National Visa for Employment
Intra-corporate transfer (ICT-Card)
(Section 19 Residence Act)

General Information

The ICT card enables managers, professionals and specialists or trainees of US or international enterprises established in the US to work in a German branch for a set amount of time.

The ICT card can be issued to employees, managers or specialists for a duration of 3 years.

For trainees, the duration is limited to a maximum of 1 year.

Visa application checklist

**Please use the following checklist to make sure that your documents are complete.
Please submit the documents listed below in according order.
Please do not staple any documents.
Incomplete documentation may result in the rejection of your application.**

Original required	Copy required	
☒	☐	Fully completed and signed application and signed declaration
☒	☐	One (1) recent biometric passport photo (see specimen photos)
☒	☒	Signed passport meeting the following requirements: a. Its validity must exceed the duration of the intended stay in Germany by at least 3 months b. It must contain at least 2 blank pages c. It must have been issued (not extended!) within the past 10 years
☒	☒	Residence permit in the U.S., e.g. Visa, Green Card, U.S. passport
☐	☒	Proof of address, e.g. valid driver's license, utility bill, lease
☐	☒	Completed and signed employers declaration: Erklärung zum Beschäftigungsverhältnis (Declaration regarding a contract of employment) and Zusatzblatt B (Supplement B to the form "Declaration regarding a contract of employment")
☒	☒	Qualification -> German university degree or -> Foreign university degree fulfilling information below (recognition of the qualification) If your university degree does not state the courses you studied, please also submit your transcript.

→ more information on following page(s)

Original required	Copy required	
☐	☒	Proof of recognition of the qualification -> Printout from the anabin database on the qualification and on the institution or if the qualification is not assessed as "entspricht" (comparable) or "gleichwertig" (equivalent) and/or the institution is not classified as "H+" -> Statement of Comparability by the Central Office for Foreign Education (ZAB) or in the case of regulated professions in which permission is required to exercise the profession, for example, doctors, engineers; complete list is available from the Federal Employment Agency or the European Commission) -> Permission to exercise a profession issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (e.g. for medical professions: decision of the licensing authority in the federal territory, i.e. assurance of permission to exercise a profession and/or issuing of medical licence) More information on recognition: www.anerkennung-in-deutschland.de
☐	☒	Proof of housing in Germany incl. full address (e.g. rental agreement, hotel reservation or invitation letter in case of private accommodation with name, full address and passport copy of the inviting person)
☐	☒	Proof of adequate health insurance coverage Health insurance coverage is required at the time of entry into the Schengen area. Usually statutory health insurance coverage provided by the university or future employer only goes into effect when you take up residency and enter into employment/begin with your studies. If you enter before, an additional private (travel) health insurance in line with EU standards (covering the entire Schengen area, minimum coverage of 30,000 EUR) must be purchased for the duration of time until you begin your employment/your studies and are covered through the statutory health insurance. Please ensure that your travel health insurance does not exclude protection if a long term or permanent stay is planned.

→ more information on following page(s)

Visa application fees

Processing fee:
Payable in cash only.
Conversion into USD is made based on the exchange rate at the time of the application.

Completeness of application

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

Declaration when application is 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

This information sheet has been prepared with utmost care. It is intended to provide a point of reference to our clients but may not be fully applicable to every individual case. If you have further, more specific questions which are not answered by the information contained here nor on our website www.germany.info/visa, please contact the German Embassy/Consulate General serving your U.S. home state.