



AU PAIR VISA

AUGUST 2018

General information:

- All persons who wish to work as an Au Pair in a family in Germany are required to obtain a residence permit in the form of a visa. To work as an Au Pair, a work permit is required and will be included in the visa issued for this purpose.
- To work as an Au Pair in Germany you must be at least 18 years old and not older than 26 at the time of the application.
- For your stay a minimum of 6 month is required. According to the visa regulations, you are not allowed to work as an Au Pair in Germany for more than 12 month.
- Processing of the visa takes up **to 12 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 10 weeks processing period has not yet passed.
- After the application has been approved, the German Embassy will issue a residence permit in a form of a visa with the duration for the first 90 days. A final residence permit for the whole duration of your course will be granted in Germany by the Aliens Authority. The Aliens Authority requires all residence permit holders to register upon their first arrival.
- 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 in NAD** (This non-refundable charge is payable in **cash or by credit card** when applying).

German language Skills:

- You need to prove basic German language skills when applying for the Au Pair visa. Competency in the German language in this case means that the applicant has the ability to communicate in German on at least a basic level, i. e. holds a certificate of successful completion of a German language course level A1 according to the Common European Framework of Reference for Languages. Certificates issued by an institution which performs testing in accordance with the standards of an Association of Language Testers in Europe (ALTE) are accepted. These requirements are met by the Goethe-Institute. For information on language tests at the Goethe-Institute, please visit their webpage: www.goethe.de
Exception: If the applicant shows sufficient German language skills by the time of the visa application at the Embassy, no further proof would be required.
- Please prepare **two identical application sets** with **all** the following documents. Copies will not be made by the Embassy.
- This fact sheet is regularly updated but makes no claim to be complete.
- **Please note** that the German Embassy the right to ask for additional documents at any time during processing. Submission of the following documents does **not** guarantee that a visa will be granted.

**Please submit the following documents in original plus 2 photocopies.
Incomplete documentation may result in the rejection of your application.**

- duly completed visa application forms (please ensure that **you sign** the forms)
- passport** (valid at least 3 months longer than the intended stay, at least 2 free pages, not older than 10 years)
- copies of your **passports data page**
- copies of your **Namibian residence permit**, e. g. work permit, study permit, etc. – if applicable
- 2** recent passport **photographs** according to **biometric specifications** (see sample photos)
- copy of your **signed Au Pair contract** with an Au Pair agency or family in Germany stating the full address (including postal code) of your Au Pair family
- copy of the **full registration card** of the **host family**
- copy of **proof of German language skills**, at least level A1
- copy of **your motivation letter**

TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

- Flight reservation / itinerary** with the applicant's name to Germany
- Proof of Travel / medical health insurance with the applicant's name** (coverage for medical expensed: EUR 30,000, valid at least for Germany for the first 90 days). It is a requirement that claims against the insurance company are recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule / certificate.

VISA APPLICATION: by appointment only