



Checklist for a German National Visa

- SKILLED WORKERS WITH VOCATIONAL TRAINING QUALIFICATION (Section 18a Residence Act)-

*As a skilled worker with vocational training qualification, you can be issued with a residence permit to engage in skilled employment **that your qualification enables you to perform**. Please note that some university degrees from foreign universities are classified as vocational training qualifications in Germany. You can find out more about living and working in Germany at www.make-it-in-germany.com.*

Before booking an appointment, please prepare the following documentation for your visa. The following documents are to be submitted **personally** at the Embassy **after booking** an appointment.

IMPORTANT:

1. Please provide the **original documents** in the **first (1.) pile** in the below mentioned order!
2. Please also provide **two copies** of all documents in **two (2) identical piles!**
3. The Embassy reserves the right to request additional documents.

DOCUMENTS:

- Fully completed and **signed application form** for “national visa” ([here](#))
- Where applicable: [Declaration](#) fully completed and signed regarding contact details and power of attorney
- Valid passport** (valid for at least 6 months and with at least two (2) completely empty pages)
- Recent **biometric passport photos** (see specimen photos, other photos cannot be accepted and delay the visa process)
- Completed form signed by your employer: **ORIGINAL [Declaration of employment](#)**
- From the age of 45: **Original proof of adequate provision for old age** (only if salary does not amount to at least 55% of the annual contribution assessment ceiling for the general pension insurance scheme – 2020: 45,540 € gross/per annum)
- Proof of qualification**, for example, original diplomas, certificates, work log with translation and proof of completion

- Proof of **recognition of the qualification**: More information on recognition: www.erkennung-in-deutschland.de
 - a. **Original notification of recognition of foreign vocational training**: Written notification of the agency responsible for recognition of vocations in Germany

OR (in the case of regulated professions in which permission is required to exercise the profession, for example, in the care sector; complete list is available from the [Federal Employment Agency](#) or the [European Commission](#))

 - b. **Original permission to exercise a profession** issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (for example, for medical professions)

- Proof of adequate **health insurance** cover
 - a. If applicable: Health insurance upon entry for at least 90 days of your stay that adheres to Schengen rules and regulations. *If as a trainee 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 begin your training. If you enter Germany beforehand, private health insurance must be taken out for the period prior to beginning your training 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. Registration for statutory health insurance in Germany

- In case of previous long term stays in Germany: **deregistration conformation** from the registration office of the last place of residence

- Processing fee of 75 €. Payable only in **cash in RWF**.

Applicant of a nationality other than Rwandan:

- Proof of habitual abode by “**residence permit/visa**”

Completeness of application

Is the application complete?

- Yes No, the information/documents indicated above are lacking. I was informed that I have to submit the missing documents till _____

Declaration when application is 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, name