

April 2024

## National visa for employment with non-academic qualification

### 1. General Information

Please note that your visa application must be made in person and will be accepted only if all required documents are submitted according to our regulations.

Appointments can be booked online (free of charge) here: [www.tallinn.diplo.de/Terminvergabe](http://www.tallinn.diplo.de/Terminvergabe)

Please note that your visa application must be made in person and will be accepted only if all required documents are submitted according to our regulations.

**Each submitted document in original has to be accompanied by 1 copy.** Printout of a PDF file is not considered original. Physical document with the original signatures of both parties and/or electronically signed document with certification are considered originals.

Documents in foreign languages have to be provided with a certified translation into German or English.

Your original documents (certificates, diplomas, etc.) and passport will be checked and returned to you.

General information on labor immigration is available here: [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

### 2. Fees

The fee for processing the visa application is € 75,00. This amount has to be paid in cash or via credit card. This is a processing fee. Thus, a refund in case of withdrawal of the application or up-on denial is not possible.

### 3. Process

Processing visa usually takes some weeks. As soon as a decision has been made, the applicant is immediately contacted by the embassy. Applicants are kindly asked not to make any enquiries about the current status of their visa application.

#### 4. Required documents

Please sort the documents according to the following order:

- 1 filled-in and signed visa application form:  
<https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt>
- your national passport (validity of which has to exceed at least 6 months; issued not earlier than 10 years ago), + 1 copy of **all pages with records**
- your Estonian residence permit or visa, held for at least 3 months at the time of application and for additional 2 months after your entry to Germany, + 1 copy
- 1 recent passport photo (45x35 mm)
- additional form of employment declaration “Erklärung zum Beschäftigungsverhältnis”, filled-in and signed by your employer, + 1 copy: [https://www.arbeitsagentur.de/datei/erklaerung-zum-beschaefdigungsverhaeltnis\\_ba047549.pdf](https://www.arbeitsagentur.de/datei/erklaerung-zum-beschaefdigungsverhaeltnis_ba047549.pdf)
- Curriculum vitae of professional career, specifying the certificates, diplomas, etc. you have obtained  
The recognition of the foreign professional qualification is a basic requirement for the application of a visa. The necessary recognition procedure is to be completed **BEFORE applying for a visa**. The certificate of the recognition must be presented during the initial visa application process. Further information about the recognition of foreign professional qualifications can be found here: [www.anerkennung-in-deutschland.de](http://www.anerkennung-in-deutschland.de)
- Employment agreement with a German company, with detailed description of the employment (duration, salary, working time, holiday etc.) as well as description of your future work place, + 1 copy
- Excerpt from the commercial register of the company based in Germany
- If available, the pre-approval of the Federal Employment Agency, which your employer applied for (Vorabzustimmung) (2 copies)
- travel health insurance valid in Germany covering the time period from your entry to Germany until the beginning of your employment (minimum coverage: 30.000 euros)
- health insurance valid in Germany
- If you are older than 45 years of age, a minimum gross salary of 4.152,00 EUR, respectively a proof of adequate retirement arrangement has to be proven.

Please ensure that your application documents are complete. **Incomplete and unsorted applications may result in rejection of the visa application. In individual cases provision of additional documents may be necessary. This fact sheet is regularly updated but makes no claim to be complete.**