

## Information sheet: National visa

### Work visa for partial recognition of vocational training

#### (Section 16d Residence Act)

##### Basic information

- For general information please see our website <https://lusaka.diplo.de/zm-en/service> and our Visa Navigator <https://visa.diplo.de/en/#/vib>
- Documents not in the German/ English language must be submitted with a certified German translation. A translation of the personal data page of the passport is not required.
- All documents must be presented in the original, certificates must be presented with apostille/legalisation. Your original documents will be returned to you once your application has been processed.
- **Processing time is approx.. 4-8 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please book your flights only when you have received your visa.
- The Embassy 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 Embassy 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.

##### General information

If your vocational training has not been fully recognised 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. All documents listed here are to be submitted in the requested **form and order**.



### 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).

	Missing
Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney	
Two (2) recent biometric passport photos (see specimen photos)	
Valid passport (personally signed and with at least two (2) completely empty pages)	
Two (2) uncertified copies of the data page of your valid passport	
Completed form signed by your employer: <b>Declaration of employment with Supplement A</b> (original and two (2) copies)	
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 two (2) copies)  More information on recognition: <a href="http://www.anerkennung-in-deutschland.de">www.anerkennung-in-deutschland.de</a>	
If stated in the deficit notification: registration for theoretical courses, in-company training measures (with further training plan) or exam preparation courses (original and two (2) copies)	
If stated in the deficit notification: registration for assessment text and where applicable registration for preparatory course for the assessment test (original and two (2) copies)	
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 two (2) copies)	
Proof of qualification, for example, diplomas, certificates and proof of completion (original and two (2) copies)	
Proof of German language skills (original and two (2) copies) (As a rule at least A2, in the care and health sector at least B1)  Sufficient to prove 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). Certificates from other language schools not meeting the ALTE standards cannot be accepted.  As there is currently no Goethe Institute or certified Institute in Zambia or Malawi to take specific Language Test, we suggest to contact the Goethe Institutes in the neighbouring countries: Goethe-Zentrum in Harare, located at the Zimbabwe German Society, 51 Lawson Avenue, Milton Park, Harare, Contacts: Tel.: +263 4 705753 / +263 773 222 314 / E-Mail: <a href="mailto:info@goetheharare.org">info@goetheharare.org</a> Goethe-Institut in Johannesburg, South Africa, 119 Jan Smuts Avenue, Parkwood 2193, Postadresse: Private Bag X18, Parkview 2122 Tel. +27 11 4423232, Fax +27 11 4423738, Info-Johannesburg@goethe.de Goethe-Institut Namibia, 1-5 Fidel Castro Street, P.O.B. 12 08, Windhoek, Tel. +264 61 225700, Fax +264 61 221256, <a href="mailto:info.windhoek@goethe.de">info.windhoek@goethe.de</a>	

	<p>Additionally you may consider online courses or self-learn language courses via internet, books and/or CDs on the market.</p>	
	<p>Proof of adequate health insurance cover</p> <p>If as an employee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and enter into employment. If you enter Germany beforehand, private health insurance must be taken out for the period prior to employment beginning and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions.</p>	
	<p>Proof of adequate financial means</p> <p><u>Financing</u></p> <p>To stay in Germany the applicant must have at their disposal <b>at least 827 € net/1033 € gross per month</b>. 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 salary is less than 818 € net per month, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a blocked account.</p> <p><u>In the case of financing in the form of a blocked account:</u> Open the blocked account in <b>good time BEFORE</b> you apply for a visa. When applying for a visa, <b>only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted</b>. A confirmation which does not include this information is <b>not sufficient</b>. Proof of lodgement or transfer of funds without the aforementioned confirmation from the bank is <b>not sufficient</b>.</p>	
<b>Applicant of a nationality other than Zambian</b>		
	Zambian residence permit	
<b>Fee</b>		
	Visa fee of 75 €. Payable in ZMW and cash only.	
<b>Completeness of application</b>		
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.		
<p><b>Declaration when applications are not complete:</b></p> <p>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.</p> <p>_____ place, date, signature</p>		