



## Visa for recognition of foreign qualifications

(Section 16d Residence Act)

### Basic information

- Please check the basic information on the 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.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalisation.
- The visa must be approved by the Federal Employment Agency in Germany or the competent foreigners authority. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. three months** 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.
- **All documents need to be presented in the original as well as with one set of copies.** Tanzanian documents need to be legalized. Documents neither in English or German need to be translated.

### General information

If your vocational training has not been fully recognized by the competent German agency, you can apply for a visa to complete the necessary training in Germany and at the same time start to work. After completion and full recognition of your training, you can apply for permanent residence in Germany.

Please note that some university degrees from foreign universities are classified as vocational training in Germany.

You can find out more about living and working in Germany at [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

Use the following checklist to make sure your application documents are complete and bring the list for the interview. All documents listed here are to be submitted in the requested **form and order**.



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Visa application checklist	
The following documents are to be submitted in full with every application also in the case of persons travelling together (e.g. spouses or children).	
<input type="checkbox"/>	One fully <a href="#">completed and signed applications</a> including declarations pursuant to Section 54 Residence Act
<input type="checkbox"/>	One recent biometric passport photo (see specimen photos)
<input type="checkbox"/>	Valid passport (personally signed and with at least two (2) completely empty pages)
<input type="checkbox"/>	One uncertified copy of the data page of your valid passport
<input type="checkbox"/>	Signed 'Declaration Concrete Job Offer'
<input type="checkbox"/>	Proof of your residence in Tanzania (e.g. by water bill or gas bill)
<input type="checkbox"/>	ZAV pre-approval
<input type="checkbox"/>	Confirmation of registration to a qualification measure  If applicable completed form signed by your employer: <a href="#">Declaration of employment</a> with <a href="#">Supplement A</a> (original and one copy) including a professional training plan, it is also helpful to additionally include the work contract
<input type="checkbox"/>	If stated in the deficit notification: registration for theoretical courses, in-company training measures (with further training plan) or exam preparation courses (original and one copy)
<input type="checkbox"/>	If stated in the deficit notification: registration for assessment text and where applicable registration for preparatory course for the assessment test (original and one copy)
<input type="checkbox"/>	Proof of German language skills (original and one copy) (As a rule at least A2, in the care and health sector at least B1) If a German language course is planned as part of training: registration confirmation from the language school indicating the number of hours per week of the booked course (intensive course with at least 18 hours per week) and confirmation of payment of the course fee (original and one copy)
<input type="checkbox"/>	Proof of sufficient means of subsistence To stay in Germany the applicant must have at their disposal at least 1.091,20 € net per month. Proof of these means is to be provided in advance when the application is submitted. If a salary will not be received directly after entering Germany or if the net salary is less than 1.091,20 € net per month, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a blocked account or formal letter of obligation ('Verpflichtungserklärung').
<input type="checkbox"/>	Proof of health insurance Persons with statutory health insurance cover are adequately insured from the first day of work. Please provide proof of your statutory insurance cover. If you arrive before the statutory health insurance cover begins, you must take out appropriate supplementary insurance.



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If a long or permanent stay is planned, some travel health insurance policies may exclude insurance cover in their terms and conditions. This restriction may also apply to an "incoming" insurance policy, so please ensure that your supplementary insurance policy provides adequate cover. Proof of adequate financial means

**If you DO NOT have prior pre-approval by the ZAV, please also submit:**

- Notification by the German agency responsible for recognition of vocational qualifications on the need for adjustment or compensatory measures to establish the equivalence of the vocational qualification or to issue a work permit (original and one copy)  
More information on recognition: [www.erkennung-in-deutschland.de](http://www.erkennung-in-deutschland.de)
- Proof of job qualification, for example, diplomas, certificates and proof of completion (original and one copy)
- CV

**Applicant of a nationality other than Tanzanian**

- Proof of residence title/habitual abode by Tanzania

**Fee**

- Visa fee of 75 €. Payable in TZS.

**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

**Declaration for the fast-track procedure for skilled workers**

My future employer has launched a fast-track procedure for skilled workers in Germany to enable me to enter the country

- with \_\_\_\_\_ (enter relevant authority).
- A fast-track procedure for skilled workers has not been launched.
- A procedure for my entry as a skilled worker was launched in \_\_\_\_\_ (month/year) with \_\_\_\_\_ (authority) and was concluded with legal effect as follows: \_\_\_\_\_.

Should my employer launch a fast-track procedure for skilled workers in Germany, I will inform the mission abroad on my own initiative. I am aware that in such a case visa proceedings can be suspended until a decision has been taken by the authority in Germany.