



EMPLOYMENT VISA

All applicants must produce a valid passport (validity at least 6 months) and the employment pass, dependant's pass, student pass or blue IC with re-entry permit (persons without a residence status in Singapore can not apply).

Processing takes **2-3 months**. It is recommended that at **no time** a **flight ticket** should be purchased until the visa has been granted.

The Embassy forwards the application to the competent Aliens authority in Germany and does not have any influence on the processing time.

We ask that **no status request** is made if the required 2 months processing period has not yet passed. The applicant will automatically, on completion of the processing, receive a prompt notification. You may however request a status update if after 2 months from application you have not received any information.

It is the applicant's responsibility to ensure that his/her application is submitted on time. Bad planning on the applicant's side does not automatically warrant exceptional handling from our side.

The fee for the processing of the visa application of an adult is the equivalent of € 60.00 **and has to be paid in SGD.**

All documents must be submitted in original as well as 2 copies. Copies will not be made by Embassy staff.

This information is not a concluding list of documents. Further documentation can - at any time - be requested by the Embassy or provided by the applicant.

Please submit the following documents in original plus 2 photocopies
(we can only accept *complete* applications)

- | | Incl./miss |
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| • 2 duly <u>completed</u> visa application forms (please ensure that you sign the forms) | <input type="checkbox"/> <input type="checkbox"/> |
| • passport with a validity of at least 3 months longer than the intended stay, at least 2 free pages and not older than 10 years | <input type="checkbox"/> <input type="checkbox"/> |
| • employment pass, dependant's pass, student pass or blue IC with re-entry permit | <input type="checkbox"/> <input type="checkbox"/> |
| • 2 recent passport photograph according to biometric specifications (see sample photos) | <input type="checkbox"/> <input type="checkbox"/> |
| • invitation letter from the German company with specific details of the
- purpose of stay
- detailed description of duty/training
- salary and
- duration of stay
(if you are send to Germany by a company based in Singapore, you have to submit a letter by your local employer, too, stating your employment status, duration, sponsored by company) | <input type="checkbox"/> <input type="checkbox"/> |
| • curriculum vitae and degree certificate | <input type="checkbox"/> <input type="checkbox"/> |
| • proof of accomodation/rental agreement | <input type="checkbox"/> <input type="checkbox"/> |

Please note: Each visa application is reviewed individually. Therefore the requested documents might vary. The Embassy reserves the right to ask for additional documents at all times. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa (in time). Submission of an incomplete set of documentation will lead to a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered. **There is no urgent/express visa!**