



Checklist for a German National Visa

- IT SPECIALISTS with professional experience -

As an IT specialist with significant professional experience (at least 3 years professional experience in the last 7 years), you can be issued with a residence permit to engage in skilled employment in jobs in the field of information and communications technology even without completing a university degree or vocational qualification if the gross annual wage is at least 52.560 €. As a rule, proof of German language skills at B1 level are required but exceptions can be made in duly substantiated cases. 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](#)** as an IT specialist. *The necessary minimum wage is set by the Federal Ministry of the Interior, Building and Community once a year. For 2023, the minimum gross wage is 52.560 € per annum.*
- Proof of **German language skills** (B1) – e.g. original Goethe certificate, exceptions can be made.
- Original proof of **professional experience** in the IT sphere (at least three years in the last seven years)

- Proof of relevant theoretical knowledge** (original training courses or examinations)

- 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