

Self-employment/Freelancer

1. General Information

The visa section of the German Embassy in Warsaw is in charge of all visa applications. The German Missions in Kraków, Wrocław, Gdańsk and Opole do not issue visas and do not provide any information on this subject.

Please note that your visa application must be made **in person** and will be accepted only if **all required documents are submitted according to our regulations**. To apply for a visa it is necessary to book an appointment via our appointment management system online. The link is available on our website. Please take into consideration that it usually takes several weeks to process your application.

Each submitted **document in original** has to be accompanied by **two copies**. Documents in foreign languages have to be **provided with a certified translation into German**.

2. General Requirements

A visa is granted if:

- an economic interest and a regional need is given,
- the freelancing activity presumably has positive impact on economy
- the funding is secured by equity capital or bank credit

Further information are available here:

www.make-it-in-germany.com

3. Fees

The fee for processing the visa application is **approx. PLN 400** (€ 75,00 depending on exchange rate). **This amount has to be paid in Polish Zloty**. This is a processing fee. Thus, a refund in case of withdrawal of the application or up-on denial is not possible.

4. Process

Processing visa usually takes some weeks. As soon as the decision has been made, you will be notified by our Embassy accordingly. **Please do not contact the Embassy with questions concerning your application's status**. Inquiries only unnecessarily prolong processing the visa applications.

5. Required documents

Please make sure that you provide a complete application form and all additional documents required. Incomplete applications will not be considered!

Each submitted **document in original** has to be accompanied by **two copies**. Documents in foreign languages have to be provided with a **certified translation into German**.

- 2 in German language completed and signed application forms (forms are available [here](#))
- 2 recent biometric passport photographs ([sample fotos](#))
- your national passport (validity of which has to exceed your stay by at least six months; issued not earlier than 10 years ago) (original + 2 copies of all pages with records)
- Polish residency permit (e.g. visa / residence card), held for at least 3 months at the time of application and at least held for additional 2 months after your entry to Germany (original + 2 copies)
- current resident registration card/document from Polish authority (2 copies)
- company profile (not applicable to freelancer „Freiberufler“) (2 copies)
- business plan (not applicable to freelancer „Freiberufler“) (2 copies)
- business concept (not applicable to freelancer „Freiberufler“) (2 copies)
- capital requirement plan (2 copies)
- finance plan or rather proof of funding (2 copies)
- marketing strategy (2 copies)
- earnings forecast (2 copies)
- curriculum vitae with details regarding professional career and with the relevant certificates, diploma etc. (2 copies)
- proof of qualification, e.g. university diploma (original, if applicable translation + 2 copies)
- additional remarks regarding the amount of employees and trainee positions (2 copies)
- if possible, explanation how the activity will influence innovation and research
- if applicable, professional license (e.g. admission to the bar for lawyers) (2 copies)
- tenancy agreement or proof of accommodation (2 copies)

- if possible, proof of future primary residence in Germany (resident registration card/document or tenancy agreement)
- health insurance valid in Germany to remain in force throughout your stay (minimum coverage: 30.000 euros) (2 copies)

Applicants over 45 years:

If you are older than 45 years you have to submit documents proofing that according to your retirement plan you are adequately financially secured.

- offer of a private pension insurance that guarantees a monthly pension of € 1.280,06 for at least 12 years or a capital of € 187.682,00 when reaching the age of 67.

This requirement is not applicable to applicants for a temporary resident visa from Dominican Republic, Indonesia, Japan, Sri Lanka, Turkey and the United States of America

In individual cases it may be necessary to provide additional documents.