

January 2020

Requirements for Visa for Scientists, Guest Scientists, Scientific Assistants and Researchers

Thank you very much for your interest in working and researching in the Federal Republic of Germany.

Please, note that applications have to be made **in person** by the applicant at the Embassy. All matters regarding the visa application can only be discussed with the applicant him- or herself.

The visa application can only be filed at the Embassy with an appointment. Appointments can be made only online at www.prag.diplo.de/Terminvergabe.

Please observe the following information and provide the original of the following documents including 2 photocopies.

Documents in a foreign language must be provided with an official translation into German.

1	2 application forms	completely filled out, signed by hand Link to the VIDEX form: https://videx-national.diplo.de
2	Valid Passport + 2 Copies of all relevant pages	The passport needs to contain at least two empty pages. Please copy the laminated page containing personal information and all pages with visas and stamps.
3	Residence permit + 2 copies	Proof of the residence title for the Czech Republic – please, copy front and back. As this Embassy is competent only for applicants residing in the Czech Republic, further documents may be required to prove the applicants place of residence, i. e. lease-contract etc.
4	2 Photos	Two recent biometric passport photographs (in colour, not older than 6 months).
5	Invitation/contract + 2 copies	Contract with the German university in original, containing detailed information on: <ul style="list-style-type: none"> • type of scientific activities, • the position in question, • duration of stay, • funding of the stay (salary/scholarship etc.), • inviting institution.
6	For researchers in addition + 2 copies	Hosting agreement between you and the research institution (sample form). If possible the evidence of the recognition of the research facility (BAMF)
7	University degree + 2 copies	Original of your highest university degree with certified translation in German or English.
8	Proof of accomodation	If already possible: Proof regarding the accommodation during the stay in Germany

Weitere Informationen:
www.prag.diplo.de

Adresse:
Vlašská 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

	+ 2 copies	(lease contract or similar).
9	Proof of 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.
10	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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