

Au-pair

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 copy per document. Please prepare two separate sets of documents:
 - 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 processing times of several weeks. The Consulate General cannot decide on your visa application without 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

Checklist

Au-pair

Please bring the following documents to the appointment at the Consulate General. Bring originals plus one copy per document. Print copies one-sided, not back-to-back, do not staple. If documents contain more than one page, please use paper clips to keep 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 put 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**
- signed au-pair contract based** on the [sample contract published by the Federal Employment Agency](#) (at least 6, max. 12 months)
- fully completed [au-pair questionnaire provided by the Federal Employment Agency](#). The questionnaire must be completed by the guest family.
- Proof of **sufficient financial means**. Pocket money of EUR 280 per month plus EUR 70 per month for a German language course plus travel costs to the language course must be covered by the host family. The financial means must be specified in the au-pair contract.
- curriculum vitae** with information on your previous professional career in German or English
- Letter of motivation**. Explain (in German or English) why you want to be an au pair in Germany, what you expect, what you want to learn and how it will help you in your further professional life.
- Residence registration certificate of the host family**. The registration certificate must include the last change of residence and all residents of the address.
- passport copies of the host family's parents**
- Proof of German language skills at A1 level** in the form of a recognized language diploma (Goethe Institut, TELC, ÖSD)
- proof of qualifications (if any) such as diplomas, certificates or references**
- Proof of **sufficient German health insurance**. Your Dutch health insurance will no longer be valid the day you take up residence in Germany. You must, therefore, submit a German health insurance.
- Visa fee**, 75 EUR cash or credit card (Mastercard or Visa only); to be paid during the appointment