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 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 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.

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 meet 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.
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
- 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 necessary to grant a visa and for the residence permit)
- Proof of health insurance