



Business Visa

If **Germany** or **Austria** is your **main destination** for a **business** or **professional reason** (not private) not exceeding 90 days and you are in possession of an **invitation letter** from a German business partner/institution (i.e. company, organization), you will need to apply for a **business visa**.

Based on the submitted documents, the Consulate General will need to verify your purpose of stay, sufficient funds and a motivation to return to Canada.

The visa application may be submitted at the **earliest 6 months prior** to the planned trip and should be submitted **no later than 15 days prior** to departure. The visa section endeavors to process applications as timely as possible. As a general guideline, processing of an application for a business visa with full set of required documents may take up to 15 days. In justified cases where further investigation is necessary or information needs to be sourced, processing time may be extended to up to 45 days. **No expedited processing time will be guaranteed for late applications.**

The list below shall assist you in having **all** of the following documentation **prepared** in the **given order** before you come to your visa appointment. **Incomplete documentation may result in the rejection of your application.**

You have to submit your application **in person**. Please note that fingerprints will still have to be taken from all applicants.

All documents need to be presented in the **given order in original**. Should you wish to keep any originals, kindly provide an additional copy.

Please prepare your documents in the order indicated below and **submit with a print-out of the list:**

→ **Please check all documents you submit:**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid and signed passport (issued within the last 10 years and valid for at least 3 months after leaving the Schengen area with at least 2 empty pages)
<input type="checkbox"/>	Valid permanent resident card or Canadian temporary resident visa , valid for at least 3 months after leaving the Schengen area (no exception can be made)
<input type="checkbox"/>	Application form , fully completed, duly signed
<input type="checkbox"/>	Declaration "Use of mail services" , and Information pursuant to sec. 54 (2) 8, 53 of the Residence Act , duly signed
<input type="checkbox"/>	Passport size picture, stamped , not older than three months with a bright background and frontal view of the face (<i>please do <u>not attach</u> the picture to the application form</i>) Digitally-altered passport pictures will not be accepted
<input type="checkbox"/>	Copy of your passport's data page

<input type="checkbox"/>	Copy of your permanent resident card (both sides) OR Canadian temporary resident visa
<input type="checkbox"/>	<ul style="list-style-type: none"> - Letter from your employer (not older than 4 weeks) stating the reason for your trip, your position within the company, the length of employment and the coverage of your travel costs, if applicable, OR - Enrolment letter from your university stating the reason for your trip and the coverage of your travel costs if applicable OR - if self-employed: business registration
<input type="checkbox"/>	Invitation letter (not older than 4 weeks) from the business partner/institution in Germany, confirming the schedule and nature of your visit, including name and full address of the contact person in Germany
<input type="checkbox"/>	Flight reservation/itinerary (including your name) to Germany/ Austria and back to Canada
<input type="checkbox"/>	if applicable Copy of the valid visa / residence permit of your final destination
<input type="checkbox"/>	Proof of travel health insurance (Canadian or German), valid for the entire stay in the Schengen area with a minimum coverage of 30.000 € (approx. 50,000 CAD), including the following details: name of insured person, length of coverage , insurance sum and repatriation coverage. In case you want to take several trips within the period you are applying for, health coverage for the first trip is sufficient. Please note that health insurance coverage by credit card is <u>not valid</u> unless you present a letter from the credit card company with details of coverage of your trip.
<input type="checkbox"/>	Proof of sufficient funds to cover the costs of your proposed trip: <ul style="list-style-type: none"> - last 3 bank statements with your name (if your company does not cover the cost of the trip) - if self-employed: last 3 bank statements of the business accounts
<input type="checkbox"/>	Prepaid self-addressed Xpresspost envelope (Canada Post only), Regional Standard to Ontario or National Standard to all other provinces (shipment to a Canadian address only)
<input type="checkbox"/>	Visa fee: equivalent of 80 €, i.e. app. 120 CAD (payment by cash/ mastercard/ visa)

Please note that the German Consulate Toronto reserves the right to ask for additional documents at any time during processing. Submission of the above mentioned documents does **not** guarantee that a visa is granted.

For further information, such as **passport and photo requirements** please visit our **website** www.canada.diplo.de/shortstay.

Please see as well our visa-related [FaQ](#).

Please note: The Visa Section is not in a position to **provide individual advice** or **pre-screening** of documents. In case of further **queries not answered on our website/ FaQs**, you may contact the Visa Section via email at visa@toro.diplo.de.