

## Information sheet for residence in Germany for more than 3 months Employment in Germany

Applications can only be accepted with complete documentation. Applicants whose application is not complete will generally be asked to complete the documents and make a new appointment.

You have to apply in person. Please provide the following documents in the order mentioned.

- 2 completed and signed application forms (see <https://videx-national.diplo.de/> ), a valid passport with 2 copies
- 2 biometric passport photos with light background (see <https://nikosia.diplo.de/blob/1808452/332690e7c0caef02dd37188bdab3bd3/fotos-data.pdf>)
- Proof of a travel health insurance, valid from the issuing of the visa until the start of the semester (not yet needed at the application)

as well as the following documents in original or certified copy, provided with 2 copies each (all documents in foreign languages need to be translated into German language by a certified translator, also with 2 copies each):

- A signed contract of employment with specific details of the job function, salary and duration of employment
- Proof of the applicant's employment/educational and residential situation in Cyprus
- Proof of sufficient language knowledge for the intended work (could therefore be German or English)
- Details of qualifications entitling the applicant to the aspired occupation in Germany (e.g. university degree)
- Proof of accommodation/rental agreement (accommodation mentioned in a letter of the employer will be sufficient)
- Proof of health insurance valid from date of arrival (German Statutory/National or Private health insurance)

Please do not send documents to the Embassy without having been asked to do so beforehand.

Depending on the circumstances of the application, further documents may be asked for.

## **Process**

The Embassy in Nicosia is only responsible for applicants with residence in Cyprus.

Processing time is generally one month, sometimes longer. Please apply early so that you can start your employment at the time planned.

Each application is examined carefully. As soon as a decision has been made, the applicant will be informed by the Embassy.

Please refrain from queries about your application before 1 month has passed. They delay the processing of all applications.

## **Fees**

For the processing of the visa application a fee of 75.00 Euro applies, which is payable on the day of application. In case of the rejection of the application, this processing fee will not be reimbursed.

There are many different possibilities for employment visas. Should you not have the a.m. documents, but still want to take up employment in Germany, please turn to

<https://visa.diplo.de/en/#/vib>

in order to find out if there is a possibility for you.