

Visa Application Guide to German

	German Embassy in Beijing		German Industry and Commerce Shanghai Office		German Consulate in Guangzhou		German Consulate in Chengdu		German Consulate General Hong Kong	
Address	Add:	17, Wai Da Jie, Dongzhimen, Chaoyang District, Beijing	Add:	20/F 1600 Century Avenue, Pudong New Area, Shanghai	Add:	Rm 220, 2/F Chengjian Building No.189 Tiyu West Road, Tianhe District, Guangzhou	Add:	25/F, Western Tower, No.19, 4th Section, Renmin Nan Lu, Chengdu	Add:	21/F United Centre, 95 Queensway, Admiralty, Central District, Hong Kong (G.P.O. Box 250)
	Tel:	010-8532 9100	Reservation Tel:	021-5081 5964	Tel:	020-3879 8400	Tel:	028-8528 0838	Tel:	00852-2105 8725 或 2105 8788
	Web:	www.peking.diplo.de	Web:	www.china.ahk.de	Web:	www.kanton.diplo.de	Web:	www.chengdu.diplo.de	Web:	www.hongkong.diplo.de
Appointment for Visa	Online at https://service.diplo.de/rktermin/extern/choose_realmList.do?locationCode=shan&request_locale=en		Option I: Online at https://service.diplo.de/rktermin/extern/choose_realmList.do?locationCode=shan&request_locale=en Option II: by telephone at 021-5081 5964		Appointment for visa at German Visa Application Centre		Online at https://service2.diplo.de/rktermin/extern/choose_realmList.do?request_locale=de&locationCode=cheng		No need appointment	
Opening Hour for Visa Application	Monday to Friday: 9:00-12:00,13:30-18:00		Monday to Friday: 8:40-11:00,13:00-16:00		Monday to Friday: 12:00-15:00		Monday to Friday: 9:00-12:00		Monday to Friday: 08:30-11:30	
Processing Time	at least five work days if documents complete		ten work days if documents complete		at least five to ten work days if documents complete		at least five to ten work days if documents complete		at least three to ten work days if documents complete	
Admissible Region	Heilongjiang, Liaoning, Jilin, Hebei, Henan, Hubei, Qinhai, Gansu, Xinjiang, Xizang, Neimenggu, Ningxia, Shanxi, Shaanxi, Hunan, Jiangxi and Shandong Province		Shanghai, Jiangsu, Zhejiang and Anhui Province		Fujian, Guangdong, Hainan and Guangxi Province		Sicuan, Yunan, Guizhou and Chongqing Province		Hong Kong and Macao	

Documents					
Invitation letter (original)	✓		✓	✓	✓
Dispatch Letter (English or German) *	✓		✓	✓	✓
Business License (copy) **	✓	✓ (need original or copy notarization)		✓	✓ (need original or copy notarization)
Resource proof of medical insurance and travel expense ***	✓		✓	✓	X
Medical insurance certificate (original and copy) ****	✓		✓	✓	✓
Two completed and signed application forms (German or English) *****	✓		✓	✓	✓
2 recent color photos in white background	✓		✓	✓	✓
Passport (original and copy) *****	✓		✓	✓	✓
Applicants' financial statement (copy) *****	✓		✓	✓	X
Working certificate *****	✓		X	✓	✓
Round trip airticket	✓		✓	✓	✓
Room reservation confirmation	✓		✓	✓	✓
Booth confirmation letter (original and copy)	✓		✓	✓	✓
Invoice for the booth (original and copy)	✓		✓	✓	✓
Payment proof for the booth (original and copy)	✓		✓	✓	✓
Booklet of registered residence and ID card (original and copy)	X		✓	✓	✓ (Hong Kong Stay Permit)
Temporary residence permit (If the resident address is not identical with the one in booklet of registered residence or where the passport issued)	X		✓	✓	X
Name Card	X		✓	X	X

- Remark:**
- Exhibitors who carry private passports needs to go to the visa section personally for visa application; the visa fee is Euro 60.00.
 - Holders of a Hong Kong S.A.R. passport, BN(O) passport or Macao S.A.R. passport do not need a visa for Schengen countries. Holders of a Document of Identity (DI) are required to have a visa for Schengen countries. Hong Kong Stay Permit valid for at least 3 months after the expiry date of the requested Schengen visa (if you do not have a permanent HKID card).
 - * Dispatch letters should be printed on the company letterhead in German or English, including company address, telephone number, fax number, signature and printed name of the authorized responsible person or corporation, together with a company chop, the content covers the applicant's position, working years, monthly salary, trip purpose and a statement of remaining his/her position after the trip.
 - ** A copy of business license is required, if the applicant is the owner of the company, a ownership certification needs to be presented in both original and hard copy (chop on hard copy, name should be the same as shown on the invitation letter). Guangzhou Consulate requires the translation copy.
 - *** Documented in invitation letter or confirmation by employer. Applicants in Beijing is required to provide bank account of last three to six months with bank chop if the medical insurance and travel expense will be bore by company.
 - **** Medical insurance certificate should be in German or English, applicable in all Schengen countries with the maximum amount of payment not less than Euro30,000.00 during the trip. Make sure the claims could be completed, e.g. the insurer has braches in European countries, Switzerland or Liechtenstein. Most insurance companies in China are capable of such services, better to order with large companies like PICC or AIA.
 - ***** Applicants in Shanghai, Beijing and Guangzhou should complete and print out the visa application form on-line at <https://service.diplo.de/visaextern/>. Applicants' signature must be in Chinese. Applicants in Guangzhou should submit one application form filled in by hand.
 - ***** Passport should be valid at least 90 days (valid for 6 months in Hongkong) after the visa is invalid, carrying the holder's signature and at least one un-used visa page.
 - ***** The applicants' financial statement can be the bank passbook for salary, recent half year detailed account transactions of your bank or credit cards as well as the ownership certificate of premises and cars. In consular district of Beijing, original documents are requested.
 - ***** Applicants in Hong Kong should provide company guarantee letter with bank endorsement.

Reference only, please refer to the latest information in German embassy's official website.