



Checklist for a German National Visa

- RESEARCH -

Researchers are third-country nationals who

1. *have a doctoral degree or a suitable university degree that allows access to doctorate programs **and***
2. *have been selected by a research institute and are allowed in the national territory of a member state*
3. *in order to engage in research for which such a qualification is normally required.*

Note: This includes doctorate students unless they are enrolled at a German university to complete a full-time study program leading to a doctoral degree as their primary activity. If you are taking part in a full-time study program please read the information sheet Visa for doctorate students.

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.

IMPORTANT:

1. Please provide the **original documents** in the **first (1.) pile** in the below mentioned order!
2. Please also provide **one copy** of all documents in one **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)
- Original signed research agreement** or relevant **contract** with a German research institute: The research agreement/relevant contract needs to contain certain information. You can find a specimen [here](#).
- Proof of qualification:** Original doctoral degree or university degree that allows access to doctorate programs (all pages)

- Written commitment to cover costs emerging for public agencies** up to six months after the end of the admission agreement – this is not required if the work of the research institute is primarily public funded or if there is a specific public interest.
- Proof of adequate **health insurance** cover
 - a. Health insurance upon entry for at least 90 days of your stay that adheres to Schengen rules and regulations. *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. If applicable: Registration for statutory health insurance in Germany

Proof of adequate **financial means**

To stay in Germany the applicant must have at their disposal at least 992 € per month if they are not entering into a contract of employment. Proof of these financial means can be provided through the admission agreement/relevant contract. If a contract of employment is planned, proof of the [statutory minimum wage](#) must be provided. When submitting an application, proof must be provided of financial means for the entire duration of the stay.

In the case of financing in the form of a blocked account: Open the blocked account in good time BEFORE you apply for a visa. When applying for a visa, only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted. A confirmation which does not include this information is not sufficient.

- 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