

**Visa application checklist
for IT specialists with professional experience**

The following documents are to be submitted in full with every application, also in case of persons travelling together (e.g. spouses or children).

presented	Missing
Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
Two (2) recent biometric passport photos (see specimen photos)	
Valid passport (personally signed with at least two (2) completely empty pages)	
Two (2) uncertified copies of the data page of your valid passport	
Completed form signed by your employer: Declaration of employment as an IT specialist (original with two (2) copies) The necessary minimum wage is set by the Federal Ministry of the Interior, Building and Community once a year. For 2020, the minimum gross wage is 4140 € monthly or 49,680 € per annum.	
Proof of German language skills (B1) original and two (2) copies – exceptions can be made	
Proof of professional experience in the IT sphere (at least three years in the last seven years) original and two (2) copies	
Proof of adequate health insurance cover If as an employee 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 enter into employment. If you enter Germany beforehand, private health insurance must be taken out for the period prior to employment beginning 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.	

Applicant of a nationality other than Dutch

Proof of habitual abode by the Netherlands	
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Fee

Processing fee of 75 €. Payable in cash.	
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Completeness of application - to be filled out only by the visa section -

The application is complete: Yes No, the information/documents indicated above are lacking.

Declaration when applications are 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