



Information Sheet and Checklist Skilled Workers with Vocational Training (Section 18a 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 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 in a position to answer these.**
- **Further information regarding living and working in Germany is available at www.make-it-in-germany.com.**

As a skilled worker with a vocational training recognized in Germany by the competent authority, you can be granted a residence title for the exercise of a qualified occupation to which your qualification entitles you. A foreign vocational qualification must be verified by a recognition body and its equivalence established. Further information is available [here](#).

Please note that there are foreign university degrees that are regarded as vocational training in Germany.

Please note that some **professions are regulated** (e.g. health care and nursing professions) which means that a separate permission and, depending on the type of profession, a certain command of German language is required in order to exercise the specific profession. Further information is available [here](#). To find out whether any **formal requirements** have to be met in order to exercise your profession in Germany, you need to check whether the profession you wish to exercise is regulated or not.

If you are over the age of 45 you must earn a minimum annual gross salary which is adjusted and published on a yearly basis (in 2022 the equivalent of 46.530 EUR). If your gross annual salary will be less than 46.530 EUR you must have an adequate retirement pension scheme (e.g. a statutory pension insurance scheme, a private pension or life insurance policies or real estate and other assets).

Please prepare **1 set** 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 not 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"/>	Valid passport, signed by the passport holder (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"/>	Application form fully completed including declaration Section 54 (2) 8, duly signed
<input type="checkbox"/>	Declaration "Use of mail services" , duly signed
<input type="checkbox"/>	Biometrical Passport size picture, stamped , 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). Digitally-altered passport pictures will not be accepted.
<input type="checkbox"/>	Copy of your valid passport's data page
<input type="checkbox"/>	Copy of your Canadian residence permit , e.g. PR card, work permit, study permit, etc. – if applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Original and copy of pre-approval from the German labour agency (for faster processing), OR • Original and copy of the "Erklärung zum Beschäftigungsverhältnis" (Declaration of employment form) completed and signed by the employer
<input type="checkbox"/>	Original and copy of proof of qualifications e.g. certificates, diplomas etc.
<input type="checkbox"/>	Original and copy of Recognition Confirmation ("Anerkennungsbescheid")
<input type="checkbox"/>	Original and copy of Occupation Practice Permit – if applicable (depending on the profession e.g. health care professions)
<input type="checkbox"/>	<p>Only for applicants</p> <ul style="list-style-type: none"> • 45 years and older AND • annual salary less than 46.860 EUR <p>Original and copy of Proof of adequate retirement provision</p>
<input type="checkbox"/>	Proof of housing in Germany with full address
<input type="checkbox"/>	Prepaid self-addressed Xpresspost envelope (Canada Post only), Regional Standard to Ontario or National Standard to all other provinces (shipment to a Canadian address only)
<input type="checkbox"/>	Visa fee (please check on our website)

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

<input type="checkbox"/>	Flight dates according to itinerary
<input type="checkbox"/>	Proof of sufficient health insurance coverage <ul style="list-style-type: none">• If you are subject to compulsory insurance under the statutory health insurance scheme as an employee, please note that this only applies once you have taken up residence in Germany and commenced employment.• If you enter Germany before taking up employment, Proof of travel health insurance (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.• Please note that health insurance coverage by credit card is <u>not valid</u> unless you present a letter from the credit card company with details of coverage of your trip.

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 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.