



EMPLOYMENT VISA

JANUARY 2021

General information:

- If you wish to stay in Germany on a long term basis (more 90 days) you are required to obtain a residence permit. This visa in form of a national visa must be issued before you enter the country.
- The national visa will generally be issued for 90 days and needs to be extended after your arrival in Germany. Please contact the local authorities (Einwohnermeldeamt/ Bürgerbüro) to register and apply for (the extension of) the residence permit with the aliens authority (Ausländerbehörde)
- Processing of the visa takes **about 6 to 8 weeks** upon submission of complete documents. The residence permit can be issued only upon approval by the competent authorities in Germany. You will receive a prompt notification upon completion of the processing. We ask that no status request is made if the required 8 weeks processing period has not yet passed.
- Kindly note that you cannot apply for a residence permit in Germany and that you cannot convert a "tourist, business or visitor visa" into any kind of "national visa".
- It is recommended that at no time a flight ticket should be purchased until a visa has been granted.
- The **fee** for the processing of the visa application is the equivalent of EURO 75.00 (paid in SGD).
- All documents must be submitted in **original + 2 copies**. Copies will not be made by the Embassy.
- This fact sheet is regularly updated but makes no claim to be complete. Further documentation can at all times be requested or provided by the applicant, in support of the application.

Please submit:

- 2 duly completed** visa application forms (please ensure that you sign the forms)
[Online application form](#)

Together with following documents in original plus 2 photocopies (**complete applications only!**):

- passport** (at least 2 free pages, not older than 10 years)
- For non-Singapore citizens: **Employment pass/ dependent pass/ student pass** (please bring along a printout of your current Singaporean residence permit validity (no QR-Code)).
- 2 recent passport photographs** according to **biometric specifications** ([see sample photos](#))
- proof of **accommodation/ rental agreement**
- curriculum vitae and degree certificates of your higher education
- proof of health insurance (valid travel health insurance) at least for the first three months of your stay
- work contract/job offer with details of:
 - detailed job description
 - working hours
 - salary
 - duration of employment
 - additional confirmation letter of local employer if you are send to Germany by a Singapore based company stating your employment status, duration and whether the stay is paid by the local company or German company.
- [Declaration of employment](#) ("Erklärung zum Beschäftigungsverhältnis"), to be filled out by your employer in Germany – more information: [Make-it-in-Germany](#)
- If applicable pre-approval from the German employment agency ("Vorabzustimmung")

Please ensure that your application documents are complete! Incomplete applications can cause delays or may result in rejection of the visa application.