



AU PAIR

Last update: April 2024

General information:

- All applicants who wish to work as an Au Pair in a family in Germany are required to obtain a residence permit in the form of a visa. To work as an Au Pair, a work permit is required and will be included in the visa issued for this purpose.
- To work as an Au Pair in Germany you must be at least 18 years old and not older than 26 at the time of the application.
- For the stay a minimum of 6 month is required. According to the visa regulations, it is not allowed to work as an Au Pair in Germany for more than 12 month.
- The applicant needs to prove basic German language skills when applying for the Au Pair visa. (Please read the additional information on the second page!)
- Processing the visa application takes up **to 12 weeks** upon submission of complete documents. The residence permit can be issued only upon positive recommendation by the competent authorities in Germany. The applicant will receive a prompt notification upon completion of the processing. **We ask that no status request is made if the required processing period has not yet passed.**
- After the application has been approved, the German Embassy will only issue an entry permit in a form of a visa with the duration of 90 days. A final residence permit for the whole duration of the stay will be granted in Germany by the Aliens Authority. The Aliens Authority requires all residence permit holders to register upon their first arrival.
- It is recommended that no flight ticket is purchased until a visa has been granted!
- The **visa application fee** is the equivalent of EUR 75. This non-refundable fee is payable in cash in NAD or by credit card when applying.
- Each applicant must submit **one application set** with **all** the following documents. (Copies will not be made by the Embassy.)
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

Please read the following checklist, fill in the application form completely and provide all documents in original plus one simple copy (only complete applications can be processed!)

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- duly completed **visa application form** for a national visa (long stay)
 - please open the **online** application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
 - **fill it in** fully and correctly in English or German
 - **download** the completed form as a PDF-file, then
 - **print it** (should be 6 pages including a barcode on the last page)
 - date and sign it
- **1 recent passport photograph** according to biometric specifications
- **Original passport** (or travel document) valid for at least 3 months longer than the intended stay. It must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a copy of **a)** the passport data page, **b)** previous Schengen visas within last 3 years and **c)** valid USA/UK visas if available.
- For Non-Namibian citizens: Proof of legal residence in Namibia.
- copy of the **signed Au Pair contract** with an Au Pair agency or family in Germany stating the full address (including postal code) of the host family.
- copy of the **questionnaire for the hosts (Fragebogen für Gasteltern)** – Link [here](#).
- copy of **invitation** by the host family
- copy of the **ID-Card (Personalausweis)** or **passport with the registration certificate (Meldebescheinigung)** of the **host family**
- **proof of German language skills** (at least level A1)

Competency in the German language in this case means that the applicant has the ability to communicate in German on at least a basic level; i. e. holds a certificate of successful completion of a German language course level A1 according to the Common European Framework of Reference for Languages.

Certificates issued by an institution which performs testing in accordance with the standards of an Association of Language Testers in Europe (ALTE) are accepted. These requirements are met in Namibia by the Goethe-Institute. For information on language tests please visit their website: [Goethe-Institute Namibia](#)

Exception: If the applicant shows sufficient German language skills by the time of the visa application at the Embassy, no further proof would be required.

- **Motivation letter**
- **Last school report / school leaving certificate**

ONLY TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

(The applicant will be informed by the Embassy via e-mail!)

- **Flight reservation / itinerary** with the applicant's name (no final booking needed).
- **Travel/medical insurance with policy wording** (coverage for medical expenses/repatriation/pre-existing: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule/certificate.