

## Research Stay

### Important Information:

- Documents that are not in German must be submitted with a certified German translation. Exceptions: Documents in English, passports and Dutch residence permits
- Certificates, diplomas, etc. must be presented in the original. In some cases, an apostille/legalisation is required. Your original documents will be returned to you once your application has been processed. You can find additional information here: [International recognition/Legalisation of documents](#)
- Please submit the original documents plus one additional copy. Please prepare two separate sets:
  - Set 1: original documents (if required)
  - Set 2: copy of all required documents
- The Consulate General reserves the right to request additional documents.
- Visa applications with complete documentation have the best chance of success. Incomplete applications can be rejected with reference to your obligation to cooperate in accordance with Section 82 of the Residence Act.
- Expect a processing time of several weeks. The Consulate General cannot decide on your visa application without the feedback of the internal German authorities involved in the procedure. It further cannot influence processing times in Germany. As a result, requests for information on the status of the application cannot be answered.
- You can find additional information under [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

## Checklist

### Research Stay

*Please bring the following documents to the appointment at the Consulate General. Please bring originals plus one copy per document. Print copies one-sided, not back-to-back, do not staple. If a document contains more than one page, use paper clips to hold the document together.*

- fully completed and personally signed [Videx application form](#)
- personally signed [declaration pursuant to Section 54 Residence Act](#)
- one recent **biometric passport photo**, according to this [format](#). Please add it to set 1; do not attach it
- valid original passport**, with at least 2 completely blank pages. The 2 blank pages must be next to each other. Copy of the passport data page as well as any pages containing data, visas or stamps
- valid Dutch residence permit**
- hosting agreement or employment contract** with a German research institute authorized to issue hosting agreements under the special admission procedure for researchers in Germany. A sample can be found on the [homepage of BAMF](#)
- proof of doctoral or university degree**
- written **confirmation that costs arising for public bodies** will be covered for at least six months after the end of the hosting agreement. (This is not required if the work of the research institute is primarily public funded or if there is a specific public interest.)
- APS certificate (for degrees attained in the People's Republic of China, India or Vietnam)
- proof of funding**: Proof of financial resources must be provided for the entire duration of the stay. Proof can be provided as follows:
  - hosting agreement/employment contract with research institution indicating at least the statutory minimum wage or
  - Scholarship from a scientific or intermediary organization (e.g. DAAD, Alexander-von-Humboldt Stiftung, DFG, publicly recognized university) or
  - Declaration of commitment: Formal declaration of commitment pursuant to Sections 66 and 68 of the Residence Act, in which a person commits in writing to the German Immigration Office to bear the costs (original + copy). Documents may not be older than 6 months (purpose of residence: 'research', note: proven creditworthiness) or
  - blocked account, EUR 1,091 per month
- proof of sufficient German health insurance**. Your Dutch health insurance is no longer valid from the day you take up residence in Germany. You must, therefore, submit a German health insurance.
- Visa fee**, 75 EUR in cash or by credit card (Mastercard or Visa only); to be paid at the appointment