



May 2010

Applications for Visa for Employment in Germany

Dear Applicant,

thank you very much for your interest in an employment in the Federal Republic of Germany. The following information is meant to explain the process for the appropriate visa application.

All foreign nationals who wish to work in the Federal Republic of Germany require a visa prior to their departure. Applicants residing in Andhra Pradesh, Karnataka, Kerala, Tamil Nadu or Pondicherry have to submit their respective visa applications to the Consulate General of the Federal Republic of Germany in Chennai. Please note that the place of issue of your passport is of no relevance in this regard.

In order to start the application process, please contact any of the German Application Centers in Chennai, Bangalore, Hyderabad and Cochin managed by "VFS Global Services Pvt. Ltd". Please note that you are required to present a complete set of application documents there for a preliminary check.

After the document check an **appointment for the mandatory visa interview** in the German Consulate General in Chennai will be scheduled. Applications may not be submitted by courier, regular post, fax or e-mail. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de for further information.

For its services "VFS Global Services Pvt. Ltd" is charging a service fee of 607 Rupees (incl. taxes) per application. This fee is not related in any way to the visa fee itself.

After receipt of your visa application the German Consulate General will decide if your application meets the basic criteria for an Employment Visa. In this case your application will be forwarded to the competent **Immigration Office in Germany** for approval and the German Consulate General will return your passport with a visa fee receipt to you via the Application Centers. If the basic criteria are not being met, you will receive a reject letter.

The German Immigration Offices usually requires **8 - 12 weeks for processing your visa application**. Please note that the German Consulate General has no influence on the actual processing time. After the German Immigration Office has notified the German Consulate General in Chennai of its decision, you will be contacted in writing.

Upon receipt of our approval letter, you can make travel arrangements. When ready, please submit your passport, your travel itinerary (ticket is not required) and a copy of our approval letter via the Application Centers for visa stamping. Please note the **visa approval is valid for 3 months only**. You, therefore, should arrange to have your visa stamped within this period of time. If you fail to meet this deadline, your visa will be rejected automatically and you will have to start the visa process all over.

The German Consulate General will issue a visa valid for three months only. This visa will enable you to enter the Federal Republic of Germany legally in order to take up residence there. It also permits to travel within the Schengen area. Nevertheless, it is mandatory to register immediately upon arrival with the local Immigration Office which will grant the **final residence permit**.

Once again, we would like to point out that the **visa process** might take **8 to 12 weeks**. Applications should, therefore, be submitted at least 3 months prior to the intended departure for Germany. Simultaneous applications for visiting visa in order to "bridge" the processing time of the employment visa cannot be entertained. Visa for tourist or visiting purposes cannot be converted into residence permits after arrival in Germany.

Any enquiries in writing or by telephone for the status of an application within a period of 12 weeks from date of application cannot be answered.

The **Visa Fee** for an Employment Visa is € 60,-. The visa fee has to be paid in Rupees by **Demand Draft** in the name of the “Consulate General of the Federal Republic of Germany, Chennai” on the day of application. The Demand Draft must be payable in Chennai and may not be older than two months. Only Demand Drafts from the Indian Bank, Canara Bank, RBS or Deutsche Bank will be accepted. Demand Drafts with incorrect amounts will not be accepted. Fees cannot be paid in cash. Please refer to the homepage of the German Consulate General at www.chennai.diplo.de in order to find out the current amount of the visa fee in Rupees. Please note that the visa fee is **not refundable**, even when the visa is refused.

In order to ensure that your application can be processed without delay, please submit the following mandatory documents:

- valid **Passport** (issued within the last 10 years) with at least 12 months validity
- **3 Passport Pictures** according to biometric specifications, 1 attached to each application form, 1 loose (For further details regarding biometric specifications of photos please refer to the German Consulate General’s homepage at www.chennai.diplo.de)
- **Demand Draft** for Visa Fee

In addition you are requested to provide **two sets of application documents** containing the following documents:

- **Application Form** (Please ensure that you signed both forms and indicated your complete future address incl. pin code in question 15. Besides, please add your complete Indian address incl. pin code and Tel./Fax/e-mail under your signature.)
- **Declaration on True and Complete Information**, signed and dated
- your **Cover Letter** explaining the reason for your visa application (Original)
- your **Work Contract** with a German Company (A4 sized copy)
- **Proof of Qualification and Experience Certificates** for your future employment in Germany (A4 sized copy)
- **Letter from your future German Employer** in German language confirming employment (Original)
- A4 sized copy of **your passport**

If you are deputed from an Indian employer to a German branch office:

- **Deputation Order from Indian Employer** confirming your deputation (A4 sized copy).

If available (not mandatory):

- **Consent Letter** of the competent German Labour Office (“Zustimmung der Agentur für Arbeit”)
- **Consent Letter** of the competent German Immigration Office („Zustimmung der Ausländerbehörde“)

All required forms / declarations as well as this information sheet may be downloaded from the visa page of the German Consulate General’s homepage at www.chennai.diplo.de.

Please note that the German Consulate General reserves the right to ask for additional documents in single cases.

Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Submission of an incomplete set of documentation or refusal to attend the mandatory visa interview will lead to a reject of your visa application.

Even though a visa might have been granted, Border Control Authorities at the port of entry reserve the right to deny entry into the Federal Republic of Germany. Once a visa has been issued, the purpose of the trip may not be altered.

If you have any further questions, please do not hesitate to contact the Visa Section of the German Consulate General in Chennai!