

Employment Visa for Skilled Employees

Visa forms are **FREE OF CHARGE**

Information regarding visa procedures, requirements and individual applications can **ONLY** be obtained from the visa officers of the Embassy of the Federal Republic of Germany, not from Security Staff or any other third party. Do not employ agents, travel agencies or other middlemen.

The German Embassy in Accra serves residents of **GHANA**,
LIBERIA and **SIERRA LEONE**.

PLEASE NOTE:

- In many cases the approval of the responsible authorities in Germany is mandatory before an employment visa can be issued. The processing time can therefore vary from case to case. The German Embassy therefore encourages applicants to apply as soon as all relevant documents and information are available.
- All applicants have to **apply in person** at the German Embassy.
- The processing fee is 60.-- Euro, to be paid in Ghanaian Cedis at the exchange rate set by the German Embassy's accounts department. The processing fee is therefore subject to change without prior notice. Should the visa be denied the Embassy will not refund any money.
- Compliance with the visa conditions does not automatically guarantee that a visa will be issued. In addition to the standard requirements other supporting documents may be required, depending on the specific nature of your application. Furthermore, after receipt of a visa, the competent authorities may refuse entry into Germany upon arrival. In such cases, the German Government accepts no liability.
- The German Embassy does not return forms, photos or any documents in the case of refusal or if the application is withdrawn.
- Fake or forged documents will not be returned and may be sent to the relevant authorities. Presentation of such documents will result in the refusal of the visa application.
- If the visa is granted, it is your duty to verify whether the information printed on the visa sticker is correct and complete and to report any errors to the Embassy immediately.
- Please verify if you fulfil the basic requirements before applying for an employment visa. In general, an applicant with a foreign degree is only eligible for an employment visa **if the degree is officially recognized** in Germany, for recognition of non-German degrees kindly refer to www.anabin.de

Address:

N° 4, Sam Nujoma
Close, North Ridge,
Accra

Mailaddress:

P.O.Box GP 1757
Accra
Ghana

Telephone:

(00233-30) 2211-000 to 2211-010
(00233-30) 2221-326

Telefax:

+49 30 1817 67211

E-Mail:

info@accra.diplo.de

General requirements for Employment Visa:

All documents listed below are to be presented **in original as well as two legible copies**. Only complete applications can be processed, incomplete applications will not be accepted! Additional documents may be required.

- 2 completely filled-in application forms for a national visa (application forms are free of charge), duly signed by the applicant.
- 2 recent passport pictures (please do not attach to forms) with white background
- valid passport and copies of the pages of the passport showing the particulars of the applicant
- birth certificate of the applicant
- employment contract with a company/institution in Germany with information on monthly salary and working hours
- if the work contract is limited to a certain period of time: proof of financial and economic situation in country of residence
- approval by the Federal Employment Agency (*if applicable*)
- curriculum vitae containing full education and employment history
- personal covering letter explaining the exact purpose and duration of stay
- documentation of previous jobs, attestations from employers
- documentation of your school, college and academic degree
 - for foreign degrees: the degree needs to be officially recognised in Germany (anabin database), please have a look at “EU Blue Card” and “Job Seeker Visa” for more information on the recognition process
- marriage certificate and birth certificates of children (*if applicable*)
- valid health insurance (you can also take out a health insurance in Germany. however, for the time period until you are settled in Germany, you have to submit a preliminary health insurance with your application.)
- processing fee

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1.) EU Blue Card

specific requirements for EU Blue Card:

- proof that you have a **university degree**
 - if your university degree was not obtained in Germany, the degree must be recognized in Germany. Please visit <http://anabin.kmk.org/anabin-datenbank.html> to verify the recognition of your degree in Germany. Both your university degree **and** your university need to be officially recognized. Please attach a printout of both recognitions to your application.
 - if your degree is not yet officially recognized in Germany, a German examination council could verify your individual degree. You find more information on the procedure on the following link: <https://www.kmk.org/service/erkennung-auslaendischer-abschluesse/zeugnisbewertung-fuer-auslaendische-hochschulqualifikationen.html>
- employment contract or binding job offer with a specified **minimum gross annual salary** (2015: 48.500 €)
 - academics of natural sciences, mathematics, engineering, IT and medical doctors with contracts or job offers with salaries below this statutory minimum of 48.500 € but above 37.752 € they are still eligible for the EU Blue Card
- please note that the employment needs to be adequate to the academic qualification of the applicant

advantages of EU Blue Card:

- possibility of obtaining a permanent residence permit after working in a highly skilled occupation for a period of 33 months (21 months if employee can demonstrate at an early stage proficiency in the German language to level BI)
- family members of EU Blue Card holders are entitled to obtain a residence permit without having any proficiency in the German language before entering the country, spouses will immediately receive an unrestricted work permit.
- holders of an EU Blue Card along with his/her family members are entitled to live for up to 12 consecutive months in a non-EU country without expiration of the residence permit

Please have a look at the following clip for more information concerning the EU Blue Card:

<http://www.youtube.com/watch?v=etabTpHXUwM&list=PL4RiThKgxu69cEXmigLuMCoNtFL5Y9SUy&index=21>

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2.) Job Seeker Visa

specific requirements for Job Seeker Visa:

- proof that you have a **university degree**
 - if your university degree was not obtained in Germany, the degree must be recognized in Germany. Please visit <http://anabin.kmk.org/anabin-datenbank.html> to verify the recognition of your degree in Germany. Both your university degree **and** your university need to be officially recognized. Please attach a printout of both recognitions to your application.
- if your degree is not yet officially recognized in Germany, a German examination council could verify your individual degree. You find more information on the procedure on the following link: <https://www.kmk.org/service/anerkennung-auslaendischer-abschluesse/zeugnisbewertung-fuer-auslaendische-hochschulqualifikationen.html>
- the maximum validity of a job seeker visa is six month, applicants are required to provide proof of financial means to cover the costs for the time of your stay by one of the following documents:
 - “Verpflichtungserklärung” (formal obligation letter) by sponsor living in Germany-
or
 - personal bank statement with sufficient funds of 659,00 € monthly needs to be available
 - is the holder of a job seeker visa is able to acquire a suited employment during his stay, the job seeker visa can be transformed into a work permit / residence permit by the competent Aliens Authority in Germany (*Ausländerbehörde*)

More information on employment opportunities in Germany can be found on the following Internet pages:

www.research-in-germany.de

www.make-it-in-germany.in

www.bamf.de/DE/Migration/Arbeiten/arbeiten-node.html

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