



## Information regarding the Application for an au pair-Visa for the Federal Republic of Germany

**The visa application must be submitted personally by the applicant on the day of the scheduled appointment (see Information [leaflet on appointments](#)) 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

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 26 years of age (when the visa application is submitted)
- Basic knowledge of the au pair of the German language
- At least one of the host parents must speak German as a mother 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. By typing "au pair" in the search function you will find information for host families and au pairs, as well as the sample contract.

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.

**The following list allows you to check, by ticking off the boxes, whether you have  
all the documents needed for the visa application:**

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|--------------------------|--|
| <input type="checkbox"/> | valid passport (original with two copies of the passport data page), which must contain two empty pages and be valid for at least <b>3 months</b> after the planned duration of stay   |
| <input type="checkbox"/> | Two (2) <a href="#">application forms</a> duly filled in <b>completely</b>   |
| <input type="checkbox"/> | Three (3) identical and current passport pictures (for picture format see <a href="#">Information about passport pictures</a> ). Two (2) of these pictures must each be glued to the application forms, the third must be attached with a paper clip to the passport (please do not staple). The applicant must write his or her complete name and date of birth on the back of the picture; |
| <input type="checkbox"/> | Birth certificate (if born in the Philippines: issued by the Philippine Statistics Authority (PSA) on Security paperm (SECPA))   |

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <a href="#">Declaration</a> according to § 54 AufenthG, fully completed and signed by your own hand |
|--------------------------|---|

<input type="checkbox"/>	<p><b>Au pair contract</b> (in German or English language, original with two Xerox copies). The contract must contain the minimum requirements for the Au pair relationship, that means it must contain the following specifications:</p> <ul style="list-style-type: none"> <li>- Exact description of the parties to the contract (Au pair host family and Au pair)</li> <li>- Start and duration of the contract</li> <li>- General responsibilities of the host parents and the Au pair</li> <li>- Agreement regarding the pocket money (at least EUR 260,00 per month)</li> <li>- 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.</li> <li>- Agreements regarding the working hours (at most 6 hours per day and 30 hours per week, at least 2 workdays per month for vacation)</li> <li>- Number and age of the children to be minded.</li> </ul>
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**All documents have to be submitted in original with two copies.  
The Embassy reserves the right to request further documents**

**Please note:**

The **application processing fee** is 60,00 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.

Only complete applications can be accepted, as only that way a proper checking of the application is possible. All documents have to be submitted in original with two copies.

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 the proof of basic knowledge of German language can be produced through the certificate of language examination "Start Deutsch 1", issued by the Goethe Institute in Manila. The exam can also be taken by persons, who have attained their German language knowledge at another language school or by other means. With regard to examination appointments kindly contact the Goethe-Institute in Manila directly: <http://www.goethe.de/ins/ph/map/deindex.htm>

The basic knowledge of the language must be on a par with level 1 of the common European language norm. This entails the use and understanding of common, every-day expressions and very simple sentences that target the satisfaction of certain needs. 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.

For the safety not only of the Au pair but also for the safety of the child(ren) to be cared for, the visa application must be rejected if the communication with the host family regarding the duties and also concrete wishes or needs of the au-pair and the child(ren) in his/her care or calling for help in dangerous situations is not possible in German language in spite of mutual good will.

## SEQUENCE OF THE VISA PROCESSING

Long term visas cannot be issued without the approval of the Federal Employment Office (Bundesagentur für Arbeit); the visa can therefore only be issued when the Embassy has received the approval. A processing time of several weeks must be expected. The visa should therefore be applied for at an early date.

Additional documents can be submitted without prior appointment at Visa Counter 1 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) can be picked up in person during the above mentioned office hours or might be sent to the applicants by the Embassy via courier service. The courier fee is 170,- PhP (payable upon delivery).

After entering Germany, you must immediately 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 are 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:

- the applicant himself / herself
- third parties, who submit a written authorization by the applicant, or
- 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](#). 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.

**For PSA-birth certificates** pls. contact:

<p><b>Philippine Statistics Authority (PSA)</b> Civil Registry Division –Vibal Building Corner EDSA and Times Street West Triangle, 1104 Quezon City, Metro Manila <a href="http://www.ecensus.com.ph">http://www.ecensus.com.ph</a></p>	
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**Please Note:** Although the information in this information sheet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.