



Information sheet: national visa

Visa to work as an au-pair

Basic information

- Basic information (also application form) can be found on our website here:
<https://kigali.diplo.de/rw-en/service/05-VisaEinreise>
- Documents not in the German 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 with apostille/legalisation. 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. 8-10 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.

General information

Persons aged 18 or over but under the age of 27 can be granted 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.

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.

		Missing
	Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
	Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney	
	Two (2) recent biometric passport photos (see specimen photos)	



	Valid and personally signed passport with at least two completely empty pages	
	Two (2) uncertified copies of the data page of your valid passport	
	Signed au-pair contract based on the specimen contract published by the Federal Employment Agency https://www.arbeitsagentur.de/datei/aupair-vertrag_ba013161.pdf (original and two (2) copies) A printout or fax copy will be accepted if the au-pair post was offered through an agency with RAL Gütezeichen (Quality Mark)	
	Personally drafted complete curriculum vitae, detailing in particular training to date and, where applicable, periods of employment with one (1) copy	
	Letter of motivation with one (1) copy detailing expectations of planned stay and anticipated career and personal benefits, as well as future plans	
	Residence registration certificate of the guest family (original and two (2) copies)	
	Where available: Proof of qualification, for example, diplomas, certificates, work log with translation (original and two (2) copies)	
	Proof of German language skills at A1 level in the form of a recognised language diploma (original and two (2) copies)	
	Health insurance 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); proof to be provided at the latest when collecting the visa!	
	Proof of adequate financial means (as a rule in the form of the au-pair contract)	
Applicant of a nationality other than Rwandan		
	Proof of habitual abode by "residence permit/visa"	
Fee		
	Visa fee of 75€. Payable cash in RWF .	
Completeness of application		
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.		
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.		
_____ place, date, signature		