



Embassy
of the Federal Republic of Germany
Singapore



**Embassy of the Federal
Republic of Germany**
Singapore Land Tower, #28-00
50 Raffles Place
Singapore 048623
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[Website](#)

Business/Training Visa

If you are a resident of Singapore planning to travel to Europe for a business trip or a training in Germany, you can apply for a Schengen business visa at the German Visa Application Centre:

VFS Global Visa Application Centre Haw Par Centre, 180 Clemenceau Avenue, #05-03, 5th floor, Singapore 239922)

Kindly note that the application **cannot be submitted earlier than 6 months before** the travel date.

An appointment is required for submission of application: [Website VFS](#)

Please make sure to submit all the documents on the list **with 1 copy** when you show up for your appointment. Applications with missing documents cannot be accepted.

Please note that the application has to be submitted **personally** (including minors).

Processing time: The minimum time for a visa application is **5 working days**, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Fees: the Visa fee of the Embassy is equivalent of EUR 90.00 in SGD. Additionally, VFS charges a service fee of EUR 34.13 in SGD

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1.	One application form duly completed and signed. Online application form 2 photographs according to biometric specifications, no more than 3-months old, 35–40mm in width, white background.	
2.	Original passport or travel document 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 previous Schengen visa within last 3 years and valid USA/UK visas if available.	
3.	Proof of legal residence in Singapore (Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass), valid for at least 1 month beyond the intended date of departure from the Schengen territory. Please bring along a printout of your current Singaporean residence permit validity (no QR-Code).	
4.	A guarantee letter 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.	
5.	A letter of invitation from the applicant's business partner in Germany stating the purpose and duration of the visit. The letter has to be signed by the person in charge; scan copy and fax are accepted. If applicable, confirmation that expenses are covered by the company in Germany. If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration.	
6.	A flight reservation or printout of your flight itinerary.	
7.	A travel itinerary including hotel/apartment reservation for the entire trip in the	

	Schengen area.	
8.	<p>Schengen travel/medical insurance with following coverage:</p> <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30,000.00 • Valid for the entire Schengen area • Valid for the entire duration of stay in the Schengen area. <p>The above must be mentioned on the insurance policy submitted, together with the name of the insured party. It is a requirement that claims against the insurance company are recoverable in a Member State. <i>Kindly note that insufficient proof of valid Travel Medical Insurance can lead to repatriation from the Schengen area</i></p>	
<p><u>For training purposes of less than 90 days in Germany, e.g.:</u></p> <ul style="list-style-type: none"> • International/ scientific/ Research exchange program • Sent by your international company to a sister company in Germany • To be instructed in electronic programs/ machines which your company ordered in Germany 		
<p><u>Additional documents</u> to the above mentioned:</p>		
<ul style="list-style-type: none"> • Letter with Information and details on the training (purpose, duration, content) • If applicable: Confirmation of registration for an external training program (not by your/ sister company) and detailed training plan 		

Further documentation may be requested in each individual case.