



# Job Seeker Visa

## To whom does this leaflet apply?

Skilled workers who have a university degree or professional qualification and are looking for a job in Germany. This visa is valid for a maximum of six months. It entitles the holder to take up trial employment for up to ten hours per week, but not to take up employment as part of a permanent position. After a successful search in Germany, the visa can be converted into a residence permit to take up an employment.

1. Please read the following information and the list of documents carefully.
2. Prepare the required documents for the application.
3. Book an [appointment](#).
4. Please sort your documents in the given order.

Please note the following:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications for processing in the requested form.
- Submitting incomplete documents can lead to the rejection of the application.
- Submitted documents that are sent unrequested cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information concerning the processing of the application can be found on our [website](#)
- Information about the research in the anabin database where you can find out how your certificate will be evaluated in Germany can be found in the separate [leaflet "Notes on ANA-BIN"](#).
- Please refrain from inquiries about the status of the application. Status inquiries do not speed up the visa process.

## What kind of documents need to be submitted?

<b>1</b>	<b>Visa application form</b>	
<input type="checkbox"/>	Completed either in German or English	You can find the visa application form free of charge on our website. We recommend to use the VIDEX-System in order to fill out the form online: <a href="https://videx.diplo.de//videx/visum-erfassung/#/videx-langfristiger-aufenthalt">https://videx.diplo.de//videx/visum-erfassung/#/videx-langfristiger-aufenthalt</a>
<input type="checkbox"/>	Additional information on availability and representation	You find the form on <a href="#">our website</a> .
<b>2</b>	<b>Travel document</b>	
<input type="checkbox"/>	passport <u>AND</u> non-certified copy of the identification page of your passport	The passport must provide at least two empty pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa application procedure. It only needs to be presented at the time of application and later on in order for the visa to be affixed.

<b>3</b>	<b>Residence permit</b>	
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> non-certified copy of the front and back page	
<b>4</b>	<b>Passport pictures</b>	
<input type="checkbox"/>	Up-to-date biometric passport picture	The photo must meet <a href="#">certain requirements</a> . Please do not glue the photo to the application form.
<b>5</b>	<b>Job Seeker</b>	
<input type="checkbox"/>	Letter of motivation in German or English stating the desired job, the field of activity and the place of residence	
<input type="checkbox"/>	Proof of preparation for job search (e.g. invitation to job interviews or correspondence with companies) (one copy)	
<b>6</b>	<b>Proof of qualification</b>	
<input type="checkbox"/>	Complete curriculum vitae in German or English	
<b>6a</b>	<b>Proof of qualification with university qualifications</b>	
<input type="checkbox"/>	University diploma and notarized translation (original document with one non-certified copy)	
<input type="checkbox"/>	<u>AND</u> Proof of the comparability of your degree one statement from the anabin database ( <a href="http://www.anabin.kmk.org">www.anabin.kmk.org</a> ): Extract from your university, which must be rated "H +", <u>AND</u> Extract regarding your specific university degree, which must be viewed as either "corresponding to" or "equivalent".	The university degree in anabin does not necessarily have to be filed under your university, but under an "H +" rated university within the country in which you obtained the degree. If your specific degree or university is not listed in anabin, or your university has not been rated with an "H +", or your specific degree is not to be regarded as "equivalent" or "corresponds to": You can initiate the inclusion of your degree or your university in anabin by carrying out a certificate evaluation procedure at the Central Office for Foreign Education (ZAB). (More information under: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a> )
	<i>OR</i> Proof of recognition of your degree Notification of the result of the certificate evaluation process at the Central Office for Foreign Education (ZAB) (notification of recognition), information under: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a>	
<input type="checkbox"/>	<i>OR</i> if you want to find work in a regulated profession (e.g. as a medical doctor): Formal recognition of your foreign qualification by the competent recognition office	A list of the regulated professions in Germany can be found at: <a href="https://berufenet.arbeitsagentur.de/berufenet">https://berufenet.arbeitsagentur.de/berufenet</a>  You can find the office responsible for you at <a href="http://www.erkennung-in-deutschland.de">www.erkennung-in-deutschland.de</a> .
<b>6b</b>	<b>Proof of school or vocational training qualifications</b>	
<input type="checkbox"/>	Proof of completed vocational training (original document with one non-certified copy)	
<input type="checkbox"/>	<u>AND</u> Proof of the equivalence of the training (original document with one non-certified copy)	You can find information on the equivalence recognition of your training here: - <a href="http://www.erkennung-in-deutschland.de">www.erkennung-in-deutschland.de</a> - Hotline „Arbeiten und Leben in Deutschland“: +49 30 1815-1111 - <a href="#">Zentrale Servicestelle Berufsanerkennung</a>

<input type="checkbox"/>	<b>AND</b> Certified B1 language certificate (original document with one non-certified copy)	Certificates from the following providers are currently recognised: <ul style="list-style-type: none"> <li>- Goethe-Institut e.V.</li> <li>- tels GmbH</li> <li>- ÖSD</li> <li>- TestDAF-Institut e.V.</li> <li>- ECL Prüfungszentrum</li> </ul>
<b>7</b>	<b>Finance</b>	
<input type="checkbox"/>	Payment of the necessary amount of 5.682 Euro into a blocked account in Germany (proof)	Information concerning the opening of a blocked account can be found on the <a href="#">website</a> of the Federal Foreign Office.
	<i>OR</i> Formal obligation of the parents (or other persons) according to §§ 66-68 AufenthG. (original with one non-certified copy)	With the statement “creditworthiness proven” and “Job Seeker” (“Bonität nachgewiesen” und “Arbeitsplatzsuche”). Please contact the competent Aliens Authority at the place of residence of your sponsor. The Embassy can only accept a declaration of commitment in exceptional cases. <sup>1</sup>
	<i>OR</i> Account or credit card statements of the last three months	You need to have your own funds of 5.682 euros for six months (if you have less funds available, you can apply for a visa for a shorter period of time)
<b>8</b>	<b>Proof of housing</b>	
<input type="checkbox"/>	Proof of housing in Germany with full address (e.g. rental contract, hotel booking, invitation letter)	
<b>9</b>	<b>Travel health insurance</b>	
<input type="checkbox"/>	Travel health insurance or European Health Insurance Card (EHIC) that covers the entire stay in Germany. For more information visit <a href="#">our website</a> .	
<b>10</b>	<b>Fee</b>	
<input type="checkbox"/>	75,00 € to be paid by credit card (MasterCard / Visa) or in cash	
<u>Please note that the Embassy might request the presentation of further documents in individual cases.</u>		

Processing time: Around one to two weeks, in individual cases shorter or longer.

If the Embassy has questions in the course of the visa procedure or additional documents have to be submitted, we will contact you directly.

<sup>1</sup> The German Embassy in Riga can only accept a declaration of commitment if there is no other way to prove that you can secure your livelihood. Furthermore, we must assume that a credit check would be positive and the declaration of commitment would be enforceable in Germany. The obligor must have assets in Germany, e.g. a German bank account, so that the obligor's creditworthiness is "proven".