



Checklist for a German National Visa

- AU PAIR -

Persons aged 18 or over but under the age of 27 can apply for a visa to work as an au pair for a period of at least six months and not longer than twelve months. The aim of au-pair stays is to improve language skills and broaden horizons by getting to know the host country. Only one au-pair stay in Germany is possible.

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.

IMPORTANT:

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

DOCUMENTS:

- 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)
- Completed **questionnaire of the Federal Employment Agency** filled out and signed by the host family ([here](#))
- Signed au-pair contract** based on the specimen contract published by the Federal Employment Agency https://www.arbeitsagentur.de/datei/aupair-vertrag_ba013161.pdf. Printout or fax copy will only be accepted if the au-pair post was offered through an agency with “RAL Gütezeichen” (Quality Mark)
- Proof of adequate **financial means** (as a rule in the form of the au-pair contract)
- Residence registration certificate** of the guest family

- Passport copy** of the German family members
- Original proof of German language skills** at least A1 level in the form of a recognized language diploma (e.g. Goethe Institute)
- 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
- Processing fee of 75 €. Payable only in **cash in RWF**.

Applicant of a nationality other than Rwandan:

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

Completeness of application

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.

place, date, signature, name