



## Schengen Visa for Domestic Helper

**This is the right visa to apply for if you wish to accompany your current employer to Germany for up to 90 days in 12 months.**

**Please be informed that the German Consulate General cannot proceed Schengen visa for Domestic Helper for Portugal and Slovenia.**

### General Information

- The visa application can be submitted at the earliest six months prior to the planned trip.
- Documents that are not issued in German or English must be submitted together with a translation.
- Each visa application is reviewed individually. Therefore, the requested documents might vary. The Consulate General reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- The standard processing time is approx. 5 - 10 working days upon submission of complete documents.

### Checklist

**Please submit the documents listed below in according order in original and one complete set of copies.**  
Originals will be returned after examination. Copies will not be made by Consulate General staff.

- Fully completed and signed [visa application form](#)
- [Declaration of genuineness of submitted documents](#)
- Passport, which is valid for at least three months after leaving the Schengen area, which was issued in the last ten years and with at least two free pages (copy of photo page and pages with visas, stamps, etc. required)
- Proof of residency in Hong Kong
  - Hong Kong stay permit valid for at least three months after leaving the Schengen area and a Hong Kong Identity Card or
  - Hong Kong Permanent Identity Card (only applicable for non Hong Kong passport holders) and proof of address in Hong Kong
- Two passport photos according to [biometric specifications](#) (not older than 3 months)
- From your employer:
  - Copy of passports
  - Proof of residency in Hong Kong
  - Signed guarantee letter stating the following:
    - all travel expenses incurred by the helper will be undertaken
    - travel details including address of chosen accommodation
    - reason why the helper has to travel along
  - bank statements of the last 3 months
- Work contract, valid and signed by both parties
- Proof of flight reservation for a round-trip

➔ additional documents on page 2



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| <input type="checkbox"/> Proof of travel health insurance stating <ul style="list-style-type: none"><li>- name of the applicant</li><li>- coverage of at least 30.000 EUR for medical expenses and repatriation</li><li>- valid for the entire Schengen area</li><li>- valid for the entire duration of stay in the Schengen area</li></ul> |
| <input type="checkbox"/> Visa application fee <ul style="list-style-type: none"><li>- 90 EUR, for applicants 12 years and older</li><li>- payable in cash in HKD only (exact amount in HKD depends on the exchange rate)</li></ul>  |