficient funds

EMPLOYEE RESPONSIBILITY

Documents to be provided by the employee

Personal documents your employee must gather before the visa appointment

EMPLOYEE DOC 01

VIDEX Visa Application Form + Embassy Declarations

■ Required

VIDEX FORM

Completed online at the German embassy website; printed and manually signed

VFS NOTE

Additional VFS-specific cover forms may be required — confirm with local VFS office

EMBASSY DECLARATIONS

Many embassies require a signed "declaration of true and complete information"

COMMON ERRORS

Dates mismatched with invitation letter, incorrect job title, passport number errors

EMPLOYEE DOC 02

Valid Passport

■ Required

FORMAT

Original + photocopies of data page and any prior Schengen visas

ISSUED WITHIN

Last 10 years; must be signed and in good condition

VALIDITY REQUIRED

Valid 3+ months beyond planned departure from Schengen area

BLANK PAGES

Minimum 2 blank pages required for the visa stamp

EMPLOYEE DOC 03

Biometric Photos (35mm x 45mm)

■ Required

QUANTITY

2 photos required

REQUIREMENTS

High resolution, neutral expression, light background, no headwear

DIMENSIONS

35mm x 45mm, Schengen passport photo standard

RECENCY

Taken within the last 6 months

EMPLOYEE DOC 04

Schengen Travel Insurance — €30,000 Minimum

■ **Critical — most common rejection cause**

MINIMUM COVER

€30,000 for medical emergencies and repatriation

GEOGRAPHIC VALIDITY

Must cover ALL Schengen states — Germany-only policies are rejected

COVERAGE PERIOD

Must cover the full trip from entry date to exit date

COMMON GAP

Corporate policies covering only one country are a frequent rejection cause

◆ *Jobbatical checks whether corporate travel insurance meets Schengen-wide requirements — a gap that affects many employer-sponsored applications.*

EMPLOYEE DOC 05

Financial Proof — Bank Statements or Employer Cost Letter

■ **Required**

WHAT'S NEEDED

Bank statements from the last 3–6 months showing consistent funds

AMOUNT GUIDELINE

Approx. €45–60 per day of stay

EMPLOYER-FUNDED

An employer cost-coverage letter substantially reduces bank statement requirements

COMMON ISSUE

Joint account statements without written confirmation of applicant's access

EMPLOYEE DOC 06

Confirmed Accommodation Booking

■ **Required**

ACCEPTED FORMATS

Hotel booking, corporate apartment agreement, or host invitation letter with ID

COVERAGE PERIOD

Must cover the entire stay — dates must align with visa, flights, and invitation letter

COMPANY-BOOKED

Booking confirmation must be addressed to the employee by name

COMMON ISSUE

Accommodation starting after arrival or ending before departure

EMPLOYEE DOC 07

Confirmed Return Flight Itinerary

■ Required

FORMAT

Confirmed round-trip booking — applicant's full name, entry date, return date

ENTRY DATE

Should align with the business meeting dates in the invitation letter

NOT ACCEPTED

Flight search results or unconfirmed holds — only confirmed reservations

STAY DURATION

Must not exceed the 90/180-day Schengen rule

Need the full details?

This checklist covers document names and standard requirements. For embassy-specific format rules, VFS requirements, certified translation guidance, and tailored support for your employee's nationality — talk to the Jobbatical team.

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