



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.

<input checked="" type="checkbox"/>	Documents	amount
<input type="checkbox"/>	Fully completed and signed application forms for “national visa” including declarations pursuant to Section 54 Residence Act	2 copies
<input type="checkbox"/>	Where applicable: Declaration fully completed and signed regarding contact details and power of attorney	2 copies
<input type="checkbox"/>	Valid passport (personally signed, valid for at least 6 months and with at least two (2) completely empty pages)	original and 2 copies
<input type="checkbox"/>	Recent biometric passport photos (see specimen photos)	2
<input type="checkbox"/>	Completed questionnaire of the Federal Employment Agency filled out and signed by the host family (here)	2 copies
<input type="checkbox"/>	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 be accepted if the au-pair post was offered through an agency with “RAL Gütezeichen” (Quality Mark)	original and 2 copies
<input type="checkbox"/>	Proof of adequate financial means (as a rule in the form of the au-pair contract)	2 copies
<input type="checkbox"/>	Residence registration certificate of the guest family	2 copies
<input type="checkbox"/>	Passport copy of the contact person of the guest family	2 copies
<input type="checkbox"/>	Proof of German language skills at A1 level in the form of a recognised language diploma (in Kigali: Goethe Institute)	original

		and 2 copies
<input type="checkbox"/>	Personally drafted complete CV , detailing in particular training to date and, where applicable, periods of employment	2 copies
<input type="checkbox"/>	Letter of motivation detailing expectations of planned stay and anticipated career and personal benefits, as well as future plans	2 copies
<input type="checkbox"/>	Where available: Proof of qualification, for example diplomas, certificates, certificates of employments	original and 2 copies
<input type="checkbox"/>	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!	original and 2 copies
Applicant of a nationality other than Rwandan:		
<input type="checkbox"/>	Proof of habitual abode by " residence permit/visa "	original and 2 copies
<input type="checkbox"/>	Processing fee of 75 €. Payable cash in RWF.	cash in RWF

IMPORTANT:

- | |
|---|
| <ol style="list-style-type: none"> 1. Please provide the documents in 2 identical piles in the above mentioned order! 2. Please provide the original documents in a third (3.) pile ! 3. The Embassy reserves the right to request additional documents. |
|---|

Completeness of application

The application is complete:

- Yes No, the information/documents indicated above are lacking.

Declaration when application is not complete:

<p>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>

<hr/> <p>place, date, signature, name</p>
