

Visa for departure for voluntary (volunteer) service

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.

When applying for persons under the age of 18, please read the "**Minors**" memo on the VisaMetric website.

- **[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. For minors, the visa application is signed by both parents or a legal representative-guardian. The signatures of both parents must be decrypted.
- **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.
- **A full-fledged and signed contract/agreement on voluntary service in Germany with 1 copy by all parties.** It is enough to provide a printout of the file in PDF format, if it contains all the signatures and, if available, the seal of the organization where you will be doing voluntary service. During the processing of the application, the original of the contract may be requested.
- If the contract or confirmation of the organization where you will perform voluntary service does not contain data on accommodation and meals, please provide **additional proof of life support** 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.
- **A self-written and signed detailed motivation letter**, with 1 copy, stating the reasons why you want to do voluntary service in Germany, including:
 - Why do you want to do voluntary service in Germany?
 - Do you already speak German or how will you get this knowledge?
 - What would you like to do after finishing your voluntary service in Germany and where?
 - What benefits do you intend to derive from doing voluntary service in Germany?
 - How does staying in Germany for this purpose correspond to your specific life plans and your professional prospects?

If the letter is not written in German, it is necessary to provide a notarized translation into German.

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

If you do not have basic knowledge of the German language, you must provide confirmation from the organization where the voluntary service will take place, or from the organization that organizes the voluntary service that language skills are not required at the initial stage, and you will be able to acquire them at language courses after arriving in Germany, or that your language skills have been tested by the host by the side and proved to be sufficient.

- **Confirmation of your professional qualification/school education**, for example, a certificate from the place of study, a diploma of graduation, a certificate of maturity with a certified translation into German and 1 copy.
- **A medical insurance policy issued in the EU**, with 1 copy. Medical insurance can be provided upon receipt of a visa. In the case of voluntary service, state health insurance begins to operate only after registration at the place of residence in Germany and the start of voluntary service. In case of entry before the start of voluntary service, it is necessary to purchase a private health insurance policy for the period from the moment of entry until the moment of registration of the state health insurance policy. 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. Only medical insurance issued in the EU countries are accepted for consideration.
- **For applicants under the age of 18:**
 - **Notarized consent of persons** with parental (guardianship) rights to travel abroad unaccompanied and for a long stay of the child on the territory of the Federal Republic of Germany with a notarized translation into German and with 1 copy, as well as
 - **Notarized confirmation** of who in the territory of the Federal Republic of Germany is entrusted with the exercise of parental (guardianship) rights, from parents/guardians and from the person who is entrusted with the exercise of parental (guardianship) rights in Germany, with a notarized translation into German with 1 copy and 1 copy of a passport or identity card a person who is entrusted with the exercise of parental (guardianship) rights in Germany, as well as
 - **The applicant's birth certificate with an apostille** and a notarized translation into German and 1 copy.

Important information:

- **About the Federal Voluntary Service (Bundesfreiwilligendienst):** Your contract must be signed not only by you, but also by the Federal Office for Family Affairs and Civil Society (BAFZA – Bundesamt für Familie und zivilgesellschaftliche Aufgaben), as well as by the organization where you will perform voluntary service (Einsatzstelle), the central office (Zentralstelle), and, if necessary, by the organization under whose auspices the voluntary service will take place (Träger – service provider).
- There are no age restrictions for Federal Voluntary Service.
- The age of the **participants of the "Weltwärts Süd-Nord" program** is from 18 to 29 years. The program is implemented jointly with the Federal Voluntary Service. Your contract must be signed not only by you, but also by the Federal Office for Family Affairs and Civil Society (BAFZA – Bundesamt für Familie und zivilgesellschaftliche Aufgaben), as well as by the organization where you will perform voluntary service, by the central department, and, if necessary, by the organization under whose auspices the voluntary service will take place
- **About participation in the Youth Voluntary Service Jugendfreiwilligendienst (Voluntary Social Year (Freiwilliges Soziales Jahr - FSJ) or Voluntary Environmental Year (Freiwilliges Ökologisches Jahr - FÖJ):** Your contract must be signed not only by you, but also by the organization under whose auspices the voluntary service will take place, and, if necessary, by the organization where you will undergo voluntary service.
- Participants of the **Youth Voluntary Service (FSJ/FÖJ)** must be at least 27 years old.
- The age of participants in the **European Voluntary Service (EFD)** ranges from 17 to 30 years.
- There is no visa fee for submitting an application for voluntary service.
- Further information can be found on the following sites:
<http://www.bmfsfj.de/BMFSFJ/freiwilliges-engagement.html>
<http://www.bafza.de/>
<http://www.bundesfreiwilligendienst.de/>
<http://www.pro-fsj.de/>
<http://www.foej.de/>
<http://www.weltwaerts.de/>

- 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;
- health insurance issued in the EU;
- contract/agreement on voluntary service;
- biography;
- motivation letter;
- confirmation of professional qualifications/school education;
- if available, proof of knowledge of the German language;
- for persons under 18 years of age:
 - notarized parental consent;
 - notarized confirmation of the transfer of custody rights,
 - birth certificate.
- 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.