



# Selfemployment

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## Who does this information sheet apply to?

- Self-employed persons who work in their own name and on their own account for an indefinite period of time and not just occasionally. The self-employed person is not bound by instructions and the economic result of his activity must be to his advantage or disadvantage.
- Both company founders and sole proprietors as well as managing directors and legal representatives of partnerships and corporations, as long as they are not considered employees (otherwise see information sheets on taking up employment).
- Freelancers who independently carry out scientific, artistic, literary, teaching or educational activities.
- One-person companies which on the basis of special professional qualifications and creative skills provide personal, autonomous and professionally independent services of higher quality (for dependent employment, see information sheets on taking up employment).
- Shareholders of a general partnership or members of another group of persons, insofar as they are appointed to represent the group of persons by law, statute or partnership agreement.
- Holder of a start-up grant (e.g. "EXIT" program)
- Senior employees are not viewed as self-employed because working as a manager in a company that is already active in Germany is rather classified as employment (see information sheets on taking up 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:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications in the requested form for processing.
- Submitting incomplete documents may lead to the rejection of the application.
- Unsolicited documents cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information on the application procedure is available on our [website](#).
- For research in the anabin database, please refer to the separate [leaflet "Notes on ANABIN"](#) with detailed instructions on how to retrieve the necessary information on your university degree.
- Please refrain from submitting status requests. Status requests do not speed up the visa process.

## What kind of documents need to be submitted?

<b>1 Visa application form</b>		
<input type="checkbox"/>	Completed either in German or English	The application form is available free of charge on our website. We recommend using the VINDEX-System to complete the application electronically: <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 Travel document</b>		
<input type="checkbox"/>	passport <u>AND</u> a non-certified copy of all pages with entries	The passport must have at least two blank pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa procedure. It must only be presented when applying for a visa and later for verification.
<b>3 Residence permit</b>		
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> a non-certified copy of the front and back	
<b>4 Passport photos</b>		
<input type="checkbox"/>	A current biometric passport photo	The photo must meet <a href="#">certain requirements</a> . Please do not glue the photo to the application form.
<b>5 Business plan</b>		
<input type="checkbox"/>	a structured and detailed description of the business idea in German or English  OR  Scholarship from a German business organization or scholarship from a German public body granted from public funds	This plan should contain the following information: - Presentation of the company profile - Business plan / business concept - Capital requirements plan and financing plan - Marketing strategy - Earnings preview - Information about the number of jobs and/or training positions expected to be created - Explanation of the extent to which the areas of innovation and research will be positively influenced by the project
<input type="checkbox"/>	If applicable, partnership agreement and commercial register extract with entry of the general power of attorney/procuration (for companies already founded in Germany)	
<b>6 Proof of qualifications</b>		
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	
<input type="checkbox"/>	University diploma and notarized translation (Diploma in the English language do not require translation.) (original document with a non-certified copy)	
<input type="checkbox"/>	<u>AND</u> Proof of the comparability of your degree Extract from the anabin database ( <a href="http://www.anabin.kmk.org">www.anabin.kmk.org</a> ): Extract concerning your university, which must be rated "H +",	The university degree in anabin does not necessarily have to be listed under your university, but under an "H +" rated university in the country in which you obtained the degree. If your specific degree or university is not listed in anabin, or your university is not rated

	<p>AND</p> <p>Extract relating to your specific university degree, which must be regarded as either "corresponding to" or "equivalent".</p>	<p>"H +", or your specific degree is not to be regarded as "equivalent" or "corresponding": You can request for your degree or higher education institution to be included in anabin by completing a certificate evaluation procedure with the Central Office for Foreign Education (ZAB). (More information at: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a>)</p>
	<p>OR</p> <p><input type="checkbox"/> Proof of recognition of your degree Notification of the result of the certificate evaluation procedure at the Central Office for Foreign Education (ZAB) (certificate of recognition), information under: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a></p>	
	<p>OR</p> <p><input type="checkbox"/> Proof of completed professional training and notarized translation (English-language qualification does not need to be translated). (original document with a non-certified copy)</p>	
	<p>AND</p> <p><input type="checkbox"/> Proof of the equivalence of the training (original document with a non-certified copy)</p>	<p>You can find information on the recognition of equivalence of your training here:</p> <ul style="list-style-type: none"> <li>- <a href="http://www.anerkennung-in-deutschland.de">www.anerkennung-in-deutschland.de</a></li> <li>- Hotline „Arbeiten und Leben in Deutschland“: +49 30 1815-1111</li> <li>- <a href="http://Zentrale-Service-stelle-Berufs-anerkennung.de">Zentrale Service-stelle Berufs-anerkennung</a></li> </ul>
<b>7</b>	<b>For applicants over 45 years of age</b>	
	<p><input type="checkbox"/> Minimum salary of 49.830 Euros gross per year or proof of adequate retirement provision (original document with a non-certified copy)</p>	<p>Proof of additional retirement provision can be, for example, claims in a statutory pension scheme in your country of origin or other countries, private pension or life insurance policies or real estate or other assets.</p>
<b>9</b>	<b>Proof of accommodation</b>	
	<p><input type="checkbox"/> Proof of accommodation in Germany with full address details (e.g. rental agreement, hotel reservation, letter of invitation)</p>	
<b>10</b>	<b>Visa fee</b>	
	<p><input type="checkbox"/> 75,00 € to be paid by credit card (Master Card / Visa) or in cash</p>	
<p>The embassy reserves the right to request further documents in individual cases.</p>		
<b>11</b>	<b>When the visa is issued:</b>	
	<p><input type="checkbox"/> Travel health insurance or European Health Insurance Card (EHIC), which is valid for at least 3 months after entering Germany. For more information, visit <a href="#">our website</a>.</p>	

Processing time: between 6 months and 1 year, in individual cases shorter or longer

If the Embassy has any questions during the course of your visa procedure or if additional documents need to be submitted, we will contact you directly.