

Visa for employment for IT-specialists with work experience

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 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.

- **Medical insurance policy issued in the EU, with 1 copy.** 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 start of the employment relationship, it is necessary to purchase private health 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. Medical insurance can be provided upon receipt of a visa.

- **An employment contract or a guaranteed offer of a workplace** with 1 copy indicating the address of the actual place of work, the data of the contact person, the type of activity (description of job responsibilities and requirements for the position) and indicating a salary of at least 3.802,50 euros gross per month or 45.630 euros gross per year.

- **The form "[Application for employment relations](#)"** with 1 copy – this form must be filled out by the future employer.

- **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.

- **Proof of at least three years of work experience** as an IT-specialist obtained within the last seven years, for example, by providing an original work record book with a certified translation into German with 1 copy.

- **Proof of knowledge of the German language** at least B1 level with 1 copy. In special cases, proof of language proficiency may not be provided if, for example, the working language is English and applicants provide proof of English language proficiency at the appropriate level.

Important information:

- Planned employment refers to activities in the IT-sector.
- Specialists with higher education in the in IT-sector should be guided by the leaflet "**Employment**" or "**EU Blue Card**".
- General information on the topics "work and life in Germany" can be found on the website: <http://www.make-it-in-germany.ru/>
- In the case of a planned move of a spouse and/or minor children, you can apply for other family members at the same time as the main applicant. To collect documents, use the memos "Visa for reunification with a spouse" and "Visa for the reunification of a minor child with a person who has parental rights", providing a certificate of registration or a copy of the spouse's residence permit is not required.
- A language level of at least B1 in accordance with the Common European Assessment Classification. Language proficiency can be confirmed by recognized certificates (eg issued by the Goethe Institute, the Austrian Cultural Forum, telc GmbH, the TestDaf-Institut, or the ECL Examination Centre). Knowledge of English can also be confirmed by IELTS or TOEFL certificates.
- 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;
- form "Application for employment relations";
- confirmation of work experience (work record book);
- biography;
- confirmation of knowledge of the language;
- 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.