

INTRA-CORPORATE TRANSFER (ICT) AND PERSONNEL EXCHANGE LIST OF DOCUMENTS

Visa-free travel

All nationalities require a visa prior to travel to Germany.

General information

The ICT Card is a non-permanent residence permit. In Germany, the maximum stay is limited to three years (managers and specialists) or one year in the case of trainees. **The ICT Card also facilitates intra-corporate transfers and mobility within Europe.**

Your employer can facilitate visa processing by applying for pre-approval from the Federal Employment Agency (information for your employer is available [here](#) - in German).

List of documents

Please ensure **2 photocopies of each document** are provided for your visa application.

Printed Visa Application form (original)

Print the form including the barcodes twice and sign both copies (application forms are required for each applicant separately; all children require separate forms).

Valid passport signed by the holder

Issued within the last 10 years and valid for at least 3 months beyond the validity of the visa applied for. The passport needs to have at least 2 subsequent blank pages.

2 photocopies of the passport biodata page

Current UK residence permit (BRP)/ visa (foreign residents only)

2 photocopies of the permit/ visa

2 fully biometric passport photos

35 x 45 mm, no older than three months, on white or off-white background. Digitally altered passport photos cannot be accepted.

Pre-Approval (original and one copy, your employer can facilitate visa processing by applying for pre-approval from the Federal Employment Agency)

Employer's declaration ("Erklärung zum Beschäftigungsverhältnis" - **in 2 copies** download form [here](#) and Annex B ("Zusatzblatt B", download form [here](#)) to be completed by your employer

Professional curriculum vitae and copies of relevant academic or vocational qualifications

– in 2 copies each

Confirmation of health insurance cover – in 2 copies commensurate with the level of statutory German public health insurance ("gesetzliche Krankenversicherung")

Accompanying family members

Additional documents required for spouse/ parent/ adult child:

- Separate application form for each family member in 2 copies
- Original passport of the family member(s) and 2 copies of biodata page of the passport(s)
- Current UK residence permit (BRP)/ visa (foreign residents only) – in 2 copies
- 2 fully biometric passport photos
- Marriage/ birth certificate original and 2 copies (with translation)

*If this document was issued outside the EU and is not in English or German, then it should be **translated by a certified translator.***

Additional information

Accompanying spouses of ICT Card holders are usually exempt from the requirement regarding basic German language proficiency.

If your application is successful, you will be issued a limited validity entry visa - similar to a UK entry clearance. Once you have arrived in Germany please register your new residence with the local authorities ("Meldebehörde") within 2 weeks of having moved in and apply for your Electronic Residence Permit with your local immigration office ("Ausländerbehörde").

Further information on living and working in Germany is available [here](#).