

January 2024

## National visa for self- and freelance employment

### 1. General information

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.

Each submitted document in original has to be accompanied by 1 copy. Printout of a PDF file is not considered original. Physical document with the original signatures of both parties and/or electronically signed document with certification are considered originals.

Documents in foreign languages have to be provided with a certified translation into German or English.

Your original documents (certificates, diplomas, etc.) and passport will be checked and returned to you.

Appointments can be booked online (free of charge) here: [www.tallinn.diplo.de/Terminvergabe](http://www.tallinn.diplo.de/Terminvergabe)

### 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 German economy
- the funding is secured by equity capital or bank credit

Further information is available here:

<https://www.make-it-in-germany.com/en/for-qualified-professionals/working/setting-up-a-business-in-germany/visa-for-self-employment>

### 3. Fees

The fee for processing the visa application is 75 EUR. This amount has to be paid in cash or via credit card. 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 a decision has been made, the applicant is immediately contacted by the embassy. Applicants are kindly asked not to make any enquiries about the current status of their visa application.

## 5. Required documents for self-employment

- 1 filled-in and signed visa application form: <https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt>
- Your national passport (validity of which has to exceed your stay by at least 6 months; issued not earlier than 10 years ago), + **1 copy of all pages with records**
- 1 recent passport photo (45x35mm)
- Estonian residence permit or visa, held for at least 3 months at the time of application and for additional 2 months after your entry to Germany, + 1 copy
- Curriculum vitae of your professional career, specifying the certificates, diplomas, etc. you have obtained
- Company profile
- Business plan and concept
- Capital requirement plan - your initial investments and start-up costs, as well as working capital for operations, not applicable to freelancer.
- Finance plan or rather proof of funding
- Marketing strategy
- Earning forecast
- Proof of qualification, e.g. university diploma (if applicable translation in German), original + 1 copy
- Additional remarks regarding the amount of employees and trainee positions
- If possible, explanation how the activity will influence innovation and research in Germany
- If possible, tenancy agreement or proof of accommodation in Germany
- Health insurance for Germany during your entire stay (minimum coverage 30.000,00 Euro)
- Travel insurance

## 6. Required documents for freelance employment

- 1 filled-in and signed visa application form: <https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt>
- Your national passport (validity of which has to exceed your stay by at least 6 months; issued not earlier than 10 years ago), + **1 copy of all pages with records**

- 1 recent passport photo (45x35mm)
- Estonian residence permit or visa, held for at least 3 months at the time of application and for additional 2 months after your entry to Germany, + 1 copy
- Curriculum vitae of professional career, specifying the certificates, diplomas, etc. you have obtained
- recommendation letters from previous employers.
- portfolio of your previous work. Printed samples of the previous freelance work, or regular work in the same profession.
- Professional authorization. You need to show a license or other authorization to show evidence of your expertise and relevance to pursue the intended profession. This is needed if you're planning to exercise a profession that requires prior expertise in the field, i.e. medicine, law, and similar.
- certificates of your earlier education
- profit/loss statement. It has to show your forecasts about monthly profits and losses from the intended freelance activity.
- detailed description of your planned freelance employment, supported by fee contracts and/or letters of intent
- means of subsistence. Evidence showing you have enough money to cover your living and freelancing costs. This can be one of the following:
  - latest bank statements showing enough available funds;
  - blocked bank account.
- tenancy agreement or proof of accommodation in Germany
- health insurance valid in Germany for at least one year (minimum coverage 30.000,00 Euro)
- travel insurance

#### **Applicants over 45 years:**

If you are over 45-years old, you have to submit documents proving that you are according to your retirement plan adequately and financially secured. Your salary must therefore correspond to at least 55 percent of the annual assessment limit. In 2024, this corresponds to a gross monthly income of at least 4,152.50 euros.

Please ensure that your application documents are complete. Incomplete applications may result in rejection of the visa application.

**In individual cases provision of additional documents may be necessary.  
This fact sheet is regularly updated but makes no claim to be complete.**