



## Work Visa

### General employment

As a rule, a permit from the Federal Employment Agency is required for taking up employment. The homepage of the Federal Employment Agency offers an initial orientation as to whether you need a work permit and whether you can be granted one:

<https://www.arbeitsagentur.de>

### **Required documents:**

Please make sure to prepare 2 complete sets of the following documents collated in the order listed below and bring them to your appointment. Incomplete documentation may result in the rejection of your application.

- 2 Application forms (and Declaration in accordance with Section 54 (2) of the Residence Act – duly signed and fully complete
- Valid passport– issued within the past 10 years, providing a minimum of 2 blank pages + 2 copies of the passport’s data page
- 2 Passport sized photos – no older than 6 months, must meet biometric standards
- Residence permit (card) in Denmark – original + 2 copies of both pages
- Proof of address in Denmark, e.g. yellow health insurance card or residence certificate from Danish Borgerservice – original + 2 copies
- employment contract, signed by both parts or letter of intent from your future employer in Germany, containing the following information: - original plus 2 copies
  - place of employment
  - kind of employment (full- or part-time)
  - duration of the contract (for a limited or unlimited time)
  - salary in EUR (monthly or annual income)
  - detailed description of the intended employment
  - name and e-mail of the contact person in the company
- Declaration on employment (original + 2 copies)
- Curriculum vitae of professional career, including certificates, diplomas, previous stays in Germany etc.
- proof of qualifications (certificates, diplomas, etc. ) with certified translation into German and if necessary assessment and recognition of professional qualifications original + 2 copies  
<http://www.anererkennung-in-deutschland.de>  
or  
German university degree or recognized foreign degree with certified translation into German comparable to a German degree  
You can check whether your foreign university degree is recognized or comparable by consulting the ANABIN database: <http://anabin.kmk.org/>

*All data contained herein are based on the knowledge and experience of the Embassy at the time of drafting this information sheet.  
However, no liability can be assumed for the completeness and accuracy.*

Please print the result from anabin and add it to the university degree. In case your degree is not found in anabin or only partially equivalent (“bedingt vergleichbar”) you are requested to get your degree recognized via the ZAB.

- Following approval of the visa application and before the visa can be issued, you must provide evidence that you have travel insurance for the period between arrival in the country and commencement of employment, if such evidence has not already been submitted.

**Fees:**

75 €, payable either by Visa/Mastercard or in cash in DKK (approximately 560 DKK, depending on the exchange rate)

**Additional information:**

Please ensure that your application documents are complete! Incomplete applications may result in rejection of the visa application.

This information is regularly updated but makes no claim to be complete. In individual cases provision of additional documents may be necessary.

Once all required documents have been submitted, the application and supporting documents will be forwarded to the competent German authorities at the applicant’s intended place of residence and employment during his/her stay in Germany. The processing can take 3 – 12 weeks. As soon as the application has been approved by the German authorities, the Embassy will issue a national visa for the first 90 days of the intended stay. A final residence permit for the whole duration of the stay will be issued upon arrival in Germany by the Aliens’ Authority.