



**IMPORTANT: You may exclusively book your appointment online.**  
You may access the appointment booking system [here](#)  
or via our website: [www.tiflis.diplo.de](http://www.tiflis.diplo.de)

**Information via telephone:**

Mon to Fri 9AM to 1PM via +995 32 2447303

**Information via email:** [visa@tifl.diplo.de](mailto:visa@tifl.diplo.de)

June 2024

## Information sheet n° C2: Schengen visa for business, trade fairs, internships and medical treatment

### General Information

We request that all documents be submitted with your visa application as originals with a copy. Non-German/English language documents have to be accompanied by a translation in German or English. Foreign official documents may require legalization or an Apostille. Georgian official documents and certificates have to be presented with Apostille.

Information regarding the application for a short term visa ( $\leq 90$  days) for the purpose of tourism or visit is available in our information sheet n° C1.

### Following documents have to be submitted for your application:

- complete [application form](#) including the declaration according to § 54 Abs. 2 Nr. 8, § 53 AufenthG, to be filled in in German or English and signed by the applicant or their legal guardian(s)
- Passport** (issued no longer than ten years ago, minimum validity of six months, at least two empty pages) and copy of the page including your identity data (passport picture and signature)
- Non-Georgian citizens: **Valid residence permit for Georgia** (the validity of your residence permit should exceed your stay in the Schengen area by three months)
- One biometric passport **picture**, no older than one year
- Travel medical **insurance** for the entire intended stay incl. day of arrival and departure and one copy thereof (minimum coverage: 30,000.—EUR, valid for all Schengen countries)
- Copies of Schengen visas you may have received in the past
- Proof of **family situation**: if applicable, certificate(s) of marriage, divorce, death of the spouse, birth of children that are minors
- Proof of **economic situation**:
  - Certificate of employment incl. monthly salary and proof that salary has been awarded (bank statement of at least the last three months or statement by the Revenue Service regarding the payment of income tax)
  - Business men: certificate of registration of your company, proof of revenue (bank statement of at least the last three months or statement by the Revenue Service regarding the payment of income tax)
  - Students: certificate of enrolment, notarized declaration of sponsorship/prise-en-charge by the parents/a third person including employment certificate of parents/third person and proof of salary (bank statement of at least the last three months or statement by the Revenue Service regarding the payment of income tax), birth certificate
  - If available: proof of property and obtained revenue
  - Other documents, where applicable

*Note:*

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**Business trips and visits to trade fairs:**

- Invitation by the German company containing
  - Full name, field of business and address of the applicant's Georgian employer
  - Position of the applicant within their Georgian company
  - Specific information regarding the purpose and intended length of the business trip
- Sponsorship letter according to §§ 66 to 68 AufenthG by the German inviting company, accompanied by a recent excerpt from the commercial register, **or**
- If the applicant's Georgian employer covers the costs of the trip: declaration of sponsorship/prise-en-charge in writing and proof of sufficient funds **or**
- If the applicant covers their own travel expenses: applicant's bank statement as proof of financial means If the invitation cannot be submitted as original: The inviting German company has to send the invitation directly to the German Embassy at [visa@tifl.diplo.de](mailto:visa@tifl.diplo.de)
- Visits to trade fairs: instead of an invitation by a German company, applicants have to submit either their ticket to the trade fair or an invitation issued by the trade fair organizers
- Confirmed hotel and flight reservation (no ticket purchase needed)
- If you apply for a visa for the first time: Letter, in which you explain the purpose and route of your intended travels and your personal situation in Georgia

**Internship**

- Internship contract, if applicable with proof of funding and accommodation and/or board by the internship company
- Confirmed hotel and flight reservation (no ticket purchase needed)
- If you apply for a visa for the first time: Letter, in which you explain the purpose and route of your intended travels and your personal situation and future plans in Georgia

**Medical treatment / accompanying persons**

- Invitation letter by the hospital/doctor in Germany, containing
  - Name and address of the hospital / doctor
  - Purpose of stay (examinations, treatment (inpatient or outpatient), operation)
  - Date of the planned operation or approximate duration of stay
  - Total amount of the expected cost of treatment with confirmation that all costs can be covered or pre-payment
  - Accompanying persons: name and confirmation that chaperonage is medically necessary
- Substantial proof of financial means (e.g. bank statements) or
- Sponsorship letter according to §§ 66 to 68 AufenthG („Förmliche Verpflichtungserklärung“, purpose of travel „zur medizinischen Behandlung“/“Begleitung zur medizinischen Behandlung“)
- If applicable, proof of accommodation for outpatient treatment (confirmed hotel booking, invitation letter etc.)
- Confirmed flight reservation (no ticket purchase needed)
- Accompanying persons: further documents according to information sheet n° C1

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Botschaft  
der Bundesrepublik Deutschland  
Tiflis

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Applicants, who are **minors** (<18 years of age):

- The minor and both parents/all legal guardians have to be present at the moment of submitting the application and bring each their passports
- The birth certificate of the minor and one copy thereof have to be submitted
- Certificate of enrolment in a school, mentioning the vacation period or approved leave of absence, if the minor is school-aged

We ask you to organize your application and supporting documents in the above mentioned order in two complete sets. Please check the appropriate box on this information sheet to confirm that you are able to submit the respective document.

Please organize your documents as follows:

- First set: application form, declaration and all other supporting documents as copies in the above mentioned order
- Second set: original documents in the same order

### Important

- The Embassy reserves the right to request further documentation where deemed necessary.
- Generally, the processing of your application will take between three and five working days. In some cases, the processing may take longer.
- Documentation sent to the Embassy via fax or e-mail without prior request will not be considered.
- Please abstain from inquiring about the status of your application. Due to personal data protection laws, inquiries by telephone regarding specific applications cannot be answered.
- Flight bookings are not required to apply for a visa – please book only after receiving the visa.
- The fee for your application is 90,00 EUR (minors: 45,00 EUR). The fee has to be paid in cash upon submitting your application in GEL according to the Embassy's current exchange rate. Non-cash payment or payment by credit card is not accepted. Citizens of certain countries may be subject to bilateral agreements reducing the fee.

**Please make sure that you bring all the necessary documentation on the day of submitting your application. Submission of applications that do not show the necessary documentation may be rejected.**

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