



Embassy  
of the Federal Republic of Germany  
Lusaka

5219, Haile Selassie Avenue P.O.Box 50120,  
Lusaka, Zambia

Phone : (00 260 211) 250 644

Fax: (00 49 30) 1817 67 227

Email: [visa@lusa.diplo.de](mailto:visa@lusa.diplo.de)

Web: [www.lusaka.diplo.de](http://www.lusaka.diplo.de)

Opening hours of the consular-section:  
**Monday – Thursday, 09:00h - 11:00h**

Telephone hours of the consular-section:  
**Monday – Thursday, 08:30h - 09:30h**

## INFORMATION-LEAFLET FOR LONG TERM VISAS FOR GERMANY

- as of October 2019 -

### General Information

Applications can be handed in during the opening hours of the consular section, which are as follows:

**Monday – Thursday, 9:00h – 11:00h**

**For a stay longer than 90 days, the applicant needs a long term national visa for Germany. In order to file an application you need to book an appointment either**

- **via email to [visa@lusa.diplo.de](mailto:visa@lusa.diplo.de) or**
- **via telephone  [\(00 260 211\) 250 644](tel:(00260211)250644) ext. 110** (only available during the regular telephone hours).

The application form can be picked up at the German Embassy in advance or downloaded from our website.

#### **Please note:**

The German Embassy in Lusaka is only responsible for residents of **Zambia and Malawi**.

In most cases, the German Embassy requires the consent of the immigration authority (Ausländerbehörde) in Germany before issuing a visa. Therefore the German Embassy has no influence on the processing times of the immigration authority and cannot guarantee that a long term visa will be issued in a set amount of time or before a certain date. In many cases 6 to 10 weeks is realistic. However, in some cases it even may take longer.

Taking **fingerprints** is part of the application; therefore all applications have to be submitted **in person**.

The **visa fee is € 75** payable in Zambian Kwacha cash only! Please note that the fee is subject to change depending on the current exchange rate. It is a non-refundable administrative fee. In case your application is rejected you are not entitled to any refund!

Every application needs to **consist of two identical applications** (one for the Embassy and one for the immigration authorities in Germany). Therefore you need to provide two sets of documents in identical order.

The following sections indicate required documents for the most common purposes of long term stays in Germany. In case your purpose of stay is not covered, please contact the German Embassy before handing in your application. Additional documents might be needed.

Due to frequent forgery, all documents have to be provided **as originals** if not stated otherwise! An original document is never an email and/or a scanned document. Original documents are normally signed and stamped by the issuing person or otherwise authorised person.

You may also fill in your application form online via this link <https://videx-national.diplo.de>.

→Please note that this is not an online application! It is not possible for you to submit your application online. It can only be submitted to the competent mission abroad or to an external service provider commissioned by the mission abroad.

**The following documents have to be provided depending on the purpose:**

**1. Family-Reunion Visa – Spouses**

<u>two</u> completely filled in application forms	as original
<u>two</u> biometric passport size pictures	as original
valid passport of applicant <u>and</u> two copies of pages in passport showing personal data (particulars)	as original
national registration card of applicant <u>and</u> two copies (only applies to Zambian nationals)	as original
<i>if you are not a Zambian living in Zambia or Malawian living in Malawi:</i> work or entry permit <u>and</u> two copies	as original
legalised marriage certificate of applicant <u>and</u> two copies	as original
legalised birth certificate of applicant <u>and</u> two copies	as original
proof of basic knowledge of the German language <b>* see below</b>	as original
<u>two</u> copies of passport of spouse (with entry/exit stamps for Zambia/Malawi if applicable)	
<i>if you or your spouse were married before:</i> legalised divorce decree or other legalised proof of dissolution of marriage <u>and</u> two copies each	as original
<i>if you have children together:</i> legalised birth certificates of all children <u>and</u> two copies each	as original
<i>if your spouse is <b>not</b> a German national:</i> rental contract stating the size of apartment/house you and your spouse want to stay at in Germany	

**\* proof of basic knowledge of the German language**

*If you would like to join your spouse permanently in Germany you need to provide proof of basic knowledge of the German language. Exceptions may apply (e.g. you join a minor German child).*

*Sufficient to proof your knowledge is submitting a language certificate which has been acquired on the basis of the standards of the **Association of Language Testers in Europe (ALTE standard)**. These ALTE standards apply to certificates issued by any **Goethe Institute (GI)** for the A1 language examination "Start Deutsch 1" (or a higher certificate of the Goethe Institute). Currently there is no Goethe Institute in Zambia!*

