

National visa for qualified employment with non-academic qualification

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.

Appointments can be booked online (free of charge) here:

www.tallinn.diplo.de/Terminvergabe

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

General information on labor immigration is available on www.make-it-in-germany.com

2. Fees

The fee for processing the visa application is € 75,00. 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.

3. Process

Processing visa usually takes some weeks. As soon as a decision has been made, the applicant is immediately contacted by the embassy. In order to avoid unnecessary delays, applicants are kindly asked not to make any enquiries about the current status of their application.

4. Required documents

Please sort the documents according to the following order:

- 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/>
- 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)
- Estonian residence permit, held for at least 3 month at the time of application (original + two copies)
- 2 recent passport photos (45x35mm)
- Additional form of employment “Erklärung zum Beschäftigungsverhältnis”, original + 2 copies. To be filled out by the employer – [\(https://www.make-it-in-germany.com/de/unternehmen/gezielt-rekrutieren/einreise-beschaeftigung-regeln/arbeitsmarktzugang/\)](https://www.make-it-in-germany.com/de/unternehmen/gezielt-rekrutieren/einreise-beschaeftigung-regeln/arbeitsmarktzugang/)
- Curriculum vitae of professional career, specifying the certificates, diplomas, etc. you have obtained (original + one copy)
 - 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: www.anererkennung-in-deutschland.de
- Employment agreement with a German company, with detailed description of the employment (duration, salary, working time, holiday etc.) as well as description of your future work place.
- Excerpt from the commercial register of the company based in Germany (2 copies)
- If available, the pre-approval of the Federal Employment Agency, which your employer applied for (Vorabzustimmung) (2 copies)
- Proof of Health insurance; minimum coverage 30.000,00 Euro (2 copies)

- If you are older than 45 years of age, a minimum gross salary of 3.905,00 EUR, respectively a proof of adequate retirement arrangement has to be proven.

Please ensure that your application documents are complete. **Incomplete and unsorted 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.**