

The purpose of this **checklist (working in Germany)** only is to check and prepare the documents for the application. Please print the list three times. Please sort all of your application documents in the order given into three complete sets (one set of originals and two sets 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 first set of copies.**
- This set of documents contains the second 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 (original document) : asuinpaikkatodistus obtainable at the Digi- ja väestötietovirasto (DVV)
- proof of valid health insurance / travel health insurance, for all Schengen countries, which covers the costs of any repatriation in the event of illness or death as well as the costs for emergency medical assistance and /or an emergency room in the hospital. The validity period of the visa (maximum 6 months) depends, among other things, on the validity period of the health insurance;
- 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 (only third set of documents)
- the visa fee (€ 75) can be paid in cash or by credit card (Visa or MasterCard)(only third set of documents)