

Visa for employment

This memo is compiled for those applicants who plan to conduct independent work in Germany. Please check in advance whether there is a separate memo for your purpose of stay / your planned activity (for example, for those traveling under the Au-Pair program or for obtaining an EU Blue Card).

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.
- **A medical insurance policy issued in the EU, with 1 copy.** A medical insurance policy can be provided upon receipt of a visa. 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 beginning of the employment relationship and before the possibility of obtaining state medical insurance, it is necessary to purchase private medical 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.
Only medical insurance issued in the EU countries are accepted for consideration.
- **An employment contract or a guaranteed offer of a workplace with 1 copy.**
- **The form "[Application for employment relations](#)" with 1 copy** – this form must be filled out by the future employer.
- **Specialists with secondary vocational education:**
 - Confirmation of professional qualification (diploma), including an insert with a list of academic subjects, with a certified translation into German with 1 copy,
 - Confirmation of the equivalence of professional qualifications to the corresponding secondary vocational education in Germany (notification of recognition of an authorized German institution - Anerkennungsbescheid) with 1 copy,

- If necessary, a permit to conduct professional activity (Berufsausübungserlaubnis) with 1 copy.
- **Specialists with higher education :**
 - Diploma of higher education, including an insert with a list of academic subjects with a certified translation into German and with 1 copy.

Your foreign higher education diploma must be recognized in Germany or correspond to a German diploma. You can check this in the [ANABIN database](#). If your specialty/university is not listed in the ANABIN database, or if they are not equated to the category "corresponds/comparable" ("entspricht/vergleichbar"), you should first evaluate the document on education in the Central Office for Foreign Education (ZAB - Zentralstelle für ausländisches Bildungswesen). Such an assessment should be carried out, including for those specialties that are equated to the category "conditionally comparable" ("bedingt vergleichbar").

 - If necessary, a permit to conduct professional activity (Berufsausübungserlaubnis) 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.
- In the absence of appropriate education, confirmation of relevant professional experience and advanced training with a certified translation into German with 1 copy.
- If available, confirmation of the acquired knowledge of a foreign language, for example, a language certificate or a certificate from a language school with a certified translation into German and 1 copy.
- In order to obtain an **ICT card (intra-corporate-transfer)** as part of a temporary transfer of a specialist by a Russian employer to a German branch of the company, you must provide an additional (each document in 1 copy):
 - confirmation that the duration of labor relations in Russia is currently more than 6 months;
 - employment contract;
 - official letter of business trip;
 - an official letter from a Russian employer stating that the return to the previous place of work in Russia after completion of work as part of the transfer of a specialist is guaranteed;
 - The "[Application for Employment Relations](#)" form, including [Appendix B](#) – both forms must be filled out by the future employer.
- **For persons over 45 years of age (does not apply to holders of an ICT card):**
Specialists who are already 45 years old at the time of obtaining a residence permit must confirm an income of 55% of the annual upper limit for calculating insurance premiums in general pension insurance (2026: 4.647,50 euros gross per month /55.770 euros gross per year) or provide a corresponding pension insurance policy - with 1 copy.

Important information:

- Planned employment means an activity that you have the right to perform according to your professional or higher education.
- Note for **specialists with secondary vocational education**: The procedure for confirming the equivalence of professional qualifications to the corresponding foreign qualified vocational education must be carried out **before applying for a national visa (!)**.
- Note for professionals who carry out activities in **regulated professions**: Accepting a visa application for the purpose of conducting work is possible only if you already own the appropriate **permit to conduct professional activities**. Whether your profession requires a **permit to conduct professional activity** in order to work in Germany, you can find out at the link: <https://www.anerkennung-in-deutschland.de/>
- If you want to go for the purpose of recognition of professional qualifications, please study the memo "Recognition of foreign professional qualifications".
- **Specialists with higher education**, whose annual income will be **at least 50,700 gross euros**, or who have higher education in a professional field in which there is a special shortage of specialists, and at the same time their annual income will be **at least 45,934,20 gross euros**, should be guided by the **EU Blue Card** memo.
- General information about working and staying in Germany can be found here: <http://www.make-it-in-germany.ru/>
- In the case of a planned relocation of a spouse/minor children, the following should be taken into account: You can submit documents **together with the main applicant who plans to work**. To collect documents, please use the memos "**Visa for reuniting with a spouse**" and "**Visa for reuniting a minor child with a family**". It is not required to provide a certificate of registration at the place of residence or a copy of the residence permit of a person planning to work.

- Additional documents not specified in this memo may be requested when applying for a national visa or during the processing of documents.
- Language proficiency is confirmed by a recognized language certificate, for example, the Goethe Institute, the Austrian Cultural Forum, telc-GmbH, the Test-DaF Institute or ECL examination centers.
- 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;
- employment contract/guaranteed workplace offer;
- form "Application for employment relations";
- a document of higher education or confirmation of professional qualifications with a notification of recognition of an authorized German institution;
- if necessary, a permit to conduct professional activities;
- biography;
- confirmation of language knowledge (if present);
- for persons over 45 years of age: minimum income of 55.770 gross euros per year / corresponding pension insurance;
- confirmations for an ICT card;
- 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.