



## Information regarding the Visa Processing for Applications for a Visa to seek Employment in 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.

### What is a Job-Seeker's Visa?

Graduates, who have a recognized or German university degree or a university degree comparable to a German university degree, have the opportunity to enter Germany to search for a job. This type of visa permits the holder to enter Germany for a stay in Germany lasting up to six months to find a job.

To qualify, the applicant must, among other things, submit evidence of the following:

- A German degree from a university of an institute of higher education, or a comparable degree from another country
- Sufficient means of subsistence for 6 months (i.e. the maximum duration of stay permitted by the visa).

If the visa holder finds an employment within half a year, he/she does not have to leave the country again; instead, the required permit or EU Blue Card can be applied for directly in Germany. Please note that a residence permit to find employment in Germany cannot be issued to persons who are already staying in Germany with a residence permit for another purpose.

During the stay on a job a gainful occupation is not permitted

Further information regarding the employment possibilities in Germany can be found on the internet, for example on the website "[make it in Germany](#)".

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

#### All applicants have to submit the following:

<input type="checkbox"/>	Two (2) <a href="#">application forms</a> duly filled in <b>completely</b>
<input type="checkbox"/>	Three (3) 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 fourth 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"/>	Valid passport with two copies of the data page of the passport. (Please note: the passport must be valid remain valid at least <b>3 months</b> after the planned duration of stay <b>and it must contain two empty pages.</b> )
<input type="checkbox"/>	<a href="#">Declaration</a> according to §§ 54 and 55 AufenthaltsgG, fully completed and signed by your own hand (also available at the reception area of the Embassy)
<input type="checkbox"/>	Proof of sufficient means of subsistence for 6 months through submission of one of the following: <ul style="list-style-type: none"> <li>○ <b>formal obligation according to §§ 66-68 Aufenthaltsgesetz</b> (Original with two Xerox copies) by which a person takes over the cost. Alien offices and resident's registration offices in Germany have the necessary forms for this declaration.</li> </ul>

	<ul style="list-style-type: none"> <li>○ your <b>credit cards</b> (copies thereof) (no debit cards) and accounts thereof for the previous six months</li> <li>○ <b>statements of your account(s)</b> for the previous six months, with a confirmation by the bank</li> </ul>
<input type="checkbox"/>	Proof of sufficient health insurance coverage, with a minimum coverage of €30.000, valid for the entire Schengen-Area. The policy must clearly indicate that even a stay in Germany for the purpose of employment is covered by the policy.
<input type="checkbox"/>	Complete resume containing details of your professional career, degrees, certificates, workbook
<input type="checkbox"/>	Letter of motivation
<input type="checkbox"/>	Proof of qualification for taking up work in Germany: <ul style="list-style-type: none"> <li>○ diplomas, certificates, transcripts of records</li> <li>○ proof of equivalency of the diplomas, certificates and transcripts of records.</li> </ul>
<input type="checkbox"/>	<b>Processing fee of 60,00 Euros</b> , 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 have to be submitted in the original with two copies.  
The Embassy reserves the right to request further documents**

All documents that are not in German or English language must be submitted with a notarized German translation (original with two Xerox copies).

Only complete applications can be accepted, as only that way a proper processing of the application is possible.

**How to ascertain the equivalency of the degree:**

The examination equivalency of the degree, which must be submitted to the visa section, must be handled consistently. The proof of equivalency may therefore only be obtained via the internet database ANABIN - <http://anabin.kmk.org/> - which is the information portal of the Standing Conference of Recognition of foreign qualifications.

ANABIN offers three equivalence classes for the assessment of non-German diplomas:

- Partially comparable
- corresponds
- equivalent (this term satisfies the prerequisite)

Please note: Holders of a philippine diploma "Bachelor of science in nursing" DO NOT qualify for a job seeker's visa

**Sequence of the Visa processing:**

The process of equivalency examination of degrees and diplomas can take a long time to complete. It is therefore recommended to apply for the visa at an early date - **approximately 6 months prior to the intended date of departure.**

Additional documents can be submitted by courier, post, or personally in the Visa Section 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.

To avoid delays or inconvenience, applicants are asked to inform the Embassy of any changes of their contact details.

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 applicants by the Embassy by courier service. The courier fee is 170,- PhP (one-way, payable upon delivery).

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

Please avoid 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:

- 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 [www.manila.diplo.de](http://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**

**Please Note:** Although the information in this information sheet has been prepared with utmost care, we can not accept any responsibility for inaccuracies contained herein.

### **CONTACT DETAILS OF THE EMBASSY**

**The visiting hours are as follows:**

Submission of applications: (only after making an appointment)	Monday to Thursday Friday	8 a.m. to 1 p.m. 8 a.m. to 11:30 a.m.
Entrance for other concerns: (e.g. to submit additional documents)	Monday to Thursday Friday	11:00 a.m. to 12:00 p.m. 10:00 a.m. to 11:00 a.m.

**The Visa Section of the German Embassy can be contacted via the following:**

Visa Tel.:	(0063 2) 702 3001
Visa-Fax:	(0063 2) 702 3045
Fax:	(0049) 30 1817 67 170
E-Mail:	<a href="mailto:visa@mani.diplo.de">visa@mani.diplo.de</a>
Website:	<a href="http://www.manila.diplo.de/visa">www.manila.diplo.de/visa</a>

For inquiries about visa matters that are not explained on the website you can call the Visa Section Monday to Friday 9.00 to 11.00 am as well as Monday to Thursday from 14:00 to 15:00 hours.

Due to data protection reasons the Embassy cannot give information on the progress of a visa on the phone, as the identity of the caller cannot be confirmed by the visa section. Information of applicants, which is obtained during the visa process, as well as information on the progress of a single visa case is subject to data protection.

If you should consider it necessary to ask for the progress of an application for a special reason, we kindly ask you to come to the Embassy in person or submit a written inquiry with an explanation of the reasons.

The visa section is only allowed to provide information on an individual visa case to

- the applicant himself OR
- persons who can submit a written authorization of the applicant OR
- legal representatives, whose power of representation is grounded on a legal basis (e.g. parents for their children).

Accordingly the Embassy is not allowed to provide information to spouses and so on, until a written authorization is submitted. Therefore an informal but signed by the applicant authorization has to be attached to the request.