



## Checklist for a German National Visa

### - SKILLED WORKERS HOLDING A UNIVERSITY DEGREE (Section 18b (1) Residence Act)-

*As a skilled worker with an academic qualification recognised in Germany, you can be issued with a residence permit to engage in skilled employment that your qualification enables you to perform. You can find out more about living and working in Germany at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).*

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.

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#### IMPORTANT:

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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.

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#### DOCUMENTS:

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- 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 form signed by your employer: **ORIGINAL [Erklärung zum Beschäftigungsverhältnis](#)** (Declaration of employment)
- From the age of 45: **Original proof of adequate provision for old age** (only if salary does not amount to at least 55% of the annual contribution assessment ceiling for the general pension insurance scheme – 2023: 45,540 € gross/per annum)
- Proof of qualification:** Original university qualification (all pages)
- Proof of **recognition of your job qualification (option on the next page):**

- a. **Printout from the [anabin database](#)** on the university qualification and on the university

**OR** (if the qualification is not assessed as “entspricht” (comparable) or “gleichwertig” (equivalent) and/or the institution is not classified as “H+”)

- b. **Original Statement of Comparability** by the [Central Office for Foreign Education \(ZAB\)](#)

**OR** (in the case of regulated professions in which permission is required to exercise the profession, for example, doctors, engineers; complete list is available from the [Federal Employment Agency](#) or the [European Commission](#))

- c. **Original permission to exercise a profession** issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (for example, for medical professions: decision of the licensing authority in the federal territory, i.e. assurance of permission to exercise a profession and/or issuing of medical licence) More information on recognition: [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de)

Proof of adequate **health insurance** cover

- a. If applicable: Health insurance upon entry for at least 90 days of your stay that adheres to Schengen rules and regulations. *If as a trainee 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 begin your training. If you enter Germany beforehand, private health insurance must be taken out for the period prior to beginning your training 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.*
- b. Registration for statutory health insurance in Germany

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**”

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### **Completeness of application**

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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.