



Information sheet: National Visa

Workers with vocational training § 18a Residence Act

Basic Information

- All documents must be submitted **twice**, sorted into two different sets in the order as mentioned in the checklist below
- Certificates, diplomas, etc. must be presented in the original and attested by the HEC. Your original documents will be returned to you once your application has been processed.
- The visa must, where applicable, be approved by the Federal Employment Agency and the competent foreigners authority. The visa can only be issued when these approvals have been received.
- **Processing time is as a rule ca. 2 months**, but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The German Embassy Islamabad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the Embassy to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

General Information on skilled workers

As a skilled worker with vocational training, you can be issued with a residence permit to engage in skilled employment that your qualification enables you to perform.

Please note that some university degrees from foreign universities are classified as vocational training qualifications in Germany.

You can find out more about living and working in Germany at www.make-it-in-germany.com

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in **two identical sets** in the requested form and order. **The documents needs to be submitted in A4, complete and not stapled.**



Visa application checklist – Skilled Workers with vocational training		
The following documents are to be submitted in full with every application.		
		Missing:
1	Application Form , including recent (2 weeks) biometric passport pictures	
3	Declaration of employment , completed and signed by your employer.	
4	Work Contract, signed by the applicant and the employer (please make sure that the starting date for the contract is up to date!)	
5	Detailed job description, provided by your employer (e.g. job offer)	
6	If applicable: Pre-Approval by the Federal Office of Employment	
7	Your Curriculum Vitae	
8	Proof of qualification: diplomas, certificates, proof of completion	
9	<p>Proof of recognition of foreign vocational training: Written notification of the agency responsible for recognition of vocations in Germany</p> <p>or <i>(in the case of regulated professions in which permission is required, for example in the care sector; complete list is available from the Federal Employment Agency or the European Commission)</i></p> <p>Permission to exercise a profession issued by the authority responsible for recognising qualifications or assurance of permission to exercise a profession (original and two (2) copies) (for example, for medical professions)</p> <p>More information on recognition: www.anerkennung-in-deutschland.de</p>	
10	From the age of 45: Proof of adequate provision for old age (only if salary does not amount to at least 55% of the annual contribution assessment ceiling for the general pension insurance scheme – 2023: 48.180 € gross/per annum)	
11	Passport copies: Copies of Page 1 and 2 of all your passports starting with the most recent one you want to travel on.	
12	ID card copy	
13	Travel Health Insurance	
14	If applicable: Information about any previous visa refusals. A written explanation about reason for application and refusal letter are required.	
15	Applicants Declaration	
16	Declaration as per § 54 (2) S. 8 in combination with § 53 Residence Act	
17	Printout of the appointment confirmation e-mail; including the provided booking code (e.g. "isla_9729717")	
Fee		
	Visa fee of 75,- €. Payable in PKR.	