



## Information Sheet and Checklist Au Pair Visa (Section 19 (1) German Residence Act)

### General information

- General processing time for a complete application is about 6-8 weeks; in specific cases e.g. upon request of German authorities it might take longer.
- The visa can only be issued upon approval of the Federal Employment Agency, and the competent aliens authority in Germany if applicable.
- Please take note that some authorities in Germany may require documents translated into German and with proof of authenticity (for Canada: legalization).
- No flight reservation is required at the time of your appointment; please book your trip only after having received your passport including visa.
- All holders of a national visa are by law required to register with the local registration office within 2 weeks after moving in. Please refer to the requirements on the website of your local registration office for further information.
- A visa for taking up employment as an au-pair is a national visa which entitles you to enter other countries in the Schengen zone for a stay of up to 90 days within 180 days.
- **Please refrain from inquiries about the state of processing during the regular processing time as the visa section is not able to answer these.**
- **Further information regarding living and working in Germany is available at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).**

The aim of au pair stays is to complete the language skills and to broaden the general knowledge by a better knowledge of the host country.

To work as an Au-pair in Germany you must be **at least 18 years old and not older than 26 at the time of the application**. For your stay, a minimum duration of 6 months is required. You are not allowed to work as an au pair in Germany for more than 12 months.

In general German has to be spoken as mother tongue in the host family. If German is spoken as a family language, employment can only be permitted if the au pair does not come from the same country as the host parents.

Basic German language skills at least level A1 are required.

An au pair stay in Germany is only possible once.

Further information you will find on the website of the [Federal Employment Agency](http://www.federalagentur.de) and on the website of the "[Gütergemeinschaft Au-pair.e.V.](http://www.guetergemeinschaft-au-pair.de)"

Please prepare **2 identical sets** of **application documents** with **all** of the following documents in the order indicated below and **submit with a print-out of the list**.

Original documents will be returned to you while a copy per set will be required.

**Please note that incomplete applications will be decided based on the documents submitted and may result in the rejection of your application.**

**Please check all documents you submit:**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<b>Valid passport, signed by the passport holder</b> (issued within the last 10 years and valid for at least 6 months upon entry with at least 2 subsequent blank pages)
<input type="checkbox"/>	<b><u>Application form</u></b> fully completed including declaration Section 54 (2) 8, <b>duly signed</b>
<input type="checkbox"/>	<b><u>Declaration "Use of mail services"</u></b> , <b>duly signed</b>
<input type="checkbox"/>	<b>Biometrical Passport size picture, stamped</b> , not older than 3 months with a bright background and frontal view of the face (please do not fix the picture to the application form). <b>Digitally-altered passport pictures will not be accepted.</b>
<input type="checkbox"/>	Copy of your valid <b>passport's data page</b>
<input type="checkbox"/>	Copy of your <b>Canadian residence permit</b> , e.g. PR card, work permit, study permit, etc. – if applicable
<input type="checkbox"/>	Original and copy of the signed <b><u>au pair contract</u></b> according to the <b>standard form published by the Federal Employment Agency</b>
<input type="checkbox"/>	<b>Letter of motivation</b> including expectations of the planned stay, professional and personal benefits, plans for the future
<input type="checkbox"/>	<b>Curriculum Vitae</b>
<input type="checkbox"/>	Original and copy of <b>proof of qualifications</b> , e.g. certificates, diplomas, university degrees
<input type="checkbox"/>	Original and copy of <b>proof of German language skills at least A1</b> according to the Common European Framework of Reference for Languages
<input type="checkbox"/>	Copy of <b>host's family registration in Germany ("Meldebescheinigung")</b>
<input type="checkbox"/>	<b>Proof of sufficient health insurance coverage</b> A so-called " <b>Au pair insurance</b> " must be provided for the entire stay which covers <ul style="list-style-type: none"> <li>• health insurance</li> <li>• accident insurance</li> <li>• liability insurance</li> </ul> Please note that a travel health insurance is not sufficient.
<input type="checkbox"/>	<b>Prepaid self-addressed Xpresspost envelope</b> (Canada Post only), <b>Regional Standard</b> to Ontario or <b>National Standard</b> to all other provinces (shipment to a Canadian address only)
<input type="checkbox"/>	<b>Visa fee</b> of 75 EUR payable in CAD (electronic payment with mastercard/visa preferred, cash also accepted)

**To be provided prior to final approval of the visa application:**

<input type="checkbox"/>	<b>Flight dates</b> according to itinerary
<input type="checkbox"/>	<b>Proof of travel health insurance</b> <ul style="list-style-type: none"><li>• If you enter Germany before taking up employment as an Au-pair Proof of <b>travel health insurance</b> (Canadian or German) valid from the day of entering Germany until beginning of employment is required; the insurance must cover the entire Schengen zone with a minimum coverage of 30.000 EUR (approx. 50,000 CAD). The proof of insurance must include the following details: name of insured person, length of coverage, insurance sum and repatriation coverage.</li><li>• Please note that health insurance coverage by <b>credit card</b> is <u>not valid</u> unless you present a letter from the credit card company with details of coverage of your trip.</li></ul>

**Please note** that the German Consulate reserves the right to ask for additional documents or information deemed necessary for processing your application at any time during processing and assumes no responsibility for applications submitted too close to your planned departure. Submission of the above-mentioned documents does **not** guarantee that a visa is granted.

For further information such as **passport and photo requirements** please visit our **website** [www.canada.diplo.de/longstay](http://www.canada.diplo.de/longstay) and visa-related [FaQ](#).

Please note: The Visa Section is not able to **provide individual advice** or **pre-screening** of documents. In case of further **inquiries not answered on our website/ FaQ**, you may contact the Visa Section via email at [visa@toro.diplo.de](mailto:visa@toro.diplo.de).