

Visa to work as a researcher (Forscher), visiting scientist (Gastwissenschaftler) and research scientist (wissenschaftlicher Mitarbeiter)

It is strongly recommended to provide a complete set of documents in accordance with the list of requirements below in order to avoid delays in visa processing.

The decision to issue a visa is the responsibility of the (competent) German diplomatic or consular mission in Russia. Please note: The Diplomatic mission has the right to request additional or missing documents, which may increase the time for consideration of your application.

Applicants must have with them the originals of all necessary documents and their copies.

- **[Printed completed visa application \(original\)](#)**
One application for the issuance of a national visa filled out in German and signed with his own hand, including explanations in accordance with sections 53, 54 of the Law on Stay in the Territory of the Federal Republic of Germany.
- **Contact form for the Consulate**
(see the Forms section).
- **2 up-to-date biometric passport-format photos taken no earlier than 6 months ago at the time of application submission, on a white background, 45x35 mm in size.**
Please attach one photo to application (despite the indication on the application "do not attach") and bring a second photo with you.
- **Passport with 1 copy of the page with personal data.**
The passport must be signed and contain at least 3 free pages. Must be valid for at least 9 months from the start date of the trip.
- **Internal passport with 1 copy of the page with personal data and 1 copy of all pages with marks.**
For citizens who do not hold Russian citizenship – a residence permit in the Russian Federation with 1 copy.
- **Medical insurance policy issued in the EU, with 1 copy.** State health insurance begins to operate after registration at the place of residence in Germany and the beginning of employment according to an employment contract. Upon entry before the start of the employment relationship, it is necessary to purchase private health insurance. We recommend to conclude medical insurance for foreign citizens entering the country (the so-called "Incoming-Versicherung"). Health insurance policies for travelers may exclude insurance coverage in the event of a planned long stay in the country. Medical insurance can be provided upon receipt of a visa.
- **An agreement on admission as a researcher ([Aufnahmevereinbarung für Forscher](#)) or an agreement on conducting research activities or a guaranteed offer of a workplace in a research institution/German higher education institution with 1 copy indicating:**
 - research institution (name, address of the actual place of work),
 - type of scientific activity,
 - type of employment: full or partial,
 - monthly remuneration without deduction of taxes or the amount of the scholarship (indicating from which funds the scholarship is provided) in euros / per month,
 - the period of employment (urgent (with an indication of the term) / indefinite).
- Scientists/researchers on the staff of the organization who do **not** have an admission agreement must additionally provide a form "[Application for employment relations](#)" with 1 copy. This form must be filled out by the future employer.
- If available, an application from a research institution for accepting expenses with 1 copy.
As a rule, a research institution must issue a written statement of acceptance of expenses that may arise from public-government organizations within 6 months after the end of the admission agreement (Aufnahmevereinbarung) or contract. An application for acceptance of expenses is not required if the research institution:
 - is financed primarily from public funds or
 - issued a general statement of acceptance of expenses within the framework of the procedure for recognizing the activities of a research institution in relation to the Federal Office for Migrants and Refugees (BAMF).

- **A livelihood confirmation** with a certified translation into German with 1 copy.
If the monthly salary is at least 2.080,00- euros (which corresponds to the minimum wage for a 40-hour week), then it is not necessary to confirm a livelihood. Additional confirmations are not required in this case. If the salary is lower, then it is necessary to confirm the existence of means of subsistence (for example, a scholarship, own financial resources).
- **A biography** presented in the form of a table, without gaps between time intervals, indicating the full address and contact information with 1 copy. If you write a biography not in German, you must attach a certified translation into German.
- **A document on the last higher education** received, including an insert with a list of academic subjects, with a certified translation into German with 1 copy.
- If available, any other documents in support of your application with a certified translation into German with 1 copy.

Important information:

- If research activity is an integral part of full-time **postgraduate study**, then it is necessary to apply for a national visa for the purpose of study (**see the memo "Studying at a higher educational institution"**). Only in cases where an employment contract has been concluded between a research institution/higher education institution and a doctoral student, a corresponding visa can be issued as a researcher/research scientist.
- Reuniting with your spouse and/or your minor children are possible only if the duration of your stay is **more than a year**, and there is evidence of sufficient living space and additional financial resources. Pay attention to the memo "Family Reunion".
- In individual cases, additional documents not specified in this memo may be requested when applying for a national visa or during the processing of documents.
- All documents written in a language other than German must be provided with a translation into German. Translations made by a translator in the Russian Federation must be notarized. For translations made by a sworn translator in Germany, notarization is not required.
- Translation of internal and foreign passports, as well as medical insurance into German is **not** required.
- The documents issued by the Civil Registry Office or the court must have an apostille. This rule does not apply to German documents and, as a rule, documents from other EU countries. Please note that the apostille must be on the original document (and not on the copy). If there is an apostille, it must also be translated.
- All original documents and their translations must be provided with 1 copy. Notarization of copies of documents is **not** required.
- Pay attention to the completeness of the submitted documents! An incomplete set of documents may cause a refusal to issue a national visa.

Checklist

This checklist is used exclusively for self-control and preparation of documents for submission.

Please distribute all the documents attached to the application in the following order.

The set must contain all originals (civil status documents, diplomas, passports, etc.) and copies of all documents in the following order. These originals will be returned to you immediately after their verification during the submission of documents.

- 1 photo;
- a statement with a photo pasted on;
- medical insurance policy issued in the EU;
- an agreement on admission as a researcher or a contract or a guaranteed offer of a workplace;
- if necessary, the "Application for Employment Relations" form;
- if available, an application for acceptance of expenses;
- if necessary, a confirmation of livelihood;
- diploma of graduation from a higher educational institution;
- biography;
- if available, other confirmations;
- internal passport + a copy of the page with personal data + copies of all pages with marks;
- a foreign passport + a copy of the page with personal data + if necessary, a copy of a temporary residence permit or a residence permit in the Russian Federation.

This memo is updated if necessary and does not claim to be complete.