



## Visa for Employment, Professional Training and Internship

If you wish to apply for a visa to work in Germany, we advise you to contact the German Federal Agency of Employment (Bundesagentur für Arbeit) to request pre-consent (Vorabzustimmung) for the intended work. This can also be procured by your future employer in Germany. Having a pre-consent will shorten the duration of the visa process drastically. Further information can be found on [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

Your employer in Germany can contact the local Aliens' Authority for an accelerated procedure.

Comprehensive information on all matters relating to immigration of professionals can be found on [www.make-it-in-germany.de](http://www.make-it-in-germany.de)

Please refer to our general information on long-term stays in Germany that complement this information.

An application for an employment visa can only be made if an appointment was booked in the correct appointment category. The booking can only be made through the [Embassy's website](#) in the category "National Visa (Long Term)" and then "National Visa - long term visa (duration of stay more than 90 days)".

The application takes place at the  
Visa Section – German Embassy in Nairobi  
113, Riverside Drive  
P. O. Box 30180  
00100 Nairobi  
Mail: [visainfo@nair.diplo.de](mailto:visainfo@nair.diplo.de)

This and all other information leaflets of the Embassy are free of charge, as are all application forms.

All visa documentation has to be handed in as an **original with 2 copies**, unless stated otherwise, so that two complete, identical sets of application documents are handed in.  
Please sort your documents in the order in which they appear on this information.

The Embassy reserves the right to request further documents if considered necessary.

Incomplete application forms and applications with incomplete documents cause delays in processing your application and can cause a rejection of your application.

A list of necessary documents for a complete application can be found on page 2.

**For your application you require the following documents:**

1. **Passport** and two copies of the data page. The passport has to be valid for at least three months more than the validity of the visa.  
If you are a foreigner residing in Kenya, Burundi or Eritrea you have to show a valid residence permit for the country of residence.
2. 2 completed and duly signed **application forms**  
A digital application form that you can complete online can be found on <https://videx-national.diplo.de>
3. 2 current, identical biometric **passport photos** with a white background
4. A **work, training or internship contract** in German which includes starting date and duration of the contract, salary, working hours and provisions in regards to social security payments.
5. For some types of work mandatory, but to facilitate all applications for a work permit: **“Erklärung zum Beschäftigungsverhältnis”** (to be found under “Checklist Work, Au Pair, Voluntary Service), completed and duly signed by the employer in Germany
6. If the intention is to do a professional training or internship: training or internship plan/schedule.
7. **Proof of previous or current academic studies / professional trainings**
8. Current **proof of knowledge of German**, if applicable  
Please be advised that certain jobs or job trainings require a specific level of knowledge of German. If you intend to do such a job or training, proof through an acknowledged language certificate is mandatory.
9. **Curriculum vitae** in German, gapless
10. If applicable, a **statement of your most current employer** at / before the time of application
11. If available, **pre-consent** (Vorabzustimmung) by the German Federal Agency of Employment (Bundesagentur für Arbeit / ZAV)
12. For students with a study-related internship contract: Certificate of acknowledgement by the Bundesagentur für Arbeit (ZAV)
13. Proof of **medical insurance**, valid upon entry for at least the first 90 days of your stay that adheres to the Schengen rules and regulations

**This fact sheet reflects the legal situation at the time of drafting it. It is regularly updated but makes no claim to be complete. Authoritative version of the fact sheet is the German version.**

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