

## Visa for entry in order to recognize foreign professional qualifications in Germany

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.

- **Confirmation of your professional qualifications** with a certified translation into German with 1 copy:

- for applicants with higher education who want to work in a regulated profession in Germany (for example, doctors, teachers, lawyers): confirmation of a university degree, including a list of subjects studied,
- for skilled workers with vocational education: confirmation of professional qualifications (diploma).

- **Confirmation that the recognition procedure is carried out** in the relevant institution in Germany with 1 copy. Confirmation is carried out by providing a decision on recognition or an interim decision confirming that:

- to obtain a license to carry out professional activities within a regulated profession in Germany, **or**
- to confirm the equivalence of professional qualifications obtained in Germany, adaptation or compensatory measures or additional training are required. In the case of a regulated profession, it may also be established that only a theoretical knowledge test, a professional certification and/or a language exam will be required.

- If the entry is carried out solely for the purpose of passing the exams required for recognition, then when submitting documents, confirmation of the planned subsequent stay must be provided (for example, job search, blue card). Please pay attention to the relevant list of documents for the purpose of further stay.

- Confirmation of knowledge of the German language, at least at the A2 and B2 level for regulated professions (in the field of medicine) in accordance with the Pan-European Competencies of foreign language proficiency in the form of a language certificate from the Goethe Institute, the Austrian Cultural Forum, telc-GmbH, the Test-DaF Institute or ECL examination centers with 1 copy.

- **Confirmation of the availability of funds with 1 copy** - at least 1.091 euros per month for the first 12 months of stay or for the entire duration of stay for the specified purpose, if it is less than one year:

- Official (!) statement of commitment/guarantee (behördliche Verpflichtungserklärung) according to §§ 66-68 of the Law on Residence in the Territory of the Federal Republic of Germany. The application must be issued no earlier than 6 months ago at the time of submission of documents and it must indicate the purpose - "recognition of

professional qualifications" ("Anerkennungsmaßnahmen/ Berufsqualifikation") and confirm the solvency of the person undertaking this obligation. This document is issued by the offices for Foreigners in Germany,

- o or confirmation of the availability of sufficient funds in a German bank account,
- o or proof of obtaining sufficient income from employment during qualification activities by providing an appropriate job offer/employment contract.

- **Confirmation of accommodation for the entire period** with 1 copy, for example, in the form of a hotel booking confirmation or a rental agreement. In case of staying with friends, it is enough to present a signed invitation in free form with a copy of the passport of the inviting person and with the permission of the owner of the housing for sublease.

- **A medical insurance policy with a guaranteed validity period for the entire requested period of stay** with 1 copy. A medical insurance policy can be provided upon receipt of a visa. 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.

If you plan to work in parallel during the events for the recognition of your professional qualifications, you should pay attention to the following: 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. If you enter Germany before that, you should conclude private health insurance for the period before the start of the employment relationship and until the state health insurance is issued.

- **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.

**1. If you participate exclusively in theoretical qualification activities in regulated professions (preparation for the theory exam), you should additionally provide (with 1 copy):**

- confirmation of registration for courses aimed at eliminating the identified deficiencies, including subsequent exams, with a detailed description of the type and duration of qualification activities.

**If employment is planned simultaneously with participation in theoretical qualification events, it is required to additionally provide (with 1 copy):**

- An employment contract or a specific offer of employment in a profession directly related to the professional skills required for future employment (see the section "Important information").
- A specific offer of employment planned after passing the qualification measures.
- Form "[Application for Employment Relations](#)" – this form must be filled out by a future employer.

**2. The following applies only to qualified employees of non-regulated professions who, according to the decision on partial recognition of qualifications, must acquire skills, knowledge and abilities in the course of industrial practice. They should also be provided (with 1 copy):**

- An employment contract or a specific job offer.
- The employer's obligation to eliminate the shortcomings established in the decision on partial recognition of professional qualifications within two years.
- The "[Application for Employment Relations](#)" form, including [Appendix A](#) – both forms must be filled out by the future employer.
- If there is a structured plan for further training, indicating the practical measures that the employer intends to take to eliminate the identified shortcomings.

**Important information:**

- Information about the procedure for recognizing foreign professional qualifications can be found on the website <https://www.anerkennung-in-deutschland.de/html/ru/>. General information on the topic of life and work in Germany can be found on the website: <http://www.make-it-in-germany.ru>.
- In the absence of the necessary language knowledge to obtain a permit to carry out professional activities in regulated professions, participation in a language course or a specialized language course may be included in the qualification activities. Please note that the stay for the recognition of a foreign professional qualification cannot exceed 18 months and can only be extended up to 24 months in exceptional cases. If the specified length of stay is insufficient to study the

language and pass the necessary exams, you must first apply for a visa to take a language course (see the corresponding memo "**Visa for the purpose of taking a language course**").

- Additional employment at the same time as participation in theoretical qualification events is allowed only if it is related to future employment. For example, in regulated professions: if an applicant applies for recognition of his qualifications as a doctor, he can work as a paramedic, in case of recognition of qualifications as a pharmacist, he can work as a pharmacist. In unregulated professions: if the applicant applies for the qualification of a builder, he can already work as a builder or auxiliary worker on a construction site.
- 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;
- diploma of higher education or confirmation of professional qualifications;
- recognition decision or interim decision;
- confirmation of professional development activities;
- offer of employment or an employment contract (if present);
- action plan for professional development (if present);
- if applicable, the "Statement of Employment Relations" form and, if applicable, Supplement A;
- confirmation of language knowledge;
- biography with a detailed description of professional activity;
- confirmation of the availability of financial resources;
- proof of residence;
- 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.***