



## Information sheet: national visa

### Visa for research stay (Section 18d 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. one week** 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.
- **Please do not staple the documents**

#### General information

Researchers are third-country nationals who

1. have a doctoral degree or a suitable university degree that allows access to doctorate programmes and
2. have been selected by a research institute and are allowed in the national territory of a member state
3. in order to engage in research for which such a qualification is normally required.

Note: This includes doctorate students unless they are enrolled at a German university to complete a full-time study programme leading to a doctoral degree as their primary activity.

If you are taking part in a full-time study programme, please read the information sheet Visa for doctorate students.

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
One (1) fully completed and signed application including declaration pursuant to Section 54 Residence Act	
One (1) recent biometric passport photo (see specimen photos)	
Valid passport (personally signed and with at least 2 completely empty pages)	
One (1) uncertified copy of the data page of your valid passport	
Signed research agreement or relevant contract with a German research institute (original and one (1) copy) The research agreement/relevant contract needs to contain certain information. You can find a specimen <a href="#">here</a> .	
Proof of qualification: Proof of doctoral degree or university degree that allows access to doctorate programmes (all pages, original and one (1) copy)	
Written commitment to cover costs emerging for public agencies up to six months after the end of the admission agreement (original and one (1) copy) – <i>this is not required if the work of the research institute is primarily public funded or if there is a specific public interest</i>	
Proof of adequate financial means  <u>Financing</u> To stay in Germany the applicant must have at their disposal <b>at least 1.091 € per month</b> if they are not entering into a contract of employment. Proof of these financial means can be provided through the admission agreement/relevant contract. If a contract of employment is planned, proof of the statutory minimum wage of 2.222 € must be provided. When submitting an application, proof must be provided of financial means for the entire duration of the stay.  <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</b> including information on the amount paid in and the amount available per month will be accepted. A confirmation which does not include this information is not sufficient.	
Proof of adequate health insurance cover  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 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.	
<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:  Yes  No, the information/documents indicated above are lacking.

**Declaration when applications are not complete:**

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.

\_\_\_\_\_

place, date, signature