

**Checklist for a German national visa**  
**- quest scientists / visiting scholars -**

Before filling out the application form (step 2) and booking an appointment (step 3), please prepare the following documentation for your business visa:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	valid <b>passport</b> (issued within the last 10 years and with at least 12 months validity left after the scheduled return)
<input type="checkbox"/>	<b>application form (2 sets)</b>
<input type="checkbox"/>	<b>personal covering letter</b> with entire travel plan
<input type="checkbox"/>	<b>letter from the Indian employer</b>
<input type="checkbox"/>	<b>invitation letter from the German company</b> in English and German
<input type="checkbox"/>	<b>proof of academic qualifications</b>
<input type="checkbox"/>	<b>scholarship / fellowship award letter</b> , if applicable
<input type="checkbox"/>	<b>birth or marriage certificate</b> , if family is accompanying the applicant to Germany
<input type="checkbox"/>	<b>proof of accomodation</b> (hotel reservation or invitation)
<input type="checkbox"/>	<b>travel health insurance</b> (minimum coverage: EUR 30,000 in the entire Schengen area; validity has to match travel dates)
<input type="checkbox"/>	<b>1 copy of your passport's data page</b> (A4 size copy)
<input type="checkbox"/>	<b>3 passport pictures</b> according to biometric specifications
<input type="checkbox"/>	<b>Demand Draft</b>

All documents need to be presented in original plus TWO copies (A4 size).

Please note that the German Consulate General reserves the right to ask for additional documents.

The fee for scholarship holders has been waived.

The submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.

Please return to our website and **continue with step 2** of the application process.