

Visa for employment purposes in Germany

1. General information

Your visa-application can only be processed once all documentation was presented completely. The documentation is to be presented in original **plus two copies each**. Documents in foreign language have to be **officially translated into German language**.

Please note that you have to apply in person at the Embassy. Applications via post are not possible. You have to book an appointment prior to coming to the Embassy via the online-appointment system. You can find the link on our homepage. In general, the processing time takes several weeks. Please plan your application accordingly.

2. Fees

For the processing of a visa application for employment purposes, a fee of 75,- € is charged. **The fee has to be paid at the time of application in cash in polish Zloty.** The fee is a processing fee. If an application is revoked or refused, the fee will not be refunded.

3. Process

Applications will be forwarded to the German authority in charge for further processing. The processing time takes about 4 weeks in general. In some individual cases, this processing time can be extended to several months. As soon as a decision has been made, the applicant will immediately be informed by the Embassy. In order to disburden the visa section, it is adjured to **refrain from status-questions**, since this would disrupt the workflow and may result in a delay of the visa process.

4. Documentation

Please mind the totality of the documentation! Incomplete applications can result in the refusal of the application!

Please sort the documents according to the following order.

- 2** completely in German language filled out and personally signed application forms (the forms are available [here](#))
- 2** recent biometric passport pictures ([photo sample chart](#))

- passport with adequate validity (at least 6 months after the planned return from Germany) issued within the last 10 years (**Original + 2 copies of all used pages**)
- additional form for Employment („[Erklärung zum Beschäftigungsverhältnis](#)“)
- Polish residence card**, valid since at least 3 months
- registration card for Poland (Original + 2 copies)
- filled out form „[Erklärung zum Beschäftigungsverhältnis](#)“, plus 1 copy (only in German! To be filled out by the employer!)
- work contract stating the kind and duration of the work, social security and monthly payment (Original + 2 copies)
- excerpt from the commercial register of company in Germany (twice)
- CV (twice)
- if non-academic qualification:** the recognition of the foreign professional qualification is a basic requirement for the application of a visa. The necessary recognition procedure is to be completed **BEFORE** applying for a visa. The certificate of the recognition is to be presented during the initial visa-application process. It is not possible to hand in the recognition-proof at a later time.
Further information about the recognition of foreign professional qualifications can be found here: [Anerkennung in Deutschland](#)
- if academic qualification:** The comparability of your foreign university degree is a basic requirement for the application of a visa. If your university degree is comparable with a German university degree can be checked in the following databank: [ANABIN](#). Please review the separate information sheet for “[information on recognition of a foreign university degree](#)”.
Please note that a „Zeugnisanerkennungsverfahren“ might be necessary in individual cases.
- if applicable, pre-approval of „Bundesagentur für Arbeit“, which can be applied for from your employer (Original + 2 copies)
- Proof of a health insurance for Germany (minimum coverage: 30.000,- €)
- If you are **older than 45 years of age**, a minimum salary of **46.860,- € brutto**, respectively a **proof of adequate retirement arrangement has to be proven!**

The Embassy reserves the right to request further documentation.