

The purpose of this **checklist (working in Germany)** only is to check and prepare the documents for the application. Please print the list two times. Please sort all of your application documents in the order given into two complete sets (one set of originals and one set of copies). The originals will be returned to you immediately after they have been checked by the visa department.

- This set of documents contains the set of copies.**
- This set of documents contains the originals.**

These documents must be presented:

- completed application form
- passport that is valid for at least 6 more months, has at least 2 blank pages and does not exceed a total validity period of 10 years (photocopies of all pages with entries are required);
- valid Finnish residence permit;
- Your up-to-date Finnish residence certificate in English (original document) : *Residence certificate for Finland or an EU authority* obtainable at the Digi- ja väestötietovirasto (DVV)
- Admission to statutory health insurance is only possible after entry and registration of a place of residence in Germany. Therefore, the following proof must be submitted for the visa application: Valid travel health insurance for all Schengen countries, which covers the costs of repatriation in the event of illness or death as well as the costs of emergency medical assistance and/or an emergency admission to a hospital (minimum coverage amount €30,000). Please make sure that your travel health insurance does not exclude insurance cover if a longer-term or permanent stay is planned. Only health insurance policies concluded within the EU are accepted;
- Employer's declaration/Erklärung zum Beschäftigungsverhältnis (to be completed by your employer);
- Proof of professional qualifications (e.g. evidence of previous studies in Finland);
- If you have already studied in your home country, a certificate of completion of these studies with a translation into German. Here you will find a translator database of the 'Landesjustizverwaltungen': <https://www.justiz-dolmetscher.de/Recherche/en/>;
Not all foreign university degrees are directly recognized in Germany. To determine whether your university degree can be recognized in Germany, please visit the anabin website. Both printouts of the results from the anabin database for your university and your university degree must be attached to the application documents;
- If available: previous employment contracts in Finland or Germany.
- 2 recent biometric passport photos
- the visa fee (€ 75) can be paid in cash or by credit card (Visa or MasterCard)