



Taking up employment within the framework of a recognition partnership

Who does this information sheet apply to?

- Employees with a state-recognized foreign (but not yet equivalent or comparable) university or professional qualification who wish to pursue qualified employment in a non-regulated profession in Germany.
- The professional qualification acquired abroad (university or professional qualification) should be recognized in Germany during the period of employment.
- Additional information is available on the website www.make-it-in-germany.com
<https://www.make-it-in-germany.com/en/visa-residence/types/work-qualified-professionals>
<https://www.make-it-in-germany.com/pdf-visa-skilled-workers>

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](#).
- Please refrain from submitting status requests. Status requests do not speed up the visa process.

What kind of documents need to be submitted?

1	Visa application form	
<input type="checkbox"/>	Completed either in German or English	The application form is available free of charge on our website. We recommend using the VIDEX-System to complete the application electronically: https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt
<input type="checkbox"/>	Information - Requirement to have a concrete job offer	You find the form on our website .
<input type="checkbox"/>	Additional information on availability and representation	You find the form on our website .
2	Travel document	
<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.
3	Residence permit	
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> a non-certified copy of the front and back	
4	Passport photos	
<input type="checkbox"/>	A current biometric passport photo	The photo must meet certain requirements . Please do not glue the photo to the application form.
5	Employment contract	
<input type="checkbox"/>	signed employment contract (and a non-certified copy) <i>OR</i> concrete job offer (and a non-certified copy)	The contract/offer must contain information on the nature of the intended activity: <ul style="list-style-type: none"> ▪ duration of the job (at least 6 months) ▪ place of work ▪ salary and ▪ working hours.
<input type="checkbox"/>	Agreement to enter into the recognition partnership (and a non-certified copy)	
6	Declaration of the Employment relationship	
<input type="checkbox"/>	Form „Erklärung zum Beschäftigungsverhältnis“ from Federal Employment Agency	
<input type="checkbox"/>	Additional form A from Federal Employment Agency	

7	Proof of qualifications	
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	
<input type="checkbox"/>	University diploma <i>OR</i> Proof of completed professional training <i>AND</i> notarized translation (Diploma in the English language do not require translation.) (original document with a non-certified copy)	
<input type="checkbox"/>	Certificate from the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen - ZAB), which confirms the state recognition of the degree. For more information visit: www.kmk.org/zab.html <i>OR</i> Deficiency notice (interim notice) from the competent authority. Read more at www.anerkennung-in-deutschland.de (for vocational qualifications) and www.kmk.org/zab.html (for university degrees)	
8	Proof of language skills	
<input type="checkbox"/>	Certified A2 language certificate (original document with one non-certified copy)	To find out which certificates are currently recognized, please visit https://www.alte.org/Our-Full-Members .
9	For applicants over 45 years of age	
<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)	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.
10	Proof of accommodation	
<input type="checkbox"/>	Proof of accommodation in Germany with full address details (e.g. rental agreement, hotel reservation, letter of invitation)	
11	Visa fee	
<input type="checkbox"/>	75,00 € to be paid by credit card (Master Card / Visa) or in cash	
<u>The embassy reserves the right to request further documents in individual cases.</u>		
12	When the visa is issued:	
<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 our website .	

Processing time:

between two and four weeks, 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.