



Employment Visa

Generally all applications for an employment visa have to be forwarded to the German Authorities (Immigration Office and Federal Employment Agency (ZAV)). Thus the process of your visa application can take approx.. 8 – 10 weeks.

Applicants are kindly asked to refrain from any inquiries during the first two months.

Application procedure

- All applicants are advised to **take an online appointment** prior to applying for their visa:
https://service2.diplo.de/rktermin/extern/choose_realmList.do?locationCode=kath&request_locale=de
- Location: Kathmandu
- **Personal appearance** at the German Embassy is **mandatory**.

Checklist

Before submitting your application at the Embassy please prepare the following documentation:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Valid passport issued within the last 10 years and valid for at least another year as of date of visa application) with at least two empty pages |
| <input type="checkbox"/> | 3 recent biometrical passport photographs (not older than six months) |
| <input type="checkbox"/> | Visa application form for a German National Residence All questions have to be answered, incomplete forms cannot be accepted. |

| | |
|--------------------------|--|
| <input type="checkbox"/> | Declaration on True and Complete Information |
| <input type="checkbox"/> | Copy of <u>all</u> pages of your passport (A4 size copy) |
| <input type="checkbox"/> | Citizenship Certificate |
| <input type="checkbox"/> | Motivation letter explaining the exact purpose and duration of stay |
| <input type="checkbox"/> | Bio Data Sheet (CV) |
| <input type="checkbox"/> | Employment contract with a company in Germany (bearing the signatures) |
| <input type="checkbox"/> | Deputation order from Nepalese employer – if applicable |
| <input type="checkbox"/> | Proof of qualification and experience certificates for future employment in Germany |
| <input type="checkbox"/> | If applicable – Approval by the Federal Employment Agency |
| <input type="checkbox"/> | Certificate about compulsory health insurance (Gesetzliche Krankenversicherung) from German employer valid from date of employment. |
| <input type="checkbox"/> | Visa Fee of Euro 75,00 (equivalent in NPR) |

Please prepare two identical sets of application of the a.m. documents and bring your original documents along.

All documents have to be presented in the given order in original, copies in Format “DIN A4”

All documents in Nepali language have to be supported by an English or German translation.

The German Embassy reserves the right to ask for additional documents.

Only applications with complete documentation can be accepted.

Important Information

As of July 2013, Blue Card applications and applications with a “BA-Vorabprüfung” (approval by the Federal Employment Agency) may – under certain circumstances – be directly decided by the German Embassy, resulting in a processing time of approximately ten days.

Other employment visa applications, such as for deputations, still have to be forwarded to the competent immigration authorities.

In case of visa approval you will be requested to present a travel health insurance and a flight booking (please refer to the website regarding travel health insurances accepted).

Submission of incomplete documentation may result in the rejection of your application.

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The guidelines are subject to change without prior notice.

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