



Checklist for a German national visa
- speciality cooks -

Before filling out the application form and booking an appointment, please prepare the following documentation for your visa:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid passport (issued within the last 10 years and with at least 12 months validity after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
<input type="checkbox"/>	Application form & declarations duly signed
<input type="checkbox"/>	Copy of your passport's data page (A4 size copy)
<input type="checkbox"/>	Personal covering letter explaining the exact purpose of your stay in Germany
<input type="checkbox"/>	Work Contract confirming conditions of your stay in Germany, including salary and social insurance payments
<input type="checkbox"/>	ZAV Application form (will be filled out by the International Institute of Culinary Arts, New Delhi)
<input type="checkbox"/>	Qualification Certificate (from International Institute of Culinary Arts, New Delhi)
<input type="checkbox"/>	Curriculum Vitae (in tabular form)
<input type="checkbox"/>	Proof of 6 years' work experience as a cook specialized in Indian food
<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	School leaving certificate
<input type="checkbox"/>	3 passport pictures according to biometric specifications, not older than 6 months
<input type="checkbox"/>	Demand Draft for verification of documents, unless all documents have been verified before Click here to find out about the charges for the verification of all documents of Indian origin. The verification procedure will be initiated and carried out by the Embassy or the locally competent Consulate. The process of verification takes between 8 to 12 weeks.

Please prepare two identical application sets with the above-mentioned documents and bring your original certificates along. Please DO NOT staple any documents.

Please be informed that the International Institute of Culinary Arts

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is the only Hotel Management School in India recognized by the German Federal Employment Agency, International Placement Services (ZAV) and the only institution in India to conduct cooking tests.

The charges involved for conducting the cooking test including assistance with the application procedure through the above mentioned Institute will amount to Euro 300,-- (to be paid in Indian Rupees). Please note that the German Missions are not connected with the Institute and has no influence on the fees charged.

For detailed information with regard to the cooking tests applicants have to contact the above mentioned Institute.

Please note that the German Missions reserve the right to ask for additional documents, for which additional fees would be charged.

As your application will be forwarded to the competent immigration authorities in Germany, processing will take at least six to eight weeks (after conclusion of the verification process).

In case of visa approval, you will be requested to present a travel health insurance (kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted).

Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.

as of 14 May 2014