



Checklist for long-stay visa: Employment

Please prepare **two identical application sets** with all of the following documents in the given order. Please bring your original certificates as well as your original employment contract along. Please DO NOT staple any documents.

Incomplete documentation may result in the rejection of your application.

<input checked="" type="checkbox"/>	www.dublin.diplo.de visa@dubl.auswaertiges-amt.de
<input type="checkbox"/>	Valid passport (issued within the last 10 years and valid for at least 6 months after arriving in Germany with at least two empty pages)
<input type="checkbox"/>	Application form fully completed including declaration Section 54 (2) 8, duly signed
<input type="checkbox"/>	Passport size picture , not older than six months with a bright background and frontal view of the face (please do not attach the picture to the application form) Digitally-altered passport pictures will not be accepted
<input type="checkbox"/>	Copy of your passport's data page
<input type="checkbox"/>	Copy of your Irish residence permit
<input type="checkbox"/>	Copy of your employment contract or letter of intent from your future employer in Germany including details about salary and working hours as well as full address of the employer OR For self-employment : Copy of all information regarding the company and financing (e.g. location offer, business plan, credit and financial information, business contacts in Germany)
<input type="checkbox"/>	Detailed job description from your future employer
<input type="checkbox"/>	University degree , original and copy, AND if applicable: official translation into German or English
<input type="checkbox"/>	Proof of housing in Germany with full address (e.g. rental contract, hotel reservation) OR invitation letter in case of private accommodation with name , full address and their passport copy
<input type="checkbox"/>	If applicable: self-addressed envelope (An Post only), 8,30,- Euros stamp
<input type="checkbox"/>	Visa fee 75,- Euros
	After approval: Travel insurance covering you until the start date of your employment

Please note that the German Embassy Dublin reserves the right to ask for additional documents at any time during processing. Submission of the above mentioned documents does not guarantee that a visa is granted.