



## Information sheet: national visa Visa to perform voluntary service (Federal Voluntary Service (BFD), Voluntary Social Year (FSJ), Voluntary Ecological Year (FÖJ), European Voluntary Service (EVS))

### Basic information

- Please check the general information on our website first
- The German mission is only competent should you have your permanent residence in Tanzania
- Documents not in the German language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Where applicable, visa applications must be approved by the relevant foreigners authority in Germany. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. two months when complete** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The mission abroad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

### General information

A visa can be issued to participate in voluntary services in Germany (Voluntary Social Year (FSJ), Federal Voluntary Service (BFD) and Voluntary Ecological Year (FÖJ). Persons participating in the European Voluntary Service (EVS) will be granted a visa provided that the prerequisites are met. The duration of voluntary service can be between six and 24 months, as a rule, however, it lasts a full year.

The aim of the stay is to contribute to the common good and acquire skills.

Use the following checklist to make sure your application documents are complete and bring a print out of this information sheet. All documents listed here are to be submitted in the requested **form and order**.

### Completeness of application

The application is complete:  Yes  No, the information/documents indicated above are lacking.

#### Declaration when applications are not complete:

I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.

\_\_\_\_\_ place, date, signature



### Visa application checklist

The following documents are to be submitted in full with every application.

|   | Missing |
|---|---------|
| Two (2) fully <a href="#">completed and signed applications</a> including declarations pursuant to Section 54 Residence Act   |         |
| Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney   |         |
| Two (2) recent biometric passport photos (see specimen photos)  |         |
| Valid passport (personally signed with at least two (2) completely empty pages)   |         |
| Two (2) uncertified copies of the data page of your valid passport  |         |
| <b>Contract/Arrangement</b> on your voluntary service in Germany: <ul style="list-style-type: none"><li>→ <b>Federal Voluntary Service (BFD)</b>: Your contract must be signed by you and the Federal Office of Family Affairs and Civil Society Functions (BAFzA), as well as the placement department, headquarters and, where applicable, by the institution implementing the voluntary service.</li><li>→ <b>Voluntary Social Year (FSJ)/Voluntary Ecological Year (FOJ)</b>: Your contract must be signed by you and the respective institution, as well as, where applicable, the placement department.</li><li>→ <b>European Voluntary Service (EVS)</b>: Your contract must be signed by the National Agency for Erasmus+ Youth in Action and the coordinating organisation. The Volunteer Arrangement in which the tasks and planned participant achievements are described must be signed by the coordinating organisation and the volunteer.</li></ul> |         |
| Financial means are general proven by the contract/arrangement with the institution in Germany and should be amounting to at least 812,-€ <b>overall</b> (pocket money (302,-€), accommodation (360,-€) and food (150,-€)). Should you receive less by the institution you would additionally have to proof other financial means or amend the contract.  |         |
| Personally drafted complete curriculum vitae, detailing in particular training to date and, where applicable, periods of employment with one (1) copy.  |         |
| Letter of motivation with one (1) copy detailing expectations of planned stay and anticipated career and personal benefits, as well as future plans (please provide confirmation of re-employment if applicable)  |         |
| Proof of qualification, for example, diplomas, certificates, work log with translation (original and two (2) copies)  |         |
| Only for BFD/FSJ/FÖJ: Confirmation by the placement department/institution that no language skills are required initially or that you can acquire language skills by attending a language course after entry (otherwise: note for the mission abroad to request proof of basic knowledge of the German language when visa application is submitted).  |         |
| Health insurance in line with EU standards (covering the entire Schengen area, minimum coverage of 30,000 €, valid from the day of entry until start of voluntary service)  |         |
| Proof of adequate financial means<br>(As a rule, the sponsoring organisation covers accommodation and food costs. If the contract or other confirmation provided by the respective department does not provide information on your accommodation and meals, please provide additional proof that you can support yourself.)   |         |
| <b>Applicant of a nationality other than Tanzania</b>   |         |
| Proof of residence title in Tanzania  |         |
| <b>Fee</b>  |         |
| Visa fee of 75€. Payable in TZS   |         |