

Voluntary Service

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

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, 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**
- 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 volunteer in Germany, what you expect as well as your future plans.
- Contract/Arrangement on your voluntary service in Germany**
 - Federal Voluntary Service (BFD):
Your contract must be signed by you, the Federal Office of Family Affairs and Civil Society Functions (BAFzA) as well as the placement department, headquarters and (if applicable) by the institution implementing the voluntary service.
 - Voluntary Social Year (FSJ)/Voluntary Ecological Year (FÖJ)
Your contract must be signed by you, the respective institution as well as (if 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 organization. The Volunteer Arrangement must describe tasks and envisaged achievements of participants. It must be signed by the coordinating organization and the volunteer.
- Language skills:**
 - basic knowledge of German or
 - only for BFD/FSJ/FÖJ: Confirmation by the placement department/institution that no language skills are initially required or that you can acquire language skills by attending a language course after entry.

Stand: February 2025

- **Proof of sufficient financial means.** Information on pocket money, food, accommodation, insurance, benefits in kind should be included in the volunteering agreement/contract:
 - Pocket money: EUR 302 per month (if accommodation and meals are provided by an institution)
 - Accommodation: additional EUR 380 per month if no accommodation is provided
 - Meals: an additional EUR 173 per month if no food is provided

- **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