



Employment Visa / Paid Internship Visa

All applicants must produce a valid passport with a re-entry permit (persons without a residence status in Hong Kong cannot apply).

Processing takes approx. **2 to 3 months** upon submission of complete documents.

The Consulate General forwards the application to the competent Aliens' Authority in Germany and does not have any influence on the processing time.

We ask that no status requests be made if the required 2-month processing period has not yet passed. The applicant will automatically, on completion of the processing, receive a prompt notification.

It is the applicant's responsibility to ensure that his/her application is submitted in time. Bad planning on the applicant's side does not automatically warrant exceptional handling from our side.

The fee for the processing of the visa application of an adult is the equivalent of **Euro 75.00** and has to be **paid in HKD in cash**.

This information is not a concluding list of documents. Further documentation can at any time be requested by the Consulate General or provided by the applicant.

2 identical sets of documents have to be submitted. Originals will be handed back to applicant after examination.	Incl./miss
2 duly <u>completed</u> visa application forms + declaration of genuineness of documents submitted (please ensure that you sign the forms)	<input type="checkbox"/> <input type="checkbox"/>
Passport with a validity of at least 3 months longer than the intended stay, at least 2 free pages and not older than 10 years. 2 copies of photo page and pages with visas, stamps, etc. required!	<input type="checkbox"/> <input type="checkbox"/>
3 recent passport photographs according to biometric specifications	<input type="checkbox"/> <input type="checkbox"/>
Work contract or internship contract	
Invitation letter from the German company with specific details of the - purpose of stay - detailed description of duty/training - salary and - duration of stay (If you are sent to Germany by a company based in Hong Kong, you have to submit a letter by your local employer, too, stating your employment status, duration, sponsorship by company)	<input type="checkbox"/> <input type="checkbox"/>
Pre-approval of the Federal Employment Agency if applicable www.arbeitsagentur.de/web/content/EN/index.htm	<input type="checkbox"/> <input type="checkbox"/>
German or otherwise equivalent recognised university degree To evaluate your foreign degree and check recognition of foreign professional qualifications in Germany please check: http://anabin.kmk.org (foreign university and degree) or www.bamf.de	<input type="checkbox"/> <input type="checkbox"/>
Curriculum vitae of professional career, specifying the certificates, diplomas, etc. you have obtained	<input type="checkbox"/> <input type="checkbox"/>
Proof of accommodation / rental agreement	<input type="checkbox"/> <input type="checkbox"/>
Health insurance (travel health insurance) at least for the time of the first 3 months of stay (original + 2 copies)	<input type="checkbox"/> <input type="checkbox"/>

Please note: Each visa application is reviewed individually. Therefore, the requested documents might vary. The Consulate General reserves the right to ask for additional documents at all times. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa (in time). Submission of an incomplete set of documentation will lead to a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered. There is no legal right for visa and there is no urgent/express visa!