

## Visa to work as housekeepers and nannies (Au-Pair)

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 form \(original\)](#)

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 "do not attach" indication on the application) 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.

- **A general passport with 1 copy of the page with personal data and 1 copy of all pages with the information entered.**

For citizens who do not own Russian citizenship – a temporary residence permit / residence permit in Russia with 1 copy.

- **The contract with the host family with 1 copy.** The contract can be provided in a copy. In the process of further processing of the application, the original of the contract may be requested.

If the contract was concluded without the mediation of an agency certified by the RAL quality mark, copies of the pages with personal data of passports or identity cards of the host parents in 1 copy are additionally provided.

- **A fully completed and signed by the Au-Pair guest family [is a questionnaire of the Federal Labor Agency](#) with 1 copy .**

The questionnaire can be provided in the form of a printed version of a pdf document. During the processing of the application, if necessary, the original questionnaire may be requested.

- **Extended certificate of registration of parents in the host family at the place of residence, which also indicates children.**

- **An insurance policy for an Au-Pair with 1 copy**, including medical insurance, accident insurance and liability insurance (for causing harm). Providing travel insurance is not enough.

- **Confirmation of basic knowledge of the German language at A1 level with 1 copy.**

- **A self-written and signed motivation letter** detailing the reasons for your desire to work in Germany as a housekeeper or nanny, as well as your future professional plans, with 1 copy. If the motivation letter is not written in German, translation into German should be attached.

- **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.

- **Confirmation of your professional qualification/education** with a certified translation into German and 1 copy, for example, a certificate of maturity, a certificate from the place of study, a university graduation diploma.

#### **Important information:**

- An Au-Pair visa entitles you to stay in Germany exclusively as a housekeeper and nanny. The period of stay and employment as a housekeeper and nanny is a maximum of one year. The extension of the residence permit at the end of this period is excluded.
- The age limit for submitting an application for those wishing to go to work as housekeepers and nannies: up to the age of 27. The minimum age to start working is 18 years.
- Applications of persons wishing to go to work as housekeepers and nannies are not considered if there are kinship relations between them and the inviting family.
- Language proficiency is confirmed by a diploma of a certified language school, for example, the Goethe Institute, the Austrian Cultural Forum or another language school licensed to conduct exams and issue language certificates using the TELC or TestDaF system.
- The native language in the inviting family should be German. If German is not the mother tongue for both parents in the inviting family, but it is spoken in the family, then neither of the parents of the host family should be from the country of birth of the applicant applying for the purpose of leaving as housekeepers and nannies.
- [A sample of a contract](#) for departure to work as housekeepers and nannies (Au-Pair) is available on the website of the Federal Employment Agency (Bundesagentur für Arbeit/ZAV).
- Information in several languages about staying in Germany as housekeepers and nannies (Au-Pair) and about agencies that assist in finding a job as a housekeeper and nanny under the sign "[Gütegemeinschaft Au-Pair e.V.](#)" can be found on their official website in the Download-Center section.
- Additional documents not specified in this memo may be requested when applying for a national visa or during the processing of documents.
- All documents drawn up 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 general and foreign passports, as well as medical insurance into German is **not** required.
- Documents issued by the 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 at the time of submission of documents.

- 1 photo;
- a statement with a photo pasted on;
- insurance for Au-Pair;
- agreement with the host family;
- Au-Pair-questionnaire;
- detailed certificate of registration of the host family at the place of residence;
- if available: confirmation of basic knowledge of German (level A1);
- biography;
- motivation letter;
- confirmation of professional qualifications /education;
- other confirmations (if present);
- civil passport + a copy of the page with personal data + copies of the pages with the information entered;
- 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.***