

## Checklist for long-stay visa: Employment visa

(Only if you do not hold an academic degree or vocational training, all other employment applications are filed with TLS/ visa application centre)

Please prepare **two identical application sets (2 sets of copies)** with all of the following documents in the given order. Please bring your original certificates and translations if applicable. Please DO NOT staple any documents.

Incomplete documentation may result in the rejection of your application.

<input checked="" type="checkbox"/>	<a href="http://www.dublin.diplo.de/visa">www.dublin.diplo.de/visa</a> (FAQs available) <a href="mailto:visa@dubl.auswaertiges-amt.de">visa@dubl.auswaertiges-amt.de</a>
<input type="checkbox"/>	<b>Application form</b> fully completed including declaration Section 54 (2) 8, duly signed
<input type="checkbox"/>	<b>Passport size picture</b> , 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"/>	<b>CV</b>
<input type="checkbox"/>	<b>Motivation letter</b>
<input type="checkbox"/>	<b>Employment contract</b> 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
<input type="checkbox"/>	<b>For self-employment:</b> Information regarding the company and financing (e.g. location offer, business plan, credit and financial information, business contacts in Germany)
<input type="checkbox"/>	<b>Detailed job description</b> from your future employer
<input type="checkbox"/>	<b>Form "Erklärung zum Beschäftigungsverhältnis"</b> , filled out and stamped by your employer
<input type="checkbox"/>	Self-addressed envelope (An Post only), 9,20,- Euros stamp <i>Or</i> Envelope and stamps can be purchased for 10 Euros at the Embassy
<input type="checkbox"/>	<b>Valid passport</b> (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"/>	<b>Irish residence permit card</b>
<input type="checkbox"/>	Visa fee 75,- Euros
	After approval: <b>Travel insurance</b> covering you for the duration of your visa

**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.