

January 2021

Employment Visa Requirements

Dear applicant,

Thank you for your interest in an extended stay in the Federal Republic of Germany for employment purposes.

Please note that applications must be handed in by the applicant **in person**. Any matters pertaining to an application will only be discussed with the applicant.

The visa application can only be submitted to the embassy with an appointment, fully completed application forms and the documents listed below. An online appointment system is available under www.prag.diplo.de/Terminvergabe.

Requirements (please present original documents): In addition please provide the following documents plus two full sets of copies: (documents in foreign language must be accompanied by an official German translation):		
1	2 application forms	completely filled out, signed by hand Link to the VIDEX form: https://videx-national.diplo.de
2	Passport + 2 copies (of all relevant sides)	The applicant's passport (with at least two blank pages). Please copy the laminated data page and all pages containing visas or stamps.
3	Residence permit + 2 copies	Proof of residence permit for the Czech Republic. Please copy the front and back
4	2 photos	Two recent biometric passport photographs (in colour, not older than 6 months).
5	Language certificate + 2 copies	Proof of sufficient knowledge of German language (if necessary for taking up the employment). Otherwise proof that another language which the applicant speaks is sufficient.
6	Employment + 2 copies	<ul style="list-style-type: none"> A signed contract of employment with specific details on the job function, salary as well as beginning and duration of employment. Extract from the commercial register of the employer. If the signature authority of the person signing on the part of the employer for the submitted employment contract does not result from the extract from the Commercial Register, proof of the signature authority must be provided. Declaration regarding a contract of employment ("Erklärung zum Beschäftigungsverhältnis") filled and signed by the employer. In cases of measures for recognition of foreign professional qualifications additionally: Zusatzblatt A zum Formular „Erklärung zum Beschäftigungsverhältnis“. Applicants who intend to work in a so-called regulated profession must provide a written permission to exercise the profession (Berufsausübungserlaubnis) or the proof that it has been expressly assured that this permission will be received.

Weitere Informationen:
www.prag.diplo.de

Adresse:
Vlašska 19
118 01 Praha 1
(Malá Strana)

Postanschrift:
Box 88
118 01 Praha 1

Nächste Haltestellen:
U-Bahn-Linie A: Malostranská
Tram Linien 12, 20,22: Hellichova

7	Proof of professional qualification/university degree + 2 copies	<ul style="list-style-type: none"> • Proof of qualifications entitling the applicant to the aspired occupation in Germany (e.g. University degree accompanied by proof that the degree is recognized in Germany). You can find out whether a foreign university degree is comparable and whether the university is recognised in the ANABIN database: http://anabin.kmk.org/ - both printouts must be submitted. • University degrees that were not acquired at a German or Czech university must be provided with an apostille or legalization note in order to be accepted for the German area of legislation. • For recognition of other professional qualifications, a proof of a recognition notice issued by the competent authority must be provided. Further information can be found on: <ul style="list-style-type: none"> ○ www.anerkennung-in-deutschland.de. ○ Hotline "Working and Living in Germany" (+493018151111) ○ The central service point for recognition of professions [Zentrale Servicestelle Berufsanerkennung (ZSBA)] • Applicants who want to work as truck or bus driver: <ul style="list-style-type: none"> ○ driving license issued by an EU-country + driver qualification certificate
8	Skilled worker who are 45 years old or older applying for the first time	Proof of a gross annual salary of more than 46.860 € or a proof of an adequate provision for old age. Such proof may be provided particularly in the form of a statutory pension insurance scheme.
9	CV + 2 copies	Gap-free curriculum vitae (signed).
10	Accommodation + 2 copies	If already possible: Proof of accommodation during the intended period of stay in Germany (e.g. rental agreement)
11	Health insurance + 2 copies	Proof of health insurance valid from the date of arrival and for the duration of the intended stay in Germany (German Statutory ["gesetzliche Krankenversicherung"] or Private Health Insurance). During the visa process a letter of the insurance company is accepted, confirming that sufficient coverage will be guaranteed in case the visa will be granted.
12	Visa fee	The visa fee is 75 €, payable in cash in CZK at current exchange rate or with credit card (Mastercard or Visa). The visa fee is a handling fee. There will be no refund in case the application will be denied or withdrawn.

Please note:

- Please arrive punctually at the beginning of your appointment with fully completed applications and the documents specified in the information sheet, otherwise your application cannot be accepted and you will have to book a new appointment.
- Please hand in your documents in the above-mentioned order - the originals and, separately, one set of copies each.
- Each visa application is an individual case. The documents to be submitted may therefore differ from case to case. It is possible at any time during the visa procedure that additional documents may be required.
- The processing time for a complete visa application usually takes about 4-6 weeks because German authorities have to be involved.
- Applicants will be contacted by the Embassy immediately about new developments in their procedure. Please refrain from enquiries about the current status of proceedings.
- Please check immediately after receipt of the visa whether all information on the visa label is correct. The applicant is generally liable for corrections due to later complaints.

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