



## Information sheet: national visa

### Research stay (Section 18d Residence Act)

#### Basic information

- Documents not in the German or English must be submitted with a certified German translation. A translation of the personal data page of the passport and Dutch residence permit are, however, not required.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalization. Your original documents will be returned to you once your application has been processed.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The German consulate reserves the right to request further documents if it is needed for your application.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the consulate to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

#### General Information

You need two copies from all required documents. From some documents, you need to take the original. Please prepare 3 sets as following:

1. Set 1: original documents.
2. Set 2: first copy of all required documents.
3. Set 3: second copy from all required documents.



This means, your documents are separated into 3 sets. Please do not use staples, stickers, covers or sheets between documents. If one documents has more than one page, please use a paperclip to hold the papers together.

Researcher from non-EU states are:

1. having a Doctor title from a university or a similar university degree which allows to do research, and;
2. being accepted to a research institute within Germany, to do a research for which the doctor title is required.

If you will do a study program to become doctor, you can also apply for a Promotion Student (see checklist on our website).



### Visa application checklist for research stay

The following documents are to be submitted in full with every application, in the same order of this checklist.

- Two (2) completely filled out and signed [application forms](#), including the declaration pursuant to section 54 resident act. Two copies.
- Two recent **biometrical passport** photos. Please see [this page](#) for the right format. Do not glue your photo.
- Valid passport** with at least two empty pages.
- Two **copies of the information page of your passport**. The information page is the page with your name and birthday.
- Residence permit of the Netherlands**. This is usually a plastic card in credit card format. Please take the original and two copies.
- Signed research agreement or relevant contract with a German research institute**. Original plus two copies.  
  
The research agreement/Relevant contract needs to contain certain information. You can find a specimen [here](#).
- Written commitment to cover costs** emerging for public agencies up to six months after the end of the admission agreement. Original plus two copies.  
This document is not required if the work of the research institute is primarily public funded or if there is a specific public interest.
- Proof of qualification**. Proof of doctoral degree or university degree that allows access to doctorate programmes (all pages of the certificate and all supplements of the qualification). Original plus two copies.
- Proof of **adequate financial means**. To stay in Germany the applicant must have at their disposal **at least 947 € per month** if they are not entering into a contract of employment. Proof of these financial means can be provided through the admission agreement/relevant contract. If a contract of employment is planned, proof of the statutory minimum wage of **1647 €** must be provided. When submitting an application, proof must be provided of financial means for the entire duration of the stay.
- German health insurance**. Your Dutch health insurance is not valid from the day you move to Germany. You need a German health insurance. Two copies.

#### Application fee

Application fee of **€75**. Preferable paying in cash.