



## Informational note N° D2a: Employment visa

### General Information

The present informational note is destined to all prospective applicants who wish to work in Germany. It summarizes the conditions for an employment visa in general. Please note that additional requirements apply to applicants who want to work as Au-Pairs, medical doctors (n° D2h) or whose future employment fulfills the requirements for a Blue Card/EU (n° D2b). Please check for other specific employment purposes the German leaflets (D2).

Please note that, in order for you to work in Germany, generally, you will have to proof a higher education degree or professional training (comparable to vocational training in Germany).

We request that all documents be submitted with your visa application as **originals** with two copies. Non-German language documents must be accompanied by a translation in German language. Foreign official documents regarding your civil status may require legalization or an Apostille. Georgian official documents and certificates regarding your civil status have to be presented with Apostille.

### Following documents have to be submitted for your application:

- Two complete filled out [application forms](#), to be filled in German and signed by the applicant.
- Passport** (Issued no longer than ten years ago, minimum validity of six months, at least two empty pages) and two copies of the page including your identity data (passport picture and signature)
- Non-Georgian citizens: **Valid residence permit for Georgia**
- Two biometric passport pictures, no older than one year
  - Employment contract or binding job offer (including the address of your place of employment and contact details of a reference person) from Germany mentioning the nature of your future employment, full- or part-time employment, and your monthly brutto salary
- Form completed and signed by the employer : „[Erklärung zum Beschäftigungsverhältnis](#)“, in the original and two (2) copies
- Proof of vocational qualification
  - University degree and subject summary
    - Your foreign university degree has to be recognized or comparable to a university degree in Germany. You can verify this in the [ANABIN](#) database. If your degree and/or university are not mentioned in ANABIN or are not declared as “recognized“ („entspricht“)/ comparable („gleichwertig“) or if the university is not categorized as “H+“, you first have to start the process of evaluating your degree with the ZAB („Zeugnissbewertung“ at ZAB (Zentralstelle für ausländisches Bildungswesen)). Please note that degrees mentioned in ANABIN as „bedingt vergleichbar“ also have to be recognized by the ZAB.

**Note:**

All information in this leaflet is based on findings and assessments of the Embassy at the time of writing. However, no guarantee can be given for the completeness and correctness, in particular due to changes that have occurred in the meantime. Please contact the Legal and Consular Section of the Embassy for further information.



**Important:** You may exclusively book your appointment online: [here](#) or via our website [www.tiflis.diplo.de](http://www.tiflis.diplo.de)

**Information service via telephone:**

Mon to Fri 9 AM to 1 PM via Tel.: +995 32 2447303

**Information via e-mail:** [visa@tifl.diplo.de](mailto:visa@tifl.diplo.de)

- Certificate of completed vocational training
  - Your vocational training has to be comparable to vocational training in Germany. All professions, in which you may work in Germany, are listed in the „[Positivliste](#)“ of the Federal Employment Agency. Information on recognition of your vocational training can be found at [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de).
- Complete CV in German mentioning your address and contact details
- Proof of foreign language skills, e.g. through certificates
- Further proof where applicable
- In case of positive decision on your visa application, you are required to provide proof of a valid travel medical insurance, if you do not submit this proof with your application.

We ask you to organize your application and supporting documents in the above mentioned order in three complete sets. Please check the appropriate box on this information sheet to confirm that you are able to submit the respective document.

Please organize your documents as follows:

- First and second set: application form, declaration and all other supporting documents as copies in the above mentioned order
- Third set: original documents in the same order

#### **Important:**

- The embassy reserves the right to request further documentation where deemed necessary.
- Generally, the processing of your application will take a few working days. In some cases or if you previously lived in Germany, the processing may take longer (generally between six and eight weeks).
- Please abstain from inquiring about the status of your application. Due to personal data protection laws, inquiries by telephone regarding specific applications cannot be answered.
- Flight bookings are not required to apply for a visa – please book only after receiving the visa.
- The fee for processing of a visa application for a employment purposes is 75 € and has to be paid in Georgian Lari in cash.

**Please make sure that you bring all the necessary documentation on the day of submitting your application. Submission of applications that do not show the necessary documentation may be rejected.**

You may find useful information here:

- [Make it in Germany](#): English-language portal about working in Germany
- [Migration-Check](#)

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