



# VOLUNTARY SOCIAL YEAR

Last update: April 2024

## General information:

- All applicants who wish to go for a voluntary social year in Germany are required to obtain a residence permit in the form of a visa. For the voluntary social year, a work permit is required and will be included in the visa issued for this purpose.
- For the stay a minimum of 6 month is required. According to the visa regulations, it is not allowed to stay for voluntary social service in Germany for more than 12 month.
- The applicant needs to prove basic German language skills when applying visa, if not exempted by the place of service. (Please read the additional information on the second page!)
- Processing the visa application takes up **to 12 weeks** upon submission of complete documents. The residence permit can be issued only upon positive recommendation by the competent authorities in Germany. The applicant will receive a prompt notification upon completion of the processing. **We ask that no status request is made if the required processing period has not yet passed.**
- After the application has been approved, the German Embassy can issue a visa with the duration for the whole stay (maximum 12 month).
- It is recommended that no flight ticket is purchased until a visa has been granted!
- Each applicant must submit **one application set** with **all** the following documents. (Copies will not be made by the Embassy.)
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

**Please read the following checklist, fill in the application form completely and provide all documents in original with one simple copy (only complete applications can be processed!)**

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- duly completed **visa application form** for a national visa (long stay)
  - please open the **online** application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
  - **fill it in** fully and correctly in English or German

- **download** the completed form as a PDF-file, then
- **print it** (should be 6 pages including a barcode on the last page)
- date and sign it
- **1 recent passport photograph** according to biometric specifications
- **Original passport** (or travel document) valid for at least 3 months longer than the intended stay. It must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a copy of **a)** the passport data page, **b)** previous Schengen visas within last 3 years and **c)** valid USA/UK visas if available.
- For Non-Namibian citizens: Proof of legal residence in Namibia.
- copy of the **voluntary social year contract / voluntary social year agreement**
- if applicable: proof of German language skills (at least level A1)

Competency in the German language in this case means that the applicant has the ability to communicate in German on at least a basic level; i. e. holds a certificate of successful completion of a German language course level A1 according to the Common European Framework of Reference for Languages.

Certificates issued by an institution which performs testing in accordance with the standards of an Association of Language Testers in Europe (ALTE) are accepted. These requirements are met in Namibia by the Goethe-Institute. For information on language tests please visit their website: [Goethe-Institute Namibia](#)

Exception: If the applicant shows sufficient German language skills by the time of the visa application at the Embassy, no further proof would be required.

- **Curriculum vitae**
- **Motivation letter**
- **Last school report / school leaving certificate**

#### **ONLY TO BE PROVIDED AFTER THE APPROVAL OF THE VISA**

(The applicant will be informed by the Embassy via e-mail!)

- **Flight reservation / itinerary** with the applicant's name (no final booking needed).
- **Travel/medical insurance with policy wording** (coverage for medical expenses/repatriation/pre-existing: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule/certificate.