



RK 516 SV/Arbeit

Information regarding the Visa Processing for Applications for an Employment-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 taking up of employment in Germany is generally permissible only, if expressly permitted in the visa and if an employment permit is granted. The entry into the labor market is generally possible for newly-entering foreigners only if there were no German or privileged foreigners (i.e. who live in Germany and already have an employment permit) available nationwide to fill the position.

Exceptions are being made for **highly qualified manpower**, whose move to Germany is facilitated. The term "highly qualified" refers especially to scientists with special expertise, teaching staff or high-ranking scientific staff as well as other specialists and employees with professional experience, who receive an income of a certain amount (currently at least 84.600,- Euros per year). For highly qualified manpower, the permission of a permanent stay in Germany is planned from the outset, you can immediately receive a settlement permit ("Niederlassungserlaubnis"). Family members, who are traveling with you or joining you later, are entitled to carry out gainful employment.

Foreigners can also settle in Germany as **self-employed persons**. The requirement for this is a superior economic interest or a special regional need, a positive effect of the occupation on the economy and secured financing. These requirements are generally given, if at least 250.000 Euros are invested and five places of employment are created. If these requirements are not fulfilled, an individual examination is carried out for the existence of a superior or special regional interest, regarding the effects on the economy as well as regarding the security of financing.

Information regarding the employment possibility in Germany can for example be downloaded from the homepage of the German Ministry of Foreign Affairs: <http://www.diplo.de/diplo/de/WillkommeninD/LernenUndArbeiten/ArbeitenInDeutschland/ArbeiteninD.html>

Please note: In the case of one or more business related trips to the Schengen-Area lasting up to 90 days per half year you should apply for a Schengen-Visas of the category "C" (see homepage of the Embassy under "Business Visa"). Employment is not permitted using those types of visas.

The **following list allows you to check**, by ticking off the boxes, whether you have all the documents needed for the visa application. All the documents itemized below are to be submitted by the applicant during his/her personal interview.

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.

For the occupation as an employee or highly qualified manpower:

- contract of employment signed by employee and employer in German language, to be submitted in the original with 2 Xerox copies, with the address of the employer in Germany and a concrete offer of place of employment with exact details regarding:
 - o the type of the proposed occupation,
 - o the place of employment and
 - o the amount of the salary
 - o the duration of the proposed occupation,
 - o the employer should make sure about the contents of the employment with the authorities at the location of the planned stay.
- Proof of sufficient health insurance coverage, as far as the contract of employment does not show that the employer will take care of this. The submitted insurance policies must clearly indicate that even a stay in Germany for the purpose of employment is covered by the policy. If this is not indicated in the insurance policy, an additional, appropriate confirmation of health insurance must be submitted.

For the occupation as a self-employed person:

- a complete description of the firm, that is a structure and detailed description of the business idea, which should include the following details:
 - o Business plan, business concept, and capital requirements plan.
 - o Financing scheme, marketing strategy, yield forecast, curriculum vitae / resumé, additional details regarding the number of employment places that will probably be created and number of the apprenticeship training positions that will probably be created (original with two Xerox copies).
- Proof of qualification, such as diplomas, certificates, curriculum vitae resumé (original with two Xerox copies).
- Proof of sufficient health insurance coverage.

If the applicant is a minor (a child below the age of 18):

Even with the application for a minor the basic principle of personal appearance applies. If you, as the parent or other legal representative of a minor would like to submit a visa application, you are kindly required to bring the child to the visa interview, together with the following additional documents, each in the original with two Xerox copies:

- Birth certificate of the child (if born in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER (SECPA))
- Notarized declaration of consent of the parents for the stay in Germany / the Schengen-Area
- If not both parents have the care and custody of the child: proof regarding the situation of care and custody, e.g.:
 - o Death certificate of one parent (if deceased in the Philippines: issued by the National Statistics Office (NSO) on SECURITY PAPER).
 - o Certificate for the single mother
 - o Court decision regarding the custody

All documents have to be submitted in original 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.

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).

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.

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.

Upon entry in Germany you should bring along the original supporting documents of your visa application for possible

Address:
25/F Tower 2 RCBC Plaza
6819 Ayala Avenue, 1200 Makati City
Metro Manila, Philippines

Office Hours: Mo-Thurs: 7.30 am-3.30 pm
Fr: 7.30 am - 12.30 pm

Telephone hours:
Mo-Fri: 9.00 am – 11.00 am
Mo-Thurs. 2 pm – 3 pm

Application Hours:
Mo-Thurs: 8.00 am -1.30 pm
Fr: 8.00 am -11.30 am
Entrance Hours for other concerns:
Mo-Thurs: 11.00 am – 12.00 am
Fr: 10.00 am – 11.00 am

Tel. : (0063-2) 702 3000
Visa-Tel.: (0063-2) 702 3001
Fax : (0063-2) 702 3015
Visa-Fax: (0063-2) 702 3045
Homepage: www.manila.diplo.de/visa
Email:visa@mani.diplo.de