



RK 516 SV/Au-Pair

Information regarding the Visa Processing for Applications for an Au-Pair-Visa for the Federal Republic of Germany

The visa application has to be submitted personally by the applicant on the day of the scheduled appointment (s. link: http://www.manila.diplo.de/contentblob/2612414/Daten/964031/MB_visa_appointment.pdf) at the Embassy.

The Embassy will not accept visa applicants without an appointment.

Only citizens who require visas to enter Germany and who are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau may apply for their visa with the German Embassy in Manila (for the table of countries whose citizens require/do not require visas to enter Germany please use the following link: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html).

Please note that the Au-Pair occupation is allowed only, if this is clearly permitted in the visa, because the Au-Pair occupation is a form of Employment!

The **requirements** for the approval for an Au-Pair stay are:

- Age limits: at least 18 years / at most 24 years of age (when the application is submitted)
- Basic knowledge of the German language
- Duration of the Au-Pair relationship: at least 6 months / at most 1 year
- at least one under-age child (minor) in the host family
- No kinship between the Au-Pair and the host parents.

The Federal Employment Office informs on their homepage with regard to Au-Pair stays and the **rights and obligations** of the host families and the Au-Pair involved with these stays. There you can choose the option "Veröffentlichungen" and put in "Au pair" in the search function, in order to find information leaflets for host families and Au-Pairs, as well as the sample contract: www.arbeitsagentur.de

Multilingual information regarding Au-Pair residences and Au-Pair agencies with the seal of quality of the Au-Pair quality control association („Gütegemeinschaft Au pair e.V.") are available on the homepage in the download-center: www.guetegemeinschaft-aupair.de

The following documents must be submitted upon application:

All applicants have to submit upon interview:

- valid passport with two copies of the data page of the passport.
(Please note: the passport must be valid remain valid at least **3 months** after the planned duration of stay **and it must contain two empty pages.**)
- two** application forms (http://www.manila.diplo.de/Vertretung/manila/en/01/Visabestimmungen/ddatei_application_long_stay.property=Daten.pdf), completely filled out in German language, as well as the declarations according to §§ 54 and 55 Aufenthaltsg. These forms are available on the homepage of the German Embassy (www.manila.diplo.de/visa). (Please, in any case, state in the application form your complete address in the Philippines, the Marshall Islands, Micronesia or Palau (street, city / area / village / province, postal code and telephone number).)
- three** identical and current passport pictures (http://www.bundesdruckerei.de/en/service/service_download/service_citizen_idDocSample_05_72dpi.pdf), two are to be fixed to the application forms, one picture is to be attached loosely.
- Birth certificate**, issued by the National Statistics Office (NSO) on Security Paper (contact details see bottom of page 2)
- Au-Pair contract (in German or English language, original with two Xerox copies). The contract must contain the minimum requirements for the Au-Pair relationship, in accordance with the non-binding sample contract published by the Federal Employment Agency (see also <http://www.arbeitsagentur.de/zentraler-Content/Vordrucke/A04-Vermittlung/Publikation/V-IA-ZAV-Aupair-Beschaefigung-Vertrag.pdf>), that means it must contain the following specifications:
 - Exact description of the parties to the contract (Au-Pair host family and Au-Pair)
 - Start and duration of the contract
 - General responsibilities of the host parents and the Au-Pair
 - Agreement regarding the pocket money (as of January 1, 2006: at least EUR 260,00 per month)
 - It is the obligation of the host parents, to insure the Au-pair at their own expense in case of illness, pregnancy and birth as well as accident.
 - Agreements regarding the working hours (at most 6 hours per day and 30 hours per week, at least 2 workdays per month for vacation)
 - Number and age of the children to be minded.

All documents have to be submitted in original with two copies.

All documents that are not in German language (except if they are in English) have to be submitted in a notarized German translation (with two copies).

The fee for processing the application is 60,00 Euros (if below 18 years of age 30,00 Euros) for national visas or Schengen-visas, and is payable upon submission of the application in Philippine Pesos at the current exchange rate. The Embassy does not refund the visa fee if the application is rejected. The Visa Section does not raise further fees for the processing of the application, general information and information regarding ongoing applications.

