VISAMETRIC

Leaflet of documents required for your work permit

In order to work in Germany, you will need a residence permit before you enter.

- ✓ If you are a citizen of Iceland, Liechtenstein and Norway you have the same freedom of movement as EU nationals.

- ✓ If you are a citizen of Australia, Canada, Israel, Korea (Republic), Japan, New Zealand or the United States of America, you can apply for your residence and work permit after arriving in Germany.

Please note that unless the work permit has been issued you will not be able to work yet. If you want to start working immediately when arriving in Germany, you should apply from the country of your current residence.

After your arrival in Germany having found a place to stay you must register with the local registry office (Einwohnermeldeamt) first and then with the Immigration Office (Ausländerbehörde) in order to get your permit status approved.

It is strongly recommended to submit a complete set of documents as per the below list of requirements in order to avoid delays in visa processing.

The decision to approve or refuse a visa is entirely up to the Diplomatic Mission. Please note: the Diplomatic Mission might request you to submit missing / additional documents that may prolong the processing time.

All documents must be recent, not older than 1 month, and need to be provided for every National visa application.

Applicants must always bring and present their original documents as well as **two** photocopies of each document.

- **Printed Visa Application form (original)**

All pages of the online application form need to be printed out. Please sign the form in the designated place.

- **Additional Information sheet (original)**

Document needs to be printed out, signed and submitted along with the visa application and its additional documents.

- **Passport (original and 2 photocopies)**

Signed passport, at least 2 blank pages facing each other for visa purposes, must be valid for at least 90 days beyond the entry date into Germany.
(Extended passports may still be valid, but when older than 10 years the passport is no longer acceptable; in that case applicant first needs to apply for a new passport.)

- **UK Residence permit (original and photocopy)**

UK Residence permit, endorsed in the passport or issued as a Biometric card, must be valid for at least 4 weeks beyond the entry date into Germany; C type visitor visa is not acceptable.

- **Biometric Photograph (original)**

2 recent colour photographs, not more than 6 months old, on white or off-white background.

- **Relevant qualification**

- 2 copies of the relevant academic degree. If the degree is German, it can be accepted 'as is'. If the degree is foreign, is must be formally recognised by http://anabin.kmk.org/ or www.bamf.de.
- For non-academic professionals, prior recognition is required before a visa application can be filed

- **Letter of intent or contract**

2 copies of the letter of intent or contract offered by the company in Germany including detailed description of the position offered.

- **Approval letter**

Original pre-approval letter "Vorabzustimmung" arranged by the employer.

- **Proof of occupation (in the UK)**

- Employer letter (original), recent (less than 1month), headed letter (addressed to the Mission, name and position of the signee and confirming applicant's employment) OR recent 3 month's payslips.
- Student letter (original), recent (less than 1 month old), UK school/college/university letter (addressed to the Mission, name and position of the signee and confirming applicant's enrolment)
- Self- employment letter (original): recent (less than 1 month old), headed letter (addressed to the Mission, name and position of the signee and confirming applicant's self- employment) and obtained from (if applicable) applicant 's accountant: when applicant's company's accounting is done by an external/independent accountant or HM Revenue & Customs. For company directors conducting own accounts, Certificate of Incorporation. Business bank account statements (3 months) must also be submitted OR recent accountant letter stating yearly income.