



Information sheet: national visa

Visa for IT specialists with professional experience

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

As an *IT specialist with significant professional experience* (at least 3 years professional experience in the last 7 years), you can be issued with a residence permit to engage in skilled employment in jobs in the field of information and communications technology even without completing a university degree or vocational qualification if the gross annual wage is at least 49,680 €. As a rule, proof of German language skills at B1 level are required but exceptions can be made in duly substantiated cases.

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**.

The external service provider can mark missing documents in the column marked “Missing”. If the application is incomplete, the applicant must sign the “Erklärung bei Unvollständigkeit” (Declaration when applications are not complete). If there is no proof of recognition of the qualification, the external service provider instructs the applicant to lodge their application with the mission abroad as the application cannot be dealt with externally.

Please update the checklist depending on the demands issued by the mission abroad and add links to the forms.



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 passport (personally signed with at least two (2) completely empty pages)	
Two (2) uncertified copies of the data page of your valid passport	
Completed form signed by your employer: Declaration of employment as an IT specialist (original with two (2) copies) The necessary minimum wage is set by the Federal Ministry of the Interior, Building and Community once a year. For 2020, the minimum gross wage is 4140 € monthly or 49,680 € per annum.	
Proof of German language skills (B1, original and two (2) copies) – exceptions can be made	
Proof of professional experience in the IT sphere (at least three years in the last seven years) (original and two (2) copies)	
Proof of relevant theoretical knowledge (training courses or examinations) (original and two (2) copies)	
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 Rwandan	
Proof of habitual abode by "residence permit/visa"	
Fee	
Processing 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>	