

Working in Germany: the official website for qualified professionals

# Checklist for qualified professionals from non-EU countries

# How do I prepare to enter Germany?

#### 1. Job search

- ✓ Look for vacancies in the job listings of Make it in Germany or in private job exchanges.
- ✓ Many companies publish their **job listings on their websites**. If there are no open vacancies, try to send an unsolicited application.
- ✓ Prepare your application documents:
  - > CV
  - Cover letter
  - Diplomas / References



✓ Keep in mind that in order to take up employment in Germany, you must prove that your qualifications have been <u>recognised or are considered equivalent</u>. In addition, in regulated professions, a professional licence is required.

### 2. Visa

✓ Nationals of Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand, United Kingdom of Great Britain and Northern Ireland or the USA can enter Germany without a visa.



If you want to start your job shortly after entering the country, it is advisable to apply for an appropriate visa <u>before entering the country</u>.

- ✓ All other non-EU/EEA nationals require an entry visa:
- ✓ Make a timely appointment at the German embassy in your home country.
- ✓ Bring the required documents for the visa application.

# 3. Entry / Arrival

- ✓ Your entry is sorted out? Book your journey to Germany.
- ✓ From the first day of your arrival, you need a valid <u>health care insurance</u>. Take out a travel health insurance in your home country.
- ✓ Take some cash with you to get your first shoppings done.



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#### Accomodation at the beginning

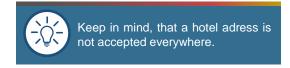
- ✓ An overnight stay in a hotel / pension or in a hostel is possible at the beginning.
- ✓ Look for furnished apartments for subleasing.

#### Looking for housing

- ✓ You didn't find a permanent residence? Try to find German shared flats in online portals.
- ✓ Let your local Welcome Center help you find an accommodation
- ✓ Look for accommodations in newspapers or on websites of real estate companies. Get more tips on <u>looking for housing</u> on **Make it in Germany**.

## 4. Registration of residence / Application of residence permit

- ✓ A "reporting obligation" ("Meldepflicht") exists in Germany. You have to register within 2 weeks with the registration office or "Bürgeramt".
- ✓ Make a timely appointment at the registration office and prepare the required documents: registration form, valid passport, lease or a confirmation from your landlord (Wohnungsgeberbescheinigung).
- ✓ Make an appointment at the local foreign nationals' registration office. For the appointment you generally need:
  - > filled and signed form
  - valid passport and visa
  - > registration certificate
  - > work contract or proof of financial means
  - > valid health care insurance
  - > fees up to 260 euros



#### 5. Get settled

- ✓ Make new friends in sports clubs or at public events.
- ✓ You can eet new people in <u>integration courses</u>, who also arrived in Germany recently.
- ✓ Learn German while you are still in your home country! The Goethe-Insitutes offer worldwide German language courses and exams to proof your language skills. The <u>world map of Make it in Germany</u> shows you where to find Goethe-Institutes nearby.





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# Attachment: important documents at a glance

You probably need the following documents down below. We recommend to bring certified copies or original documents (incl. certified translations) with you.

- Valid Passport / ID
- o Visa
- Credit or debit card
- Birth certificate
- If neccessary: marriage certificate (required for the registration with the registration office and for the residence permit of your spouse, too).
- If neccessary: university degree (in original form, required for the work contract) or another proof of qualification
- o If neccessary: proof of German language skills
- Proof of funding your stay in Germany (for example: salary statements, it's neccesary to grant a visa and for the residence permit)
- Proof of health insurance