



## Information sheet: national visa

### Visa for skilled workers seeking employment (Section 20 Residence Act)

#### Basic information

- Documents not in the English language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Certificates, diplomas, etc. must be presented in the original. Your original documents will be returned to you once your application has been processed.
- **Processing time is as a rule ca. 4 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The mission abroad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

#### General information

The visa for seeking employment enables interested foreign skilled workers with vocational training or holding a university degree recognised in Germany to come to Germany for a maximum of six months to find a job that their qualification enables them to perform. If you find an employer within half a year, you do not need to leave again but can apply for the necessary residence permit from the foreigners authority responsible for you in Germany. During your stay to seek employment, you are not allowed to take up gainful employment with the exception of work on a trial basis for up to 10 hours per week.

You can find out more about living and working in Germany here:

<https://www.make-it-in-germany.de>

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in the requested **form and order**.



### Visa application checklist

The following documents are to be submitted in full with every application.

	Missing
Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
Two (2) recent biometric passport photos (see specimen photos)	
Valid passport (personally signed with at least two (2) completely empty pages)	
Two (2) uncertified copies of the data page of your valid passport	
<p>Proof of <b>recognition of foreign qualification</b>:</p> <p>In the case of skilled workers with <b>vocational training</b>:</p> <ul style="list-style-type: none"> <li>- <b>Notification of recognition of foreign vocational training</b>: Written notification of the agency in Germany responsible for recognition of vocational training (original and two (2) copies)</li> </ul> <p>In the case of skilled workers holding a <b>university degree</b>:</p> <ul style="list-style-type: none"> <li>- Two (2) <b>printouts from the <a href="#">anabin database</a></b> on the qualification and on the institution</li> </ul> <p style="padding-left: 40px;"><i>or (if the qualification is not assessed as “entspricht” (comparable) or “gleichwertig” (equivalent) and/or the institution is not classified as “H+”)</i></p> <ul style="list-style-type: none"> <li>- <b>Statement of Comparability</b> by the <a href="#">Central Office for Foreign Education (ZAB)</a> (original with two (2) copies)</li> </ul> <p style="padding-left: 40px;"><i>or (in the case of regulated professions in which permission is required to exercise the profession, for example, doctors, engineers; complete list is available from the <a href="#">Federal Employment Agency</a> or the <a href="#">European Commission</a>)</i></p> <ul style="list-style-type: none"> <li>- <b>Permission to exercise a profession</b> issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (original and two (2) copies) (for example, for medical professions: decision of the licensing authority in the federal territory, i.e. assurance of permission to exercise a profession and/or issuing of medical licence)</li> </ul> <p>More information on recognition: <a href="http://www.erkennung-in-deutschland.de">www.erkennung-in-deutschland.de</a></p>	
Proof of qualification (original and two (2) copies): University degree (all pages)	
Letter of motivation for seeking employment with one (1) copy. From the information supplied, it must be recognisable what fields of work and jobs interest you, where you want to apply and what accommodation you will use.	
In the case of skilled workers <b>with recognised vocational training</b> : Proof of German language skills at B1 level in the form of a recognised language diploma (original and two (2) copies)	
Curriculum vitae in tabular form indicating professional experience to date with one (1) extra copy	
Proof of adequate financial means	



	<p><u>Financing</u></p> <p>To stay in Germany, each individual applicant must have at their disposal <b>at least 1027 €</b> per month. Proof of these means (blocked account or a formal undertaking by a third person to cover all costs) is to be provided in advance when the application is submitted. When submitting an application, financial means totalling <b>at least 6162 €</b> and additional funding to finance departure from Germany where applicable must be proven.</p> <p><u>In the case of financing in the form of a blocked account:</u> Open the blocked account <b>in good time BEFORE</b> you apply for a visa. When applying for a visa, <b>only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted.</b> A confirmation which does not include this information is <b>not sufficient.</b> Proof of lodgement or transfer of funds without the aforementioned confirmation from the bank is <b>not sufficient.</b></p> <p><u>In the case of an undertaking by a third person to cover all costs:</u> Proof in the form of a formal undertaking pursuant to Sections 66 and 68 Residence Act in which a third person undertakes in writing to cover all costs (original and two (2) copies).</p>	
	Health insurance in line with EU standards (covering the entire Schengen area, minimum coverage of 30,000 €, valid from the day of entry for the entire stay	
<b>Applicant of a nationality other than South African</b>		
	Proof of habitual abode by South Africa	
<b>Fee</b>		
	Visa fee of 75 €. Payable in Rand.	
<b>Completeness of application</b>		
	The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.	
<p><b>Declaration when applications are not complete:</b> I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.</p> <p>_____</p> <p>place, date, signature</p>		