**Certificates from other language schools not meeting the ALTE standards cannot be accepted.**

*Applicants who cannot provide a certificate meeting the ALTE standards may undergo an interview in German when applying. Exemption from handing in a certificate may apply if the applicant meets the level A1 requirements during the interview, showing their language skills are obvious and good enough to pass an A1 language examination at any Goethe Institute. However, the responsible immigration office in Germany has to agree during the assessment of the application. If the language skills are not obvious during the interview, handing in a certificate meeting the ALTE standards is required.*

*Information about level A1 language skills is offered by the Common European Reference Framework for Languages and can be found on the following website: <https://www.goethe.de/en/spr.html> (please inform when link is dead)*

*A sample examination paper for the GI certificate A1 "Start Deutsch 1" is available on the following website: <https://www.goethe.de/en/spr/kup/prf/prf/sd1.html> (please inform when link is dead)*

*The German Embassy may be able to provide contact details of private teachers who offer German language courses in Lusaka and surroundings. Please enquire at the consular section. Additionally you may consider online courses or self-learn language courses via internet, books and/or CDs on the market. You may also want to contact the Goethe Institutes in neighbouring countries.*

**2. Family-Reunion Visa – Child to Parent**

<u>two</u> completely filled in application forms (special requirements for minors! <b>* see below</b> )	as original
<u>two</u> biometric passport size pictures	as original
valid passport of applicant <u>and</u> two copies of pages of passport showing personal data (particulars)	as original
national registration card of applicant <u>and</u> two copies (only applies to Zambian nationals)	as original
legalised birth certificate of applicant <u>and</u> two copies	as original
legalised birth certificate of both parents <u>and</u> two copies	as original
<u>two</u> passport copies showing personal data (particulars) of the parent(s) in Germany ( <u>including</u> all pages bearing exit and entry stamps to Zambia/Malawi if applicable)	
<i>if applicable:</i> legalised marriage certificate of parents	as original

<i>if applicable</i> : legalised proof of change of custody (e.g. court order, documents about adoption, death certificate of parent) <u>and</u> two copies	<b>as original</b>
<i>if the parent in Germany is <b>not</b> a German national</i> : rental contract stating the size of apartment/house the child will stay at in Germany	

<p><b>* Applications for minors:</b></p> <ul style="list-style-type: none"> <li>• <i>The signature on the application form of <u>all</u> persons who have custody of the child (usually mother and father) is mandatory! It is also mandatory that the application form is signed in front of the staff of the German Embassy when applying!</i></li> <li>• <i>If the signature is not given in person at the German Embassy in front of the staff (e.g. other parent living abroad), the signature on the application form has to be certified by a German authority or mission abroad.</i></li> <li>• <i>If a parent has sole custody for some reason (e.g. death of other parent), please provide supporting documents (e.g. death certificate).</i></li> <li>• <i>If custody has changed (e.g. guardianship) a court order has to be handed in.</i></li> </ul>	
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

### 3. Family Reunion Visa – Parent to German minor child

<u>two</u> completely filled in application forms	<b>as original</b>
<u>two</u> biometric passport size pictures	<b>as original</b>
valid passport of applicant <u>and</u> two copies of pages of passport showing personal data (particulars)	<b>as original</b>
national registration card of applicant <u>and</u> two copies (only applies to Zambian nationals)	<b>as original</b>
legalised birth certificate of applicant <u>and</u> two copies	<b>as original</b>
legalised birth certificate of German child <u>and</u> two copies <i>(in some cases official documents of acknowledgement of paternity and/or other parents' consent may be needed)</i>	<b>as original</b>
<u>two</u> copies of child's German passport showing personal data (particulars)	
<i>if applicable</i> : legalised marriage certificate of parents	<b>as original</b>
<i>if applicable</i> : legalised proof of change of custody (e.g. court order, documents about adoption, death certificate of parent) <u>and</u> two copies	<b>as original</b>

