



## Checklist for a German National Visa

- VOLUNTARY SERVICE (Federal Voluntary Service (BFD), Voluntary Social Year (FSJ), Voluntary Eco-logical Year (FÖJ), European Voluntary Service (EVS) -

*A visa can be issued to participate in voluntary services in Germany (Voluntary Social Year (FSJ), Federal Voluntary Service (BFD) and Voluntary Ecological Year (FÖJ). Persons participating in the European Voluntary Service (EVS) will be granted a visa provided that the prerequisites are met. The duration of voluntary service can be between six and 24 months, as a rule, however, it lasts a full year. The aim of the stay is to contribute to the common good and acquire skills*

Before booking an appointment, please prepare the following documentation for your visa. The following documents are to be submitted **personally** at the Embassy **after booking** an appointment.

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### IMPORTANT:

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1. Please provide the **original documents** in the **first (1.) pile** in the below mentioned order!
2. Please also provide **a copy** of all documents in **one (1) identical pile!**
3. The Embassy reserves the right to request additional documents.

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### DOCUMENTS:

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- Fully completed and **signed application form** for “national visa” ([here](#))
- Where applicable: **Declaration** fully completed and signed regarding contact details and power of attorney
- Valid passport** (valid for at least 6 months and with at least two (2) completely empty pages)
- Recent **biometric passport photos** (see specimen photos, other photos cannot be accepted and delay the visa process)
- Original Contract/Arrangement** on your voluntary service in Germany:
  - a. **Federal Voluntary Service (BFD):** Your contract must be signed by you and the Federal Office of Family Affairs and Civil Society Functions (BAFzA), as well as the placement department, headquarters and, where applicable, by the institution implementing the voluntary service.
  - b. **Voluntary Social Year (FSJ)/Voluntary Ecological Year (FOJ):** Your contract must be signed by you and the respective institution, as well as, where applicable, the placement department.

- c. **European Voluntary Service (EVS):** Your contract must be signed by the National Agency for Erasmus+ Youth in Action and the coordinating organisation. The Volunteer Arrangement in which the tasks and planned participant achievements are described must be signed by the coordinating organisation and the volunteer.
- Trainings plan / Description of the tasks** issued by the employer
  - Original proof of **German language skills**<sup>1</sup> at A1 level in the form of a recognized language diploma (in Kigali: Goethe Institute)  
If you do not have a basic knowledge of the German language, you must provide confirmation from the assignment location/organization that language skills will be waived for the time being and that you will be able to acquire the language skills through language courses after entering the country
  - Only for BFD/FSJ/FÖJ: Confirmation by the placement department/institution that no language skills are required initially or that you can acquire language skills by attending a language course after entry (otherwise: note for the mission abroad to request proof of basic knowledge of the German language when visa application is submitted).
  - Personally drafted **complete CV**, detailing in particular training to date and, where applicable, periods of employment
  - Letter of motivation** detailing expectations of planned stay and anticipated career and personal benefits, as well as future plans
  - Where available: Proof of **School leaving certificates/ Academic qualification**
    - a. Original diplomas, certificates (if it is a non-Rwandan certificate the authentication might have to be certified by the German Embassy of the respective country)
    - b. Original transcripts of the last school year
  - Proof of adequate **health insurance** cover in line with EU standards (to cover taking up residence in Germany and valid for the entire Schengen area, minimum coverage of 30,000 €, valid from the day of entry for the entire stay)
  - In case of previous long term stays in Germany: **deregistration conformation** from the registration office of the last place of residence

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<sup>1</sup> only for EVS German language skills are not required

- Processing fee of 75 €. Payable with credit card (Visa or Mastercard) or in **cash in RWF**.

Applicant of a nationality other than Rwandan:

- Proof of habitual abode by “**residence permit/visa**”

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**Completeness of application**

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Is the application complete?

- Yes
- No, the information/documents indicated above are lacking. I was informed that I have to submit the missing documents till \_\_\_\_\_

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.

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place, date, signature, name