



Information sheet: national visa

Visa for skilled workers with vocational training qualification (Section 18a Residence Act)

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 these approvals have 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

As a *skilled worker with vocational training qualification*, you can be issued with a residence permit to engage in *skilled employment* that your qualification enables you to perform.

Please note that some university degrees from foreign universities are classified as vocational training qualifications in Germany.

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.

	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	
Completed form signed by your employer: Declaration of employment (original with two (2) copies)	
From the age of 45: Proof of adequate provision for old age (original and two (2) copies (only if salary does not amount to at least 55% of the annual contribution assessment ceiling for the general pension insurance scheme – 2020: 45,540 € gross/per annum))	
<p>Notification of recognition of foreign vocational training: Written notification of the agency responsible for recognition of vocations in Germany (original and two (2) copies)</p> <p>or (in the case of regulated professions in which permission is required to exercise the profession, for example, in the care sector; complete list is available from the Federal Employment Agency or the European Commission)</p> <p>Permission to exercise a profession issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (original and two (2) copies) (for example, for medical professions)</p> <p>More information on recognition: www.anerkennung-in-deutschland.de</p>	
Proof of qualification, for example, diplomas, certificates, work log with translation and proof of completion (original and two (2) copies)	
<p>Proof of adequate health insurance cover</p> <p>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.</p>	
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.	
<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>_____ place, date, signature</p>	