



## RESEARCH VISA

JANUARY 2021

### General information:

- All persons who wish to work as a researcher in Germany are required to obtain a residence permit in the form of a research visa in order to enter Germany.
- If you wish to get a PhD in Germany and you have already been accepted into a PhD program (full-time study), you need to apply for a study visa.
- 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). The fee for scholarship holders may be waived.
- 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 and fully completed visa application forms incl. declaration of accuracy of information pursuant to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act. - [Online application form](#)

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

- valid 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](#))
- Hosting agreement** ("[Aufnahmevereinbarung](#)" - Contract for issuance of a residence permit according to Section 18d of the German Residence Act) **OR employment contract**
- If no hosting agreement is concluded: [Declaration of employment](#) ("Erklärung zum Beschäftigungsverhältnis"), filled out by employer in Germany
- proof of **accommodation/ rental agreement in Germany**
- Curriculum vitae**
- Invitation letter** from the research institution
- Motivation letter**, incl. a description of your research field and project
- University degree certificates** and if applicable, official translation into German or English
- proof of health insurance** (valid travel health insurance) at least for the first three months of your stay in Germany
- proof of adequate financial means** (either at least 947 € per month without a contract of employment or if a contract of employment is planned, proof of the statutory minimum wage of currently 1647 €/ month).
- If applicable: proof of scholarship**

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