

## Visa for employment as artists

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.

- **An employment contract or job offer in German** with 1 copy indicating:

- information about the employer (with the address of the actual place of work and the data of the contact person);
- type of performing/artistic activity;
- type of employment: full or partial;
- the amount of monthly remuneration without deduction of taxes in euros / honorarium;
- the period of employment ( fixed-term(with an indication of the term) / unlimited).

From the text of the employment contract it should be clear whether it is about labor activity within the framework of **free professions** or about labor activity **for hire**.

- If necessary, **the prior consent (Vorabzustimmung) of the local competent authority for foreigners (Ausländerbehörde)** in the case of freelance work or, in the case of employment, **the prior consent of the Federal Employment Service (Bundesagentur für Arbeit)** with 1 copy. With such prior consent, the processing time for a visa application is usually reduced to a few business days. However, applicants traveling for the purpose of employment and who have already received a residence permit in the past should be aware that the processing time of documents will last several weeks.

- **Proof of your professional qualifications** with 1 copy.

- **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.

- **Medical insurance policy issued in the EU**, with 1 copy. Since, for stays longer than 90 days, a travel health insurance policy may exclude the coverage of certain insurance conditions, we recommend that you take out health insurance for foreigners entering the country (so-called "Incoming-Versicherung"). For employees, state health insurance begins to

operate after registration at the place of residence in Germany and the start of employment in accordance with an employment contract. A medical insurance policy can be provided upon receipt of a visa. Only medical insurance issued in EU countries is accepted for consideration.

If necessary, insurance should also cover sports and professional injuries that may occur during performances.

### **Important information:**

- The reunification of your spouse and/or your minor children with you is usually possible, provided that you have been in the Federal Republic of Germany for more than one year and that you have sufficient living space and additional financial resources to support your family. For more information, see the Family reunification guide.
- 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;
- employment contract/job offer;
- if necessary, the prior consent of the Federal Employment Service;
- proof of professional qualifications;
- biography;
- if available, other documents;
- 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.***