

## Employment Visa for Crew Members of River Cruise Vessels

### Checklist for Filing Your Application

Please read the checklist and fill out the application form thoroughly. We require that the printed and signed checklist is submitted with the application form at your appointment. Please prepare two sets of the listed documents and sort them exactly in the following order:

			to be filled out by the German Mission	
1	<b>1x Application form</b>	Application completed, printed and signed (including Information provided to applicants pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act)	<input type="checkbox"/>	
2	<b>Passport</b> + 1 copy of the data page	Valid and signed passport which must have at least two blank pages. It is not mandatory but strongly recommended that the passport is valid for the whole intended stay in Germany.	<input type="checkbox"/>	
3	<b>1x Photo</b>	Recent passport photographs according to biometric specifications (not stapled)	<input type="checkbox"/>	
4	<b>Employment contract</b> + 1 copy <u>or</u> <b>Letter of intent from your future employer</b> + 1 copy	<i>Employment contract:</i> The contract must be signed and contain specific details of the job function, salary and duration of employment.  <i>Letter of intent from your future employer:</i> The letter must include details about salary and working hours as well as the full address of the employer.	<input type="checkbox"/>	
5	<b>Questionnaire for Crew Members of River Cruise Ships</b>	See page 3	<input type="checkbox"/>	
6	<b>Guarantee letter from the principal or shipping agent in Germany:</b> + 1 copy	Guarantee letter which confirms that the principal or shipping agent will assume liability in accordance with § 66 to 68 of the AufenthG for the full period of the visa validity. It also has to mention a boarding date NOT earlier than 8 weeks after visa appointment	<input type="checkbox"/>	
7	<b>Invitation letter from the employer</b>	The Invitation letter has to explicitly mention the ship on which the applicant will start working. It has to contain a Declaration from the employer that the ship will not be changed during the visa process or prior to arrival in Germany.  <b>Non-compliance here may lead to the rejection of the application/ the applicant being refused for air transport or border entry for.</b>	<input type="checkbox"/>	
8	<b>Copy of Ship Register</b>		<input type="checkbox"/>	
9	<b>Proof of health insurance</b> + 1 copy	If as an employee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and enter into employment. If you enter	<input type="checkbox"/>	

		Germany beforehand, private health insurance must be taken out for the period prior to employment beginning and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions.		
10	<b>Employment Contract containing the following information</b> + 1 copy	<ul style="list-style-type: none"> <li>• Compliance with and declaration of guarantee to adhere to the minimum wage law in Germany</li> <li>• Countries in which the work will take place</li> <li>• Working Hours</li> <li>• Off days and periods of rest</li> <li>• Name of the ship</li> <li>• Ships route /Sections of the river</li> </ul> <ul style="list-style-type: none"> <li>• Separate confirmation by the employer for every point not mentioned in the contract</li> </ul>	<input type="checkbox"/>	
11	<b>Proof of Residence permit in S.A.</b> + 1 copy	Only applicable for non-South African citizens.	<input type="checkbox"/>	
12	<b>1x checklist</b>	Two copies of this checklist have to be signed and submitted with your application.	<input type="checkbox"/>	

The Visa fee amounts to **75 Euro** (if paid by credit card) or the equivalent in ZAR depending on the exchange rate (if paid cash).

The German Mission reserves the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary. Presenting the above-mentioned documentation does not guarantee that the visa will be granted. We strongly recommend that you do not purchase an airline ticket unless the visa has been approved and the German Mission requests you to do so.

The processing time can take up to three months, but may be longer in individual cases. Once the application has been approved by the relevant German authority, the German Mission will issue a visa valid for 3 - 6 months (depending on the duration of the travel insurance provided). Your subsequent residence permit will be issued by the competent Aliens Authority in Germany. You are required to apply well in advance for it before the expiry of the visa.

\_\_\_\_\_

PlaceDateNameSignature

**IF NECESSARY TO BE COMPLETED AT THE GERMAN MISSION (OUTSTANDING DOCUMENTATION):**

*I was informed that the required documents regarding the following points have to be presented within a period of two weeks in order to proceed with the application:* \_\_\_\_\_

\_\_\_\_\_

PlaceDateSignature

**Fragebogen für Besatzungsmitglieder von Flusskreuzfahrtschiffen**  
**Questionnaire for Crew Members of River Cruise Vessels**

1. Hat Ihre Tätigkeit einen signifikanten Bezug zu Deutschland?

*Does your work have a significant bearing to Germany?*

Nein

*No*

Ja (bitte fügen Sie einen **tagesgenauen** Schiffsroutenplan als Anlage bei)

*Yes (please attach a **day to day schedule** of the ship route)*

2. Wie viele Tage werden Sie in welchem Land arbeiten?

*How many days will you work in which countries?*

Deutschland / Germany	Tage / Days
Österreich / Austria	Tage / Days
Niederlande / Netherlands	Tage / Days
Frankreich / France	Tage / Days
Schweiz / Switzerland	Tage / Days
Ungarn / Hungary	Tage / Days
Anderes (bitte Land benennen) Others (please specify the country)	Tage / Days

3. Werden Sie ausschließlich auf den Schiffen des vertraglichen Arbeitgebers eingesetzt oder auch auf Schiffen von anderen Arbeitgebern?

*Will you only be employed on vessels of your contractual employer or on vessels of other employers as well?*

Nur auf den Schiffen des vertraglichen Arbeitgebers,

*Only on vessels of the contractual employer,*

Und als Leiharbeitnehmer auf Schiffen anderer Arbeitgeber (bitte Erlaubnis gem. § 2 AÜG der Bundesagentur für Arbeit beifügen)

*And as a temporary worker on vessels of other employers (please attach permission from the Federal Employment Agency in Germany, according to § 2 AÜG)*