



## Business Visa

January 2020

- If you are Cambodian citizen residing in Cambodia or a resident in Cambodia planning to travel to Europe for a business trip, you can apply for a Schengen business visa at the Embassy of Germany in Phnom Penh if your **main destination is Germany, Austria, Finland, Italy, Luxembourg or the Netherlands.**
- Please note that the application has to be submitted **personally** and **cannot be submitted earlier than 6 months before the travel date. Please submit your application at least 15 days before the scheduled departure.**
- The application can normally be processed **within 3 working days** upon submission of your complete visa application but for some nationalities it can take up to 15 working days.
- The visa application fee for an adult is the equivalent of EUR 80.00 in USD. This non-refundable charge is payable in **cash** when applying.
- **Original documents must be submitted with 1 copy.**

### Documents required: Please prepare your application in the following order:

1	<ul style="list-style-type: none"><li>• One application form (<b>Schengen VIDEX</b>) duly completed and signed</li><li>• <b>2 photograph</b> no more than 6-months old, 35–45mm in width, white background, (sample see leaflet) and</li><li>• Declaration according to 54 AufenthG signed by the applicant</li></ul>	
2	<b>Original passport or travel document</b> valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and was issued within the last 10 years. Provide <b>photocopy</b> of the passport data page, previous Schengen visas within last 3 years and valid USA/UK/ Australia visas if available.	
3	<b>For non-Cambodian Citizen only:</b> Proof of legal residence in Cambodia, valid for at least 3 months beyond the intended date of departure from the Schengen territory	
4	A Reservation <b>for a round-trip airline ticket</b> with the applicant's name	
5	<b>Travel/medical insurance</b> (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. <i>Insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area.</i>	



6	<p>An original or a scanned copy of <b>letter of invitation</b> from the applicant's business partner in <b>Germany, Austria, Finland, Italy, Luxembourg or the Netherlands</b> stating the purpose and duration of the visit. If applicable, confirmation that expenses are covered by the company in <b>Germany, Austria, Finland, Italy, Luxembourg or the Netherlands</b>.</p> <p>If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration.</p> <p><b>Note: Unprompted by fax or e-mail sent documents cannot be associated with your visa application. Therefore the Embassy cannot accept nor distribute unsolicited sent invitation letters by fax or e-mail documents. All documents listed here shall be submitted by the applicant in the requested form on the day of application.</b></p>	
7	<ul style="list-style-type: none"><li>• A <b>guarantee letter</b> from the applicant's employer, stating the details of the applicant, employment duration, designation, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if necessary. The original letter must be submitted.</li><li>• If the expenses are covered by the Company in Cambodia <b>Business Registration Certificate or Patent Certificate or Tax Payment Receipt</b> and <b>Bank statement of the company (at least 6 month)</b> is needed.</li></ul>	
8	Documentary proof of means of subsistence of the <b>applicant</b> e.g. Applicant's Rental Agreement, Land title, proof of ownership of house/own business, bank statements for the last <b>6 months</b> , proof of income of applicant	
9	Family Record documents: birth certificate	
10	Further documentation may be requested in each individual case.	

**Please note:**

- Incomplete applications will not be accepted.
- There is no legal right to a visa.
- Documents in languages other than German, English or French must be translated by an authorized translator.
- Furnished false information or fake documents during the visa application process will lead automatically to a denial of the application and will lead also to an entry ban for Germany (possibly therefore also for the other Schengen countries)!
- The Embassy would like to point out that it does not charge any fee or accept any benefit apart from the official costs and charges outlined in the guidelines. Noncompliance can amount to (attempted) bribery and the application will be denied
- Successful applicants might be requested to present their original return airline ticket.
- Written parental consent or consent by authorised guardians must be submitted for unaccompanied minors. Minors have to carry their own passport, even when travelling with their parents/guardians.
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**Disclaimer**

All data contained herein are based on knowledge and experience of the Embassy at the time of writing the leaflet. However, no guarantee can be assumed for the completeness and accuracy. Legal claims cannot be derived from this leaflet.