



TLSCONTACT VISA APPLICATION CENTRE – EGYPT

LIST OF DOCUMENTS

WORK VISA

In order to enable a contactless procedure under COVID-19 conditions, applications will be received by **TLScontakt**. Due to the ongoing pandemic, the capacity of the embassy remains very limited. We therefore ask you to follow the procedure below exactly. Incomplete applications cannot be accepted.

Applications can only be accepted with all requested documents. Applicants that did not fill in their application form or do not present all necessary documents could be refused to apply. In this case, you are requested to arrange for a new appointment. The following list enables you to check by ticking whether the documents for the visa application are complete. Please present these documents at your interview.

1. General Documents:

- Fully completed **application form** with the **legal instruction (German: “Belehrung”)**, both signed separately. The forms must be filled out online at videx-national.diplo.de and then printed.
- 3 recent biometric passport photos, not older than 6 months with dimensions 5*5 (please note the instructions at www.kairo.diplo.de)
- Proof of **health insurance** valid in all Schengen countries for the duration of the entry visa of usually 3 months (see leaflet: HINWEISE REISEKRANKENVERSICHERUNG)
or:
proof of health insurance taken out in Germany. The insurance must not exclude epidemics, pandemics or COVID-19 diseases.

2. Documents related to the purpose of entry:

- **Employment contract**, signed by both parties, or concrete **employment offer** from Germany containing detailed information about the type, content and duration of the intended employment, about the working hours, the place of work and the remuneration. Moreover, the document must state that the applicant has to be in Germany for the intended employment.
- Proof (by submitting a declaration from the employer) that the employment is absolutely necessary from an economic point of view and that the assignment cannot be postponed or carried out from abroad.
- Form: Declaration on the employment (**Erklärung zum Beschäftigungsverhältnis**)
- Proof of qualification in the intended sector of work with certificate, e.g. **diploma**, certificate for vocational training, **college** or **university degree**, **professional license** - each **translated and legalized**.
- If proof of vocational training is presented: **notification** of the agency responsible for **recognition** of foreign vocational trainings. More information on recognition: www.anerkennung-in-deutschland.de
- If a college or university degree is presented: please refer to the information available at www.anabin.kmk.org for the **recognition** of your **degree**. Please request the following two documents and enclose a printed copy of the results:
(1) Assessment of the university and (2) assessment of the degree program or the degree
- If a license is required for your future employment (e.g. probation for medical professions), you must provide the **professional license for Germany** or a confirmation of the responsible German authority that it will be issued once you are in Germany.

3. Final documents:

- **Curriculum vitae**
- **Motivation letter** regarding the desired field of study in Germany
- **From the age of 45:** salary must amount to at least 46.860 € gross/per annum (55 % of the annual contribution assessment ceiling for the general pension insurance scheme) or proof of adequate provision for old age
- **Original of passport, and copy of passport** (the original remains at the embassy until the visa is issued)

4. If your family moves to Germany with you, the following additional documents are required:

- All documents mentioned in point 1 for each family member, as well as their respective passport (original), and one copy of the passport
- Marriage certificate
- Recent (not older than 3 months) extract from the Egyptian Family Register
- Divorce certificate, if applicable
- Birth certificates of all children
- Recognition of fatherhood and/or proof which parent has the child custody
- A1 German language certificate of the spouse (Note: This is not applicable if the principle applicant applies for a blue card, an ICT card or a visa following § 18d or 18f AufenthG.)

General Instructions for submitting the application:

- Please submit two full copies of the complete application documents, sorted into separate bundles. The bundle of originals must be presented at the time of application and will be returned. Please note regarding the copy bundles:
 - The application form must be original and signed in both stacks.
 - One original passport photograph must be placed in each of the two application stacks. (do not stick or staple them on)
 - The passport copy must comprise all pages that are not empty.
- Applicants are asked to **compile all documents in the above order** and to **remove all staples** from the copy stacks.
- All documents have to be submitted in German or English or must include a translation by a translating office certified by the Embassy. A translation of degrees or diplomas issued in English is not required.
- All Egyptian official documents have to be submitted translated and legalized. Please find information for the legalization at our website:
http://www.kairo.diplo.de/Vertretung/kairo/de/04/Konsularhilfe/seite_legalisation.html
- The Embassy reserves its right to suspend the issuance of the visa in certain cases until additional documents are submitted.

Important information regarding the visa process:

- The German Embassy in Cairo only processes visa applications of people **residing in Egypt**, Libya, Syria and Yemen.
- The approval of the immigration authorities at the intended place of residence as well as the approval of the Federal Employment Agency may be required for issuing work visas.
- The processing time can vary between several weeks to months. The diplomatic mission abroad may only issue the requested visa once it has received the necessary approval from the German authorities. The embassy cannot influence the processing time or the decision of these authorities. Applicants will be contacted immediately after their application has been processed.

Please visit www.kairo.diplo.de (available in Arabic and German) for further information.