



Embassy
of the Federal Republic of Germany
Windhoek

JOB SEEKER

(for skilled worker)

Last update: December 2022

General information:

- All applicants who wish to search for a job in Germany are required to obtain a residence permit in the form of a visa. This residence permit must be issued before entering the country.
- Processing the visa application takes up **to 12 weeks** upon submission of complete documents. The residence permit can be issued only upon positive recommendation by the competent authorities in Germany. The applicant will receive a prompt notification upon completion of the processing. **We ask that no status request is made if the required processing period has not yet passed.**
- After the application has been approved, the German Embassy will only issue an entry permit in a form of a visa with the duration of 180 days. A final residence permit (if a job is found) will be granted in Germany by the Aliens Authority.
- It is recommended that no flight ticket is purchased until a visa has been granted!
- The **visa application fee** is the equivalent of EUR 75.00 in NAD. This non-refundable fee is payable in cash or by credit card when applying.
- Each applicant must submit **two identical application sets** with **all** the following documents. (Copies will not be made by the Embassy.)
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

Please read the following checklist, fill in the application form completely and provide two identical application sets (only complete applications can be processed!)

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- duly completed **visa application form**
 - please open the online application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
 - fill it in fully and correctly in English or German
 - download the completed form as a PDF-file, then
 - print it
 - date and sign it
- **2 recent passport photographs** according to biometric specifications
- **Original passport** (or travel document) valid for at least 3 months longer than the intended stay. It must contain at least two blank pages and must have been issued within the last 10 years.
- Provide a copy of a) the passport data page, b) previous Schengen visas within last 3 years and c) valid USA/UK visas if available.
- For Non-Namibian citizens: Proof of legal residence in Namibia.
- **Proof of academic qualifications** entitling the applicant to the aspired occupation in Germany (e. g. university degree etc.), please check with the recognized information platform ANABIN
- **Proof of professional qualifications** entitling the applicant to the aspired occupation in Germany, please check with the recognized information platform www.erkennung-in-deutschland.de
- **& proof of German language knowledge (B1)**
- **Motivational letter**
- **Curriculum vitae**
- **proof of finance** of the stay in Germany by:
 - a blocked account at a German bank showing a minimum amount according to the duration of your intended stay (withdrawal limit of € 947,- per month). NOTE: You have to open the „blocked account“ (Sperrkonto) directly with a bank of choice. There is no known provider in Namibia yet. Additional information on blocked accounts in Germany can be found on the webpage of the German Foreign Ministry.
- Or
 - a formal **letter of obligation** (Verpflichtungserklärung) according to paragraph §§66,68 of the Aliens Act, from a resident of Germany and for the duration of the applicant's stay in Germany.
- **Proof of accommodation** in Germany with **full address** (e. g. renting contract, hotel reservation or invitation letter in case of private accommodation with name, full address and passport copy of inviting person).

ONLY TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

(The applicant will be informed by the Embassy via e-mail!)

- **Flight reservation / itinerary** with the applicant's name (no final booking needed).
- **Travel/medical insurance** (coverage for medical expenses/repatriation/pre-existing: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be 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.