

## Information sheet: national visa

### Voluntary Service

#### Federal voluntary Service (BFD), Voluntary Social Year (FSJ), Voluntary Ecological Year (FÖJ), European Voluntary Service (EVS)

##### Basic information

- Documents must be presented in German or English. Documents in other languages must be presented with a certified German translation. Your passport and residence permit do not have to be translated, if they are in another language than German or English.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalization. Your original documents will be returned to you once your application has been processed.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The German consulate 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.
- If you write your motivation letter and CV in German, than explain how you learned German. Otherwise, please write these documents in English.

##### General information

You need two copies from all required documents. From some documents, you need to take the original. Please prepare 3 sets as following:

- Set 1: original documents.
- Set 2: first copy of the required documents.
- Set 3: second copy of the required documents.



Please do **not** use stickers, sheets or staples between the documents. If a document exist of more than one page, please use a paperclip to put the papers together.



### Visa application checklist for Voluntary Service

The following documents are to be submitted in full with every application.

- Two (2) fully **completed and signed application forms** including declarations pursuant to Section 54 Residence Act. Two copies.
- Two (2) recent **biometrical passport** photos. Please see our [page](#) for the format of your photo. Do not glue the photos.
- Valid passport** with at least two empty pages.
- Two **copies of the information page of your passport**. The information page is the page with your name and birthday. Two copies.
- Dutch residence permit**. Original plus two copies of both sides.
- Contract / Agreement** on your voluntary Service in Germany:
  - **Federal Voluntary Service BFD**: Your contract must be signed by you and the Federal Office of Family Affairs and Civil Society Functions (BAFzA), as well as the placement department, headquarters and, where applicable, by the institution implementing service.
  - **Voluntary Social Year (FSJ) / Voluntary Ecological Year (FOJ)**: Your contract must be signed by you and the respective institution, as well as, where applicable, the placement department
  - **European Voluntary Service (EVS)**: Your contract must be signed by the National Agency for Erasmus+ Youth in Action and the coordinating organisation. The Volunteer Arrangement in which the tasks and planned participant achievements are described must be signed by the coordinating organisation and the volunteer.Original plus two copies.
- Personally drafted complete **Curriculum Vitae (CV)**. The CV must be complete, detailed and in particular included your trainings and certificates and, where applicable, periods of employment. Two copies.
- Motivation letter**. Your letter needs to include at least: your expectations of the planned stay, your choice for Germany, the personal and career benefits and your future plans. Two copies.
- Only for BFD/FSJ/FÖJ: Confirmation by the placement department/institution that no **language skills** are required initially or that you can acquire language skills by attending a language course after entry (otherwise: note for the mission abroad to request proof of basic knowledge of the German language when visa application is submitted). Two copies.
- German health insurance**. Your health insurance needs to cover 30.000 EUR at least. Your Dutch health insurance will not be valid from the day you are living in Germany. You have to bring a confirmation letter of a German health insurance. Two copies.
- Application fee**: 75 EUR. Preferable paying in cash.