



Information on long-term visas
To take up Employment

The following documents must be submitted as **ORIGINALS AND AS 2 PHOTOCOPIES:**

1. **Completed application form** (for long stay visa)
2. **Recent passport sized photograph** => see additional leaflet
- 3. **Passport or travel document** valid for at least three months after the expiry date of the required visa with **at least two blank visa pages!** Only passports that have been issued (not extended!!!) during the past ten years can be endorsed with a visa.
4. **Irish re-entry visa**
5. Irish Certificate of Registration (**GNIB card**)
6. **Birth certificate** or declaration of age in lieu of oath, if birth certificate is not available, translated into German or English language. The translation has to be attached and sealed to a certified copy of the original document and stamped by the translator. (see list on website)
7. **Employment contract** or letter from your future employer containing information on the proposed job title, salary and duration of intended employment.
8. Recognised **university degree** or **professional qualification** that compares to German qualifications
9. **Proof of accommodation**, e.g. lease of an apartment/ house or proof of ownership of an apartment/ house in Germany.

Please note:

When applying for the visa, you may be asked to give your fingerprints in order to enable the German authorities to check their records for any previous stays in the European Union and any criminal record.

The Embassy may ask for additional documents and enquire for further information as applications are dealt with on a case to case basis. An application cannot be processed unless all the required documents are provided. The visa can only be issued if the competent German authorities approve the application (local immigration office at the future place of residence and, if applicable, relevant employment office). This procedure can take several weeks or months. You will be notified as soon as approval has been granted.

Usually, a visa for three months is issued by the Embassy. After arrival, the long-term residence permit can be obtained at the local immigration office.