



## National Visa „Vander Elst“

### 1. Free movement of service

According to EU-regulations concerning the free movement of service, companies based in a member state of the EU (e.g. Estonia) may send employees into other EU-member states (e.g. Germany) in order to render service without having to acquire a working permit. Please note that transfers between branches of a company are not covered by this exception.

There is still the necessity of a visa application beforehand in case the citizen to be sent has a nationality which is required to apply for a visa in case of entering the territory of the Federal Republic of Germany. When granted, the visa will only be valid for rendering the service specified in the application.

A primary prerequisite for the free movement of service is a working contract between the employee and the sending company. Furthermore, the definition of the term “sending” requires a working stay in the country of application before entering the country in which the service are to be rendered. In addition, just lending staff is not covered by the Vander Elst-visa. Therefore a specific project is required and the workers being sent must receive their commission/contract from the sending country. Failing to provide information to make the required circumstances credible will result a denial of the application.

### 2. Fees and process

Please note, that the visa application must be made **in person** and will be accepted only **if all required documents are submitted according to our regulations.**

Appointments can be booked online (free of charge) here

[www.tallinn.diplo.de/Terminvergabe](http://www.tallinn.diplo.de/Terminvergabe)

The fee for processing the visa application is **75,00 Euro**. This amount has to be paid in **cash**. Thus, a refund in case of withdrawal the application or upon denial is not possible.

### 3. Required documents

Please make sure that you provide a complete 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 application forms (and declaration in accordance with section 54 (2) No. 8 i.V.m. § 53 of the Residence Act) <https://tallinn.diplo.de/>
- 2 recent biometric passport photographs (45x35mm)
- Your national passport; validity of which has to exceed your stay by at least six month; issued not earlier than 10 years ago (original + 2 copies of all pages with records)
- Sufficient proof for your stay in Estonia valid long enough to allow your return from Germany to Estonia after rendering the services (original + two copies)
- work permit for Estonia
- Current resident registration card/document from Estonian authority, stating that the applicant reside for at least 4 weeks in Estonia (original + two copies)
- Service contract between your employer and the third party in Germany (two copies)
- Confirmation from the employer containing the following details (an individual one for each applicant; two copies)
  - Legal employment of the applicant (payroll, proof of social insurance)
  - Planned begin and end of date of the deployment to Germany
  - Place of deployment
  - Short description of the service to be rendered
  - Confirmation from your employer, that the minimum wages applicable in Germany will be paid for the duration of the posting
- Proof of health insurance valid in Estonia and Germany for the whole period of your stay (two copies)
- Translated A1 certificate in German as proof of proper employment
  - rental contract in Estonia
  - copy of your statement of bank account (last three month)

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

This fact sheet is regularly updated but makes no claim to be complete.

Folgende Fragen an den Antragssteller sind am Schalter schriftl. festzuhalten

Datum:

Barcode:

Name:

Vorname:

1. Wann sind sie zuletzt in Estland eingereist?
2. Wo wohnen Sie in Estland?
3. Wo arbeiten Sie in Estland?
4. Was genau arbeiten Sie in Estland?
5. Wo werden Sie in Deutschland untergekommen? Adresse:
6. Werden Sie gemäß Ihrem Arbeitsvertrag bezahlt? Ja / Nein
7. Kennen Sie die Regularien,  
dass in der Zeit in der Sie in Deutschland arbeiten,  
nach Deutschen Tariflohn bezahlt werden müssen? Ja / Nein
8. Leisten Sie Überstunden? Ja / Nein  
Wenn Ja: Wie viele?  
  
Wenn Ja: Werden Ihnen diese bezahlt? Ja / Nein  
Oder bekommen Sie Freizeitausgleich? Ja / Nein
9. Wird Ihnen Ihr Urlaub bezahlt? Ja / Nein

