



### Checklist for a German national visa - employment –

Before filling out the application form and booking an appointment , please prepare the following documentation for your visa:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid <b>passport</b> (issued within the last 10 years and valid for at least another year as of date of visa application; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
<input type="checkbox"/>	<b>Application form &amp; declarations</b> duly signed
<input type="checkbox"/>	<b>Copy of your passport's data page</b> (A4 size copy)
<input type="checkbox"/>	<b>Annexure for employment visa</b>
<input type="checkbox"/>	<b>Employment contract</b> with a company in Germany
<input type="checkbox"/>	<b>Deputation order</b> from Indian employer confirming deputation, if applicable
<input type="checkbox"/>	<b>Personal covering letter</b> explaining the exact purpose and duration of stay
<input type="checkbox"/>	<b>Proof of qualification</b> and experience certificates for future employment in Germany
<input type="checkbox"/>	<b>CV</b> ( one page only )
<input type="checkbox"/>	<b>If applicable – Approval by the Federal Employment Agency</b>
<input type="checkbox"/>	<b>3 passport pictures</b> according to biometric specifications, not older than 6 months
<input type="checkbox"/>	<b>Demand Draft</b>
	<b>Certificate about compulsory health insurance (Gesetzliche Krankenversicherung) from German employer valid from date of employment.</b>  <b>Please note:</b> If not already included in the compulsory health insurance a separate travel health insurance has to be presented for the time frame from arrival in Germany until beginning of employment (see below)

Please prepare two identical application sets with the above-mentioned documents and bring your original certificates as well as your original employment contract along. Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.

As of July 2013, Blue Card applications and applications with a "BA-Vorabprüfung" (Approval by the Federal Employment Agency) can – under certain circumstances - be directly decided by the German Missions, resulting in a processing time of approximately ten days.

Other employment visa applications, such as for deputations, still have to be forwarded to the competent immigration authorities in Germany; processing will take approximately six to eight weeks.

In case of visa approval, you will be requested to present a **travel health insurance** (Kindly refer to [www.india.diplo.de/visa](http://www.india.diplo.de/visa) to find out about the travel health insurances accepted).

Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.