



Checklist for a German National Visa

- Work visa in the case of PARTIAL RECOGNITION OF VOCATIONAL TRAINING (Section 16d Residence Act) -

If your vocational training has not been fully recognized by the competent German agency, you can apply for a visa to complete the necessary training in Germany and at the same time start to work. After completion and full recognition of your training, you can apply for permanent residence in Germany. Please note that some university degrees from foreign universities are classified as vocational training 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](#)** with [Supplement A](#)
- 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)

- Notification by the German agency responsible for recognition of vocational qualifications on the need for adjustment or compensatory measures to establish the equivalence of the vocational qualification or to issue a work permit. More information on recognition: www.anerkennung-in-deutschland.de
- If stated in the deficit notification: **original registration for theoretical courses**, in-company training measures (with further training plan) or exam preparation courses
- If stated in the deficit notification: **original registration for assessment test** and where applicable registration for preparatory course for the assessment test
- If a German language course is planned as part of training: **registration confirmation** from the language school indicating the number of hours per week of the booked course (intensive course with at least 18 hours per week) and confirmation of payment of the course fee
- **Proof of qualification**: for example, original diplomas, certificates and proof of completion (all pages)
- Proof of **German language skills**: e.g. original Goethe certificate (As a rule at least A2, in the care and health sector at least B1)
- 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
- Proof of **adequate financial means**
To stay in Germany the applicant must have at their disposal at least 934€ net per month. Proof of these means is to be provided in advance when the application is submitted. If a salary will not be received directly after entering Germany or if the salary is less than 1.027,40 € net per month, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a blocked account.
- 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**”