



Step-by-Step Process for German National Visa - Employment 750, Vfs New Delhi-

*New Delhi based GCP applicants will apply at the **Germany Visa Application Centre (Vfs), New Delhi**. Please find below a short description of required documents as well as the application and visa collection processes.*

1. Passport

Please check that your passport is valid:

- Issued within the last 10 years and valid for at least 15 months as of date of visa application
- Passports with observations regarding the front data page will not be accepted
- Your passport needs to have at least 2 empty pages

Otherwise, kindly re-new your passport.

Please make **2 A4 copies** of your passport data page

2. Passport Photos

Please have **3 biometric passport photos** taken (biometric requirements are provided), not older than 6 months. One for each application form and one extra. Please write your complete name and date of birth on the back of each passport photo.

3. Videx, Visa Application Form (including Declaration §54)

across already filled the application form based on the information received. Please check if data filled is correct. Kindly inform across in case adjustments are required.

Part of the Videx form is the Declaration of “**True and Complete Information - §54**”. Kindly date and sign the declaration (page 6) of the form. Additionally, you need to date and sign the form on page 5. You will need **2 copies**.

4. Annexure for Employment Visa

across already filled the Annexure form. Please check if data filled is correct. Kindly inform across in case adjustments are required. You will need **2 copies**.

5. Form “Additional contact and legal representation information”

across provides the blank form. You will need to fill, date and sign the form, and submit **2 copies**.

6. Approval by the German Labor Office

Accenture Germany applies for your pre labor approval, which is granted by the German Labor Office. Approval can take up to 4 weeks or even longer in some cases.



Please note: Due to data privacy, the German Labor Office does not allow us to follow up on the application status.

across will immediately send you a soft copy of your pre-labor approval (ZAV/Approval Letter) upon reception. By courier you will also receive the **ordinal ZAV/Approval Letter**, as you have to present this document during your visa application. You will need **2 copies**.

7. Invitation Letter (LOI)

You will receive an Invitation Letter from Accenture Germany. Upon receipt please check for correct issuance. In particular verify that the salary mentioned in your LOI matches the salary from your Employment Contract with Accenture Germany. Kindly ask via "[Accenture Support](#)" to issue a new LOI, with a salary matching the salary in your Employment Contract with Accenture Germany. Also, please refer to "[Accenture Support](#)" if you have not received an LOI yet. You will need **2 copies**.

8. Employment Contract with Accenture Germany

Please ensure that your GCP employment contract has been signed by both parties. You will need **2 copies**.

9. Curriculum Vitae

Please prepare a one-page CV (if needed across will provide a template) and have **2 copies**. across recommends to bring **2 additional copies of your standard CV** (in case you will be asked for).

10. Diploma – Proof of Qualification

Please bring (**all**) your original University diploma(s) – also Master diploma if applicable. **Course completion certificates/transcripts are not sufficient**. You will need **2 copies**.

11. ANABIN Results

You are responsible to provide the Anabin Results for each diploma you hold. The Anabin Results have to include your university/institution as well as your degree. You will need **2 copies**.

12. Form "Job Description Signed"

across will send you a soft copy of this document together with your ZAV/Approval Letter. Please print 2 copies of the document and take them with you to the appointment.

13. "Declaration" of Travel and Health Insurance + Travel Insurance Certificate (usually Ergo)

across provides the Declaration form. Please fill, date and sign the form "*Declaration of Travel and Health Insurance*". You will need **2 copies**.

Ideally you include your travel insurance certificate in your application set. across was told you can reach out to ATCI GCP HR POC and your colleagues abdul.sayed@accenture.com or ferdinand.a.dsouza@accenture.com.



14. Proof of Residence in India as in Videx Form

The General Consulate might require proof for your home address, mentioned in the Videx application form, to accept your application. This can be your Aadhaar Card or your Ration Card covering the last 4 years or your Voter's ID. You will need **2 copies**.

15. Personal Covering Letter

Please prepare a personal covering letter explaining the exact purpose of your stay. *across* provides an example. You will need **2 copies**.

16. Arrangement of Interview at Vfs New Delhi

across will arrange the visa application appointment for you. Once *across* has confirmed date and time you will receive an Appointment Letter, stating your name and passport number as well as the details of your appointment. Access to the Vfs facility will only be granted with the Appointment Letter.

Due to huge volume of applicants, Vfs faces severe constraints in application dates. Kindly understand that specific requests for dates cannot be awarded.

17. Visa Fee and Vfs Handling Fee

At Vfs New Delhi a Demand Draft is not required. Applicants have to pay a visa fee and a handling fee in Indian Rupees. Payment can be made in cash, with credit card or with bank card. The visa fee depends on the Euro/Rupee exchange rate and consequently fluctuates over time. Hence please verify the current visa fee shortly before the appointment on the website of the General Consulate: <https://india.diplo.de/in-en/service/-/1987084>

The Vfs officer will verify that your application documents are complete. Thereafter, Vfs will send your application to the General Consulate, responsible for your application. For this service Vfs charges a handling fee.

This handling fee has to be paid together with the visa application fee.

For reimbursement claims please use "Mytime" and "Expense Tool": <https://myte.accenture.com>

18. Application at Vfs New Delhi

Please prepare and bring:

- **2 identical application sets of** above-mentioned documents (checklist will be provided by *across*)
- Original passport and all your original certificates/ Letters/ Employment Contract
- **Do not staple or glue any documents or pictures.**

Do NOT visit the Vfs Centre with incomplete documents. Submission of incomplete documentation will not be accepted nor send to the General Consulate. Consequently, a new appointment has to be scheduled, causing significant delays.

Kindly note, the General Consulate reserves the right to ask for additional documents not stated on the checklist. Equally, the General Consulate reserves the right to ask for verification of certificates/documents. In this case additional fees will be charged.



Be aware, that you may have to include your passport in the documentation set, so that your passport will not be available till you have received your visa. Hence, make sure you do not have any travel plans that require your passport.

19. Visa Collection

Usually, your visa application is processed within 10 to 15 days. The General Consulate will send you an email notification (approval email), if you have not included your passport in your application set. Please also check your spam folder.

Please note: if you previously had a German National Visa or German residence permit, the process can take an extra 4 weeks or longer, as the General Consulate involves the Alien Office in Germany for approval.

The approval email will ask you to submit your passport for visa stamping, You will have to present your passport, travel insurance certificates, proof of tentative travel date (do not submit flight ticket) and the approval email itself. Currently you have 90 days till your visa has to be stamped.

While collecting your visa stamp, please check if your visa shows your personal details correctly. Initiate correction if required while collecting your visa stamp.

20. Before you Travel to Germany

Please send across a copy of your visa in order to check for correct issuance. Kindly note, mistakes in visa stamping cannot be corrected in Germany. **Do not travel to Germany without across checking your visa prior to your departure.**

Also, kindly provide across with your arrival date in Germany, as German Law requires all residents to be registered upon arrival. across recommends to bring all certificates/documents to Germany, in case required by the German authorities. For all regulatory requirements you will be supported by a local across consultant in the German city of your assignment.

As some German cities also require your marriage certificate for mandatory registration, across recommends to bring your marriage certificate (if applicable) as well and send across a copy upfront.

across will guide you through the entire visa process. Please do not hesitate to ask for additional information if required. across will support you, to receive your visa as soon as possible in a smooth and pleasant process.