### 4. Students / Student seekers / Postgraduate education

<u>two</u> completely filled in application forms	<b>as original</b>
<u>two</u> biometric passport size pictures	<b>as original</b>
valid passport of applicant <u>and</u> two copies of pages in passport showing personal data (particulars)	<b>as original</b>
national registration card of applicant <u>and</u> two copies (only applies to Zambian nationals)	<b>as original</b>
legalised birth certificate of applicant <u>and</u> two copies	<b>as original</b>
proof of acceptance for enrolment at a university or at other academic institution in Germany <u>and</u> two copies <i>(<u>not</u> applicable when applying for <b>student seeker visa</b>. Instead you need to provide <u>specific</u> information about the academic institution you want to study at and the course you would like to attend)</i>	<b>as original</b>
motivational letter indicating where you would like to study, which course you would like to attend and how and where you plan to apply the knowledge gained in your studies	<b>as original</b>
proof of adequate financial means to meet the cost of living and other expenses in Germany <u>and</u> two copies <b>* see below</b>	<b>as original</b>
proof of accommodation in Germany (e.g. rental contract or confirmation from university)	
proof of <u>German</u> health insurance for the entire duration of stay <u>and</u> two copies	
all school certificates and/or university of applicant <u>and</u> two copies <u>each</u>	<b>as original</b>
proof of sufficient knowledge of the German language <u>and</u> two copies <i>(not applicable if course is in English or if a suitable German language course is part of your studies)</i>	<b>as original</b>

**Proof of adequate financial means:**

You will have to prove that you are able to meet the costs of living and other expenses for at least the first year of your studies.

You may prove it by:

- **Formal obligation / invitation** (Verpflichtungserklärung) according to §§ 66-68 AufenthG by a sponsor in Germany, which is available at the immigration authority (Ausländerbehörde) in Germany at the place of your sponsor's residence. Your sponsor will have to provide evidence of his financial means, which means he will have to prove that for the first year of your studies he can afford roughly € 720.00 per month.
- When applying for visa, you can provide evidence that you are able to meet your living costs by opening a blocked bank account (roughly € 8,640.00 for the first year of studies). You have free choice of provider. To the best of the Embassy General's knowledge, there are currently no banks offering blocked accounts in Zambia that meet the requirements of the visa procedure. Information on providers that offer this service worldwide is available on the [Federal Foreign Office website](#).

The exact figures are subject to change and can be requested at the immigration authorities (Ausländerbehörde) in Germany or the German Embassy.

## 5. Working in Germany / AuPair / Federal volunteering service

<u>two</u> completely filled in application forms	<b>as original</b>
<u>two</u> biometric passport size pictures	<b>as original</b>
valid passport of applicant <u>and</u> two copies of pages of passport showing personal data (particulars)	<b>as original</b>
national registration card of applicant <u>and</u> two copies (only applies to Zambian nationals)	<b>as original</b>
contract of future employment signed by both parties <u>and</u> two copies <b>containing at least:</b> <ul style="list-style-type: none"> <li>• monthly salary</li> <li>• weekly working hours</li> <li>• duration of employment</li> </ul> (AuPairs and volunteers have to hand in specific contracts. Please contact your AuPair/volunteering agency or the German Embassy for further information)	<b>as original</b>
<i>If applicable:</i> <b>*</b> <b>see below section 1:</b> proof of basic knowledge of the German language if applying for <b>AuPair</b>  (For detailed information on proof of basic knowledge of the German language please refer to section "1. Family-Reunion Visa – Spouses" within this leaflet. The same requirements apply for AuPairs)	<b>as original</b>
<i>If applicable:</i> Motivational letter if applying for <b>AuPair, volunteering or job seeker</b>	<b>as original</b>
Questionnaire for AuPair host parents filled in and signed by host parents	
address of actual workplace in writing ( <i>if not the same as above</i> )	
proof of accommodation in Germany (e.g. rental contract of house/flat)	
rental contract stating the size of apartment/house you will stay at in Germany	
<b>detailed</b> job description written by future employer <u>and</u> two copies	<b>as original</b>
all school certificates and/or university degrees of applicant <u>and</u> two copies <u>each</u>	<b>as original</b>
proof of <u>German</u> health insurance <u>and</u> two copies	

**In case you still have questions after reading this leaflet, please contact the consular-section of the Embassy of the Federal Republic of Germany in Lusaka**

Consular-section of the Embassy of the Federal Republic of Germany  
 5219, Haile Selassie Avenue, P.O.Box 50120, Lusaka, Zambia  
 Tel.: (00 260-211) 250 644 ext. 110 (Monday - Friday, 8.30h - 9.30h)  
 Fax: (00 49 30) 1817 67 227  
 E-Mail: [visa@lusa.diplo.de](mailto:visa@lusa.diplo.de)  
 Website: <http://www.lusaka.diplo.de/>