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 you have to proof sufficient German language skills.

✓ Keep in mind that in order to take up employment in Germany, you must prove that your qualifications have been recognised or are considered equivalent. 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.

✓ 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.

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

3. Entry / Arrival

✓ Your entry is sorted out? Book your journey to Germany.

✓ From the first day of your arrival, you need a valid health care insurance. Take out a travel health insurance in your home country.

✓ Take some cash with you to get your first shoppings done.
Accommodation 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 looking for housing 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 eat new people in integration courses, who also arrived in Germany recently.
✓ Learn German while you are still in your home country! The Goethe-Institutes offer worldwide German language courses and exams to proof your language skills. The world map of Make it in Germany shows you where to find Goethe-Institutes nearby.
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**
- **Visa**
- **Credit or debit card**
- **Birth certificate**
- If necessary: marriage certificate (required for the registration with the registration office and for the residence permit of your spouse, too).
- If necessary: university degree (in original form, required for the work contract) or another proof of qualification
- If necessary: proof of German language skills
- **Proof of funding your stay in Germany** (for example: salary statements, it’s neccessary to grant a visa and for the residence permit)
- **Proof of health insurance**