



January 2021

## Au Pair Visa

### 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

As an Au-Pair a good basic understanding of the German language is required (minimum A1 according to the Common European Framework of Reference for Languages). This means that you need to have good auditory skills and have to be able to hold a basic conversation without major problems. In addition, you have to show that you are motivated for your stay by the perspective of enhancing your language skills in Germany.

In order to qualify for this visa category, you must be between 18 and 27 years old upon submitting the application.

It is your choice if you work with an agency or look for a host family on your own. To qualify as a host family, German has to be the native language or – as an exception – at least the spoken language at home.

### 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 upon denial is not possible.

#### 4. Process

Processing the application takes at least 4 weeks, but this period can be extended to several months. 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 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, held for at least 3 months at the time of application (original + 2 copies)
- written confirmation from your placement agency or contract with your host family; the contract must include details about salary, working hours, accommodation and health insurance (original + 2 copies)
- proof of education, e.g. a training certificate (original, if applicable translation + 2 copies)
- current resident registration card/document from Polish authority (2 copies)
- health insurance valid in Germany to remain in force throughout your stay (minimum coverage: 30.000 euros) (2 copies)
- proof of good basic understanding of the German language meeting the level A1 according to the Common European Framework of Reference for Languages, issued by an ALTE-certified language school (2 copies)

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