



Information sheet: national visa

Visa for Inter Company Transfer (ICT) (Section 19 Residence Act)

Basic information

- Documents not in the English language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Certificates, diplomas, etc. must be presented in the original. Your original documents will be returned to you once your application has been processed.
- The visa must be approved by the Federal Employment Agency and, where applicable, the competent foreigners authority in Germany. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. 4 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The mission abroad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.
- **Please do not staple the documents**

General information

You can find out more about living and working in Germany at www.make-it-in-germany.com

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in the requested form and order.



Visa application checklist

The following documents are to be submitted in full with every application also in the case of persons travelling together (e.g. spouses or children).

	Missing
One (1) fully completed and signed application including declaration pursuant to Section 54 Residence Act	
One (1) recent biometric passport photo (see specimen photos)	
Valid and personally signed passport with at least two (2) completely empty pages	
One (1) uncertified copy of the data page of your valid passport	
Completed form signed by your employer: Declaration of employment (original with one (1) copy)	
Additional form B to the "Declaration regarding a contract of employment" (Zusatzblatt B) to be completed and signed by the German branch of the company	
Deputation letter from the local branch of your company	
Confirmation letter from the German branch of your company	
copies of relevant academic or vocational qualifications (all pages, original and one (1) copy)	
CV and job description	
If applicable: Pre-approval by the Federal Employment Agency. (Pre-approval by the Federal Employment Agency is not mandatory - it can however shorten the time to process your application significantly)	
Proof of adequate health insurance cover If as an employee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and enter into employment. If you enter Germany beforehand, private health insurance must be taken out for the period prior to employment beginning and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions.	
Applicant of a nationality other than South African	
Proof of habitual abode by South Africa	
Fee	
Visa fee of 75 €. Payable in Rand.	
Completeness of application	
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.	
<p>Declaration when applications are 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.</p> <p>_____</p> <p>place, date, signature</p>	