



## EMPLOYMENT VISA (Residence Permit)

Dear Applicant,

thank you very much for your interest in an extended stay in the Federal Republic of Germany on a Residence Permit.

If you reside in South Africa (excluding the Northern, Eastern and Western Cape regions) you have to submit your visa application to the Embassy of the Federal Republic of Germany in Pretoria. **If you are a non-South African citizen, you are kindly asked to provide proof of your South African residence permit.**

We request that you take advantage of our **Online Appointment Booking System**.  
Please visit <http://www.visa-germany.co.za/> or call: 0861 – 00 22 45.

Applications must be submitted **in person** and **may not be submitted by courier, regular post, fax or e-mail**.

The fee for a residence permit is the **equivalent of €60.00**. The fee has to be paid in cash and in South African Rands upon application. Please refer to our website [www.pretoria.diplo.de](http://www.pretoria.diplo.de) for the applicable rate or exceptions.

Please note, that we can only accept complete applications. In order to ensure that your application can be processed without delay, **please submit the following documents in original:**

**If the applicant requires the original to be returned, two copies of said document needs to be submitted as well.** Unfortunately the Embassy can not provide copies.

	Incl./miss.
• <b>Two duly completed Residence Visa Application forms „Application for a Residence Permit“</b> (please ensure that you sign the form).	<input type="checkbox"/> <input type="checkbox"/>
• <b>A valid passport with at least two blank pages &amp; valid for at least another six months</b> (please ensure that your passport is signed).	<input type="checkbox"/> <input type="checkbox"/>
• <b>Two recent passport photographs according to biometric specifications</b> (for further details regarding biometric specifications of photos please refer to the sample tables on our homepage).	<input type="checkbox"/> <input type="checkbox"/>
• <b>Two Declarations on True and Complete Information in accordance with §55 Residence Act, signed and dated.</b>	<input type="checkbox"/> <input type="checkbox"/>
• <b>A signed contract of employment with specific details of the job function, salary, and duration of employment.</b>	<input type="checkbox"/> <input type="checkbox"/>
• <b>On request details of qualifications entitling the applicant to the aspired occupation in Germany</b> (e.g. university degree).	<input type="checkbox"/> <input type="checkbox"/>
• <b>Proof of accommodation/Rental agreement</b> (Accommodation mentioned in a letter of the employer will be sufficient).	<input type="checkbox"/> <input type="checkbox"/>
• <b>Police Clearance Certificate (not older than three months)</b> Please note it can take up to ten weeks for the South African authorities to issue this certificate.	<input type="checkbox"/> <input type="checkbox"/>
• <b>Proof of health insurance valid from date of arrival and for the duration of stay in Germany</b> (German Statutory/National or Private health insurance)	<input type="checkbox"/> <input type="checkbox"/>

Please note that each visa application is reviewed individually. Therefore, the requested documents might vary. The Embassy reserves the right to ask for additional document. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa. Once a visa has been issued, the purpose of the trip may not be altered.

The German Embassy requires approximately **two to three months** to process your **complete** visa application. **We strongly recommend that you do not purchase a flight ticket unless the visa has been granted.**

We kindly ask that no status requests on the visa application be made during the first two months.

**We will notify the applicant on any change of status or progress of the application as soon as possible and whenever the need arises.**