

Employees with professional experience

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 per document. 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 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

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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 add it to set 1 and 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**
- ZAV pre-approval (optional)
- pre-approval of the Immigration office (optional)
- completed declaration of employment** signed by your employer. A specimen of the declaration can be found on the [homepage of the Federal Employment Agency](#)
- curriculum vitae** in German or English, including **proof** that you have gained two years of professional experience within the last five years. In the CV summarize all previous activities, trainings and degrees up to the current application date in a table
- proof of your professional qualification:**
 - Job offer in the field of Information and Communication Technology (IT/ICT):
no proof of degree and recognition required
 - job offer in another field:
Certificate or diploma of your completed studies or vocational training (at least two years of training) as well as confirmation from the [Central Office for Foreign Education \(ZAB\)](#) that your university degree or vocational training is state-recognized in your country of training
or
certificate from the German Chamber of Commerce Abroad (AHK) about your vocational qualification
- [signed declaration on the intention to engage in employment](#)
- 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 cash or credit card (Mastercard or Visa only); to be paid during the appointment