



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.

Please note: In order to cope with the high demand for appointments and to make the process as fair and transparent as possible the Embassy asks all applicants for Au Pair visa to register on our waiting list.

When your appointment is confirmed please prepare the following documentation for your visa. The following documents are to be submitted **personally** at the Embassy.

IMPORTANT:

1. Please provide the **original documents** in the **first (1.) pile** in the below mentioned order!
2. Please also provide **a copy** of all documents in **one (1) identical pile!**
3. The Embassy reserves the right to request additional documents.

DOCUMENTS:

- 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 **questionnaire of the Federal Employment Agency** filled out and signed by the host family ([here](#))
- 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 only be accepted if the au-pair post was offered through an agency with “RAL Gütezeichen” (Quality Mark)

- Proof of adequate **financial means** (as a rule in the form of the au-pair contract)
- Residence registration certificate** of the guest family
- Passport copy** of the German family members
- Original proof of German language skills** at least A1 level in the form of a recognized language diploma (e.g. Goethe Institute)
- Personally drafted **complete CV**, detailing in particular training to date and, where applicable, periods of employment (provide proofs if applicable)
- Letter of motivation** detailing expectations of planned stay and anticipated career and personal benefits, as well as future plans
- Where available: Proof of **School leaving certificates/ Academic qualification**
 - a. Original diplomas, certificates (if it is a non-Rwandan certificate the authentication might have to be certified by the German Embassy of the respective country)
 - b. Original transcripts of the last school year
- Proof of adequate **health insurance** cover 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)
- 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 with credit card (Visa or Mastercard) or in **cash in RWF**.

Applicant of a nationality other than Rwandan:

- Proof of habitual abode by “**residence permit/visa**”

Completeness of application

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.

place, date, signature, name