

EMPLOYMENT IN GERMANY

Foreign nationals who wish to work in Germany may apply for a **national visa (single entry)** if they are highly-skilled employees or skilled employees. For this type of residency a concrete employment offer is required and the applicant has to possess either a German or comparable recognised foreign university degree/ professional qualification.

You can check whether your foreign university degree is recognised or comparable by consulting the [ANABIN database](#). In order to find out if your professional qualification is recognised and comparable to a German professional qualification, you will need to go through a recognition procedure. Your professional qualification might also get partially recognised, meaning you need to do some professional or language training in order to make up for deficits; this you may do in Germany. For more information contact your locally responsible recognition office, which you can find [here](#). If you plan to work in a so-called regulated profession, you will additionally need an authorisation to practice. The recognition procedure may be initiated by yourself or through your future employer.

Upon arrival in Germany, you are required to register with the competent local Alien Authority in order to receive the corresponding residence permit for the duration of your employment. General information on conditions to take up work in Germany is available on the portal for qualified professionals www.make-it-in-germany.com.

Where and how to apply

Your visa application must be submitted in person. You are required to make an online visa appointment in the section for long-term visa which may be booked as early as 12 weeks in advance. Please schedule your appointment free of charge [here](#). Once you have made the visa appointment you will receive a confirmation email showing the date and time. Please note that your appointment will be cancelled if you miss your assigned slot.

Required documents (in original, where applicable, plus 2 photocopies):

Only complete applications with original documents and two (2) copies of all documents can be accepted! Submitting a complete application file does not necessarily mean that the visa will be granted. The following must be presented with the application and **the Embassy reserves the right to ask for further supporting documents and/or information:**

- two completed application forms. Please find the relevant forms [here](#).
- valid passport. The passport has to have at least two empty pages available. Please include previous passports, either valid or cancelled.
- a copy of all previously issued Schengen visas, including the pages with the entry and exit stamps from the Schengen area.
- two recent and biometric passport size photographs. Please do not attach to the application form and see the requirements for photographs [here](#).

Address:
10 Waterloo Road
Kingston 10
Jamaica W.I.

Mail:
P.O.Box 444
Kingston 10
Jamaica W.I.

Telephone: ++1 876 926 6728/9
++1 876 631 7935/6
consular phone hours:
Mo, Fr: 7:30 am – 8:30 am; We, Th: 12:00 pm – 1:00 pm

Fax: ++1 876 620 5457

info@kingston.diplo.de
www.kingston.diplo.de

Opening hours:
Monday - Friday
8.30 a.m. - 11.30 a.m.

- employment contract/binding job offer/letter of intent with a specified salary.
- German university degree or recognised foreign degree comparable to a German degree/ German professional qualification or recognition assessment of your foreign professional qualification (“Anerkennungsbescheid”, “Defizitbescheid”).
- in regulated professions, authorisation to practice (“Berufszulassung”).
- curriculum vitae of professional career, specifying the certificates, diplomas, etc. you have obtained.
- references from previous employers.

Once a positive decision has been made, you will be required, if you haven’t done so already, to hand in a valid travel health insurance before the visa is issued.

Visa Fees

Visa fees are non-refundable and payable **ONLY**

- **in US-Dollars cash** according to the exchange rate of the Embassy
- OR**
- **by credit card** which is billed in Euros (Mastercard or Visa only). **The card holder must be present.**

Visa fees are calculated from €75.00 for applicants who are 18 years or older and €37.50 for children under the age of 18. Visa Fees are waived for spouses and children of German or other EU-citizens and parents of German or other EU minors. In these cases, please include a copy of the marriage or birth certificate and the German or EU-passport of the relevant person.

The Embassy does **not accept** US\$50.00 or US\$100.00 bills. The bills accepted cannot be older than 2000 and have to be in good condition, not torn or damaged in any way.

Processing time

The processing time for this type of application is approximately 8 weeks but may be longer in individual cases. Please note that these applications are processed in Germany by the relevant authorities there and that the German Embassy in Kingston has no influence on the processing time of these applications.

The applicant is obliged to provide all information to the best of his/her knowledge and belief. If he/she knowingly furnishes false or incomplete information and/or provides false or falsified documents, the visa application will be refused.

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