Please note: only complete applications can be accepted, as only that way a proper checking of the application is possible.

Additional documents, which are not detailed here, can be required in the individual case upon submission of the application or subsequently during the course of the visa processing.

Basic Knowledge of the German language

In the Philippines this proof can be produced through the certificate of language examination "Start Deutsch 1" of the Goethe Institute in Manila. With regard to examination appointments you are kindly requested to contact the Goethe-Institute in Manila directly: <http://www.goethe.de/ins/ph/map/deindex.htm>

On submission of the application the knowledge of German language is checked by a German employee of the German Embassy through a conversation in German language about matters of everyday life.

This basic knowledge of the language must be on a par with level 1 of the common European language norm. This requires that common, every-day expressions and very simple sentences that aim at the satisfaction of certain needs can be understood and used. It must be possible, to introduce oneself to others and ask other people questions about themselves – for example where they live, which people they know or what things they have – and give answers to questions of this kind. A simple kind of communication must be possible, if the conversational partners speak slowly and clearly and are prepared to help one another.

The visa application must be rejected for the safety not only of the Au-Pair but also for the safety of the child(ren) to be cared for, if the communication with the host family in German language is not possible

Sequence of the Visa processing

Long term visas can not be issued without the approval of the responsible Aliens' Office in Germany (§31 AufenthVO); the visa can therefore only be issued when the Embassy has received the approval. A processing time of several months must be expected. The visa should therefore be applied for at an early date.

Additional documents can be submitted by courier, post, or personally from Monday to Thursday between 11:00 a.m. and 12:00 p.m. and on Friday between 10:00 a.m. and 11:00 a.m.

Applicants are requested to inform the Embassy of any changes of their contact details to avoid delays or inconvenience.

The Visa Section will inform you as soon as the visa can be issued.

Passports and letters (e.g. informing of the result of the visa application) are sent to the applicants by the Embassy via courier service. The courier fee is 160,- PhP (payable upon delivery).

After entering Germany, you have to contact the Aliens Office ("Ausländerbehörde"), which issued the residence permit. This residence permit entitles the holder to travel in the Schengen-Area for up to 90 days per half year.

Please refrain from asking for updates of the processing. Such questions do not expedite the processing. If further inquiries need to be answered by you, or additional documents be required, the Visa Section would of course contact you directly without further prompting.

We also ask for your understanding, that, for reasons of data protection, no information regarding the current stage of the processing of ongoing applications can be given, as it is not possible for the Visa section to determine on the telephone the identity of the caller. The information gained in the visa processing about the application as well as information about the current stage of the application processing in individual visa procedures are subject to data protection.

If you do, however, believe a question regarding the stage of processing must be asked for special reasons, we request for a personal visit or for a written inquiry with an explanation of the reasons. The Visa Section may provide information regarding the visa processing only to:

- o the applicant himself / herself
- o third parties, who submit a written authorization by the applicant, or
- o to a legal representative, if there is for legal reasons an appropriate power of representation (for example the power of representation, which parents have over their children).

Accordingly, the Visa Section may give spouses / fiancé(e)s / employers no information, as long as there is no written authorization for representation at hand. An authorization must therefore, where required, be attached to the application.

Application forms and information leaflets are available for free at the entrance of the Embassy and on our homepage www.manila.diplo.de

General information can also be given by the Call Center of the Visa Section (02) 845 9200. The advice in visa matters through staff members of the Visa Section is free of charge, too. Other service providers and persons, who claim to give advice outside the Visa Section, do not belong to the personnel of the Visa Section. The Visa Section does not work with these people. They do not have to be availed of for the visa processing.

For NSO-birth certificates please contact:

National Statistics Office (NSO):

Civil Registry Division –
Vibal Building
Corner EDSA and Times Street
West Triangle, 1104 Quezon City, Metro Manila

Tel.: (0063-2)926-7274, -7294, -7204

Fax: (0063-2)926-7329

NSO Helpline Plus: Tel: (0063-2)737-11-11

URL: <http://www.census.gov.ph>

E-Mail: l.hufana@census.gov.ph