

Checklist for an Employment Visa

		Yes	No
1.	Application Form (national) <ul style="list-style-type: none"> • In triplicate, fully completed in English or German and signed and dated by the applicant himself. If the applicant is under the age of 16 both parents must sign the application form. 		
2.	Passport Requirements: <ul style="list-style-type: none"> • validity of at least 90 days from the date of expiry of the requested visa • at least one free page • must contain valid UAE Residence Visa entitling holder to return to the UAE 		
3.	2 photocopies of the Passport, UAE Residence Visa and previous Schengen or UK-Visas		
4.	three Passport photographs Requirements: <ul style="list-style-type: none"> • size 3,5 x 4,5 cm • a frontal view of the face covering 70-80% (32-26mm) of the photo • a uniform and light-coloured background • clear facial features and eyes – not covered by hair or frame of glasses Headcoverings are only accepted for religious reasons. Do not glue or staple the pictures to the application form.		
5.	Instruction Form* <ul style="list-style-type: none"> • fully completed in English or German and signed and dated by the applicant himself. 		
6.	Employment contract and support letter from your future employer in Germany and two copies.		

* Nationals of: Afghanistan, Algeria, Bangladesh, Belarus, Burundi, Columbia, Congo, Egypt, Indonesia, Iran, Iraq, Jordan, Kazakhstan, Lebanon, Libya, Nigeria, North Korea, Pakistan, Philippines, Saudi Arabia, Sudan, Syria, Tunisia, Vietnam and Yemen **must complete and hand in Instruction Form A and B.**

Special rules apply for Palestinian nationals holding Lebanese Travel Documents and Somali nationals.

Please Note

- The visa may take several months to process.
- All Fees must be paid upon submission of the above in cash only.
- There is no refund if the visa application is refused.
- The Consulate reserves the right to ask for additional documents.

Remarks:

Date

VFS