



Checklist for a German national visa - Employment

Attention (!) – Please note that if you have a recognized academic qualification, the check-lists for skilled workers and/or Blue Cards may be applicable to you.

How do I know if my academic qualification is recognized? – Kindly view the options on the checklist for skilled workers.

Before filling out the application form and booking an appointment please prepare **two identical sets** of the following documentation for your visa and bring your original certificates as well as your original employment contract along. Please DO NOT staple any documents:

<input checked="" type="checkbox"/>	2 COPIES OF EACH ITEM
<input type="checkbox"/>	Valid passport (issued within the last 10 years and valid for at least another year as of date of visa application; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
<input type="checkbox"/>	Application form & declaration (in accordance with Section 54 of the Residence Act) duly signed
<input type="checkbox"/>	Declaration for Additional contact and legal representation information
<input type="checkbox"/>	3 passport pictures according to biometric specifications, not older than 6 months
<input type="checkbox"/>	Copy of your passport's data page (A4 size copy)
<input type="checkbox"/>	Annexure for employment visa (2 copies)
<input type="checkbox"/>	Employment contract with a company in Germany
<input type="checkbox"/>	CV and job description (one page only)
<input type="checkbox"/>	Proof of qualification and experience certificates for future employment in Germany
<input type="checkbox"/>	“Declaration regarding a contract of employment” (Erklärung zum Beschäftigungsverhältnis); has to be filled and signed by the future employer . Original along with 2 copies need to be submitted.
<input type="checkbox"/>	Pre-approval by the Federal Employment Agency (Pre-approval by the Federal Employment Agency is not mandatory. It can however shorten the time to process your application significantly (as mentioned below))
<input type="checkbox"/>	For applicants who are 45 years old or more and whose yearly salary is below 46530,-- €: document of proof of adequate contribution to a German Pension fund / pension insurance .
<input type="checkbox"/>	Demand Draft
<input type="checkbox"/>	Certificate about compulsory health insurance (Gesetzliche oder private Krankenversicherung) from German employer valid from date of employment. Please note: If not already included in the compulsory health insurance a separate travel health insurance has to be presented for the time frame from arrival in Germany until beginning of employment (see below)

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

As of July 2013, Blue Card applications and applications with a “BA-Vorabprüfung” (Approval by the Federal Employment Agency) can – under certain circumstances - be directly decided by the German Missions, resulting in a processing time of approximately ten days.

Other employment visa applications, such as for deputations, still have to be forwarded to the competent immigration authorities in Germany; processing will take approximately six to eight weeks.

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 February 2022