

LIST OF REQUIREMENTS FOR BUSINESS VISITS

Below is a list of the required documents. All documents must be brought in original when handing in the application, and only clear copies must be submitted. If not all the required documents are submitted with the application, the applicant will be asked to sign a disclaimer at VFS Global. Please note that the list is not complete and that Embassy may require the applicant to provide other documents for visa processing purposes.

- Duly filled and signed application form (from Application Portal)
- Signed and dated cover letter (from Application Portal)
- Payment receipt (from Application Portal)
- One passport size photo on a white background, not older than three months
- Passport with a validity of no less than three months after the intended return date from the Schengen area and a minimum of two blank pages
- Copy of passport, including previous visas
- Copy of Ugandan residence permit for non-Ugandans with a validity of no less than three months after the intended return date from the Schengen area
- Invitation letter from the host stating purpose of visit, period of visit, sponsorship of travel and accommodation costs
- Letter of introduction from employer, company or organization, which should comment on the business relation, purpose of visit, sponsorship of travel and accommodation costs
- Documentation of registration of company or organization, if applicant is self-employed
- Applicant's marriage certificate, where applicable
- Birth certificates of applicant's children, where applicable. Please note that birth certificates issued after January 2016 have to be issued by NIRA
- Applicant's pay slips for the last 4 months
- Applicant's bank statements for the last 4 months
- Copy of sponsor's ID and bank statements for the last 4 months, if sponsor is a Ugandan company or private person
- Flight reservation. Please do not purchase your ticket before you have been granted a visa
- Travel Health Insurance valid in all Schengen countries, with a minimum cover for medical treatment and repatriation of 30.000 EUR
- Diplomatic and Official passport holders are requested to provide a Note Verbal from Ministry of Foreign Affairs