



Selfemployment

Who does this information sheet apply to?

- Self-employed persons who work in their own name and on their own account for an indefinite period of time and not just occasionally. The self-employed person is not bound by instructions and the economic result of his activity must be to his advantage or disadvantage.
- Both company founders and sole proprietors as well as managing directors and legal representatives of partnerships and corporations, as long as they are not considered employees (otherwise see information sheets on taking up employment).
- Freelancers who independently carry out scientific, artistic, literary, teaching or educational activities.
- One-person companies which on the basis of special professional qualifications and creative skills provide personal, autonomous and professionally independent services of higher quality (for dependent employment, see information sheets on taking up employment).
- Shareholders of a general partnership or members of another group of persons, insofar as they are appointed to represent the group of persons by law, statute or partnership agreement.
- Holder of a start-up grant (e.g. "EXIT" program)
- Senior employees are not viewed as self-employed because working as a manager in a company that is already active in Germany is rather classified as employment (see information sheets on taking up employment).

1. Please read the following information and the list of documents carefully.
2. Prepare the required documents for the application.
3. Book an [appointment](#).
4. Please sort your documents in the given order.

Please note:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications in the requested form for processing.
- Submitting incomplete documents may lead to the rejection of the application.
- Unsolicited documents cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information on the application procedure is available on our [website](#).
- For research in the anabin database, please refer to the separate [leaflet "Notes on ANABIN"](#) with detailed instructions on how to retrieve the necessary information on your university degree.
- Please refrain from submitting status requests. Status requests do not speed up the visa process.

What kind of documents need to be submitted?

1 Visa application form		
<input type="checkbox"/>	Completed either in German or English	The application form is available free of charge on our website. We recommend using the VIDEX-System to complete the application electronically: https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt
<input type="checkbox"/>	Additional information on availability and representation	You find the form on our website .
2 Travel document		
<input type="checkbox"/>	passport <u>AND</u> a non-certified copy of all pages with entries	The passport must have at least two blank pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa procedure. It must only be presented when applying for a visa and later for verification.
3 Residence permit		
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> a non-certified copy of the front and back	
4 Habitual residence		
<input type="checkbox"/>	Proof of habitual residence in Latvia	-e.g., through a current electricity or gas bill, tenancy agreement, registration card, excerpt of civil register, work or study certificate -the document must show your current address -alternately you can show a refugee registration or a different official letter issued by an authority that confirms your current address
5 Passport photos		
<input type="checkbox"/>	A current biometric passport photo	The photo must meet certain requirements . Please do not glue the photo to the application form.
6 Business plan		
<input type="checkbox"/>	a structured and detailed description of the business idea in German or English OR Scholarship from a German business organization or scholarship from a German public body granted from public funds	This plan should contain the following information: - Presentation of the company profile - Business plan / business concept - Capital requirements plan and financing plan - Marketing strategy - Earnings preview - Information about the number of jobs and/or training positions expected to be created - Explanation of the extent to which the areas of innovation and research will be positively influenced by the project
<input type="checkbox"/>	If applicable, partnership agreement and commercial register extract with entry of the general power of attorney/procuration (for companies already founded in Germany)	

7	Proof of qualifications	
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	In your CV, please summarize all previous activities, trainings and qualifications up to the current application date in one table.
<input type="checkbox"/>	University diploma OR Proof of completed professional training (training period min. 2 years) AND notarized translation (Diploma in the English language do not require translation). (original document with a non-certified copy)	
<input type="checkbox"/>	AND Proof of equivalence/comparability of your degree (Information on degree's recognition and ways of proving, you can find in our leaflet "Information on degree's recognition")	
8	For applicants over 45 years of age	
<input type="checkbox"/>	Minimum salary of 43.130 Euros gross per year or proof of adequate retirement provision (original document with a non-certified copy) AND notarized translation (English-language proofs do not need to be translated)	Proof of additional retirement provision can be, for example, claims in a statutory pension scheme in your country of origin or other countries, private pension or life insurance policies or real estate or other assets.
9	Proof of accommodation	
<input type="checkbox"/>	Proof of accommodation in Germany with full address details (e.g. rental agreement, hotel reservation, letter of invitation)	
10	Visa fee	
<input type="checkbox"/>	75,00 € to be paid by credit card (Master Card / Visa) or in cash	
<u>The embassy reserves the right to request further documents in individual cases.</u>		
11	When the visa is issued:	
<input type="checkbox"/>	Health insurance, which is valid for at least 3 months after entering Germany. For more information, visit our website .	

Processing time: between 6 months and 1 year, in individual cases shorter or longer

If the Embassy has any questions during the course of your visa procedure or if additional documents need to be submitted, we will contact you directly.