

## Requirements for Employment/Work Visa

The German Embassy in Accra is responsible for processing visa applications of residents of **GHANA, LIBERIA and SIERRA LEONE**.

All applicants have to apply in person at the German Embassy. Appointments can **only** be booked through the [Embassy's Online Appointment System](#).

**Please note that incomplete applications cannot be accepted. In this case the appointment will have to be re-scheduled.** Documents handed in prior to the appointment date cannot be accepted.

### **PLEASE NOTE:**

- General information on taking up employment in Germany is available from the portal for qualified professionals [www.make-it-in-germany.com](http://www.make-it-in-germany.com).
- The processing of visa applications in general takes a minimum of 6 weeks, as all employment visa applications have to be forwarded to the competent German aliens authority by post and the Federal Employment Agency has to give its approval. Applicants are encouraged to submit their applications well in advance of their intended travel date to allow sufficient time for processing. **Pre-approval** from the Federal Employment Agency in Germany can be obtained to shorten the processing time.
- The visa fee is **75.00 Euro, only payable in cash in Ghana Cedi** at the current exchange rate of the Embassy. The processing fee is not refundable in case of denial of the visa.
- Visa application forms are free of charge and are available on the [website of the Embassy](#).
- In addition to the standard requirements, additional supporting documents may be required in individual cases. The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn. Fraudulent documents may be sent to the relevant authorities.
- If the visa is granted, it is your duty to verify whether the information printed on the visa sticker is correct and complete and to report any errors to the Embassy immediately.

### **General requirements (Checklist) ☑:**

Every applicant is asked to provide the following mandatory documents (**original plus 2 legible copies of each document, unless otherwise specified**) at the appointment day, after having booked an appointment via the Embassy's website: [www.accra.diplo.de/appointment](http://www.accra.diplo.de/appointment)

- 2 completed and signed visa application forms for a national visa (download the application form [here](#)) – *no copies required!*
- [2 signed declarations according to Sec. 54 Par. 2 No. 8 of the German Residence Act](#)
- 2 recent passport pictures with white background (please do not attach to forms)
- visa fee of 75.00 Euro, only payable in cash in Ghana Cedi
- valid passport and 2 copies of the passport data page
- original birth certificate of the applicant, based on the first registration
- original marriage certificate and original birth certificates of children, if applicable
- original school leaving certificates (WAEC-certificates: BECE, WASSCE)
- proof of previous and current academic studies (e.g. Higher National Diploma, Bachelor's and Master's degree with transcripts)/professional training/work experience
- employment contract with details on gross annual salary, detailed job description, working hours and timeframe of the contract
- proof of sufficient knowledge of the German language (Goethe-Institute certificate), if applicable
- Curriculum Vitae
- 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.
- for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service

## **Additional information for taking up employment as a health professional**

To work in Germany as a health professional (e.g. nurses, doctors, etc.) it is not only necessary to have received a binding job offer. In addition, the foreign professional qualification has to be recognized by the competent German authority as being equivalent to a German qualification and the health professional has to have sufficient knowledge of the German language (competence level B2 of the "Common European Framework of Reference for Languages").

### **1. Job Offer**

It is important to underline that Ghana is one of 57 countries, which according to the World Health Organization have a shortage of health professionals. As a result health professionals from Ghana may take up employment in Germany only if they have found the job offer themselves. Recruitment and private placement service is not allowed.

### **2. Recognition of Foreign Professional Qualification**

Health professionals have to apply for recognition of their foreign professional qualification directly with the competent authority of the German Federal State ("Bundesland"), where he/she intends to work. This process can take several months and in general is subject to a fee. After the assessment has been completed, applicants will either receive

- a) a certificate about the full recognition of the foreign professional qualification,
- b) a notice of partial recognition of the foreign professional qualification or
- c) a notice that the foreign professional qualification cannot be recognized.

In case the interested health professional has received a notice of partial recognition of his/her foreign qualification ("Defizitbescheid"), the notice will contain information concerning professional deficiencies and a conclusion regarding the requirements of an adjustment measure. These courses are offered by various schools, hospitals or companies in Germany and will bring the professional and language skills in line with the requirements.

The official notice of partial recognition is a required supporting document when applying for a national visa at the German Embassy in Accra to participate in an adaptation course (Section 17a German Residence Act).

### 3. Language Proficiency

To work in the health sector in Germany knowledge of the German language of competence level B2 of the "Common European Framework of Reference for Languages" is required. When submitting a visa application to take part in an adaptation course in Germany, applicants should be able to provide proof of German language skills of at least competence level B1 (further information at: [www.goethe.de](http://www.goethe.de)). In general language proficiency on this level is also necessary to successfully participate in an adjustment course. Additional language courses to obtain language proficiency of the competence level B2 can then also be attended while in Germany.

### 4. Obtaining additional information

General information on working in Germany as a health professional and the recognition procedure of foreign qualifications is available in English language on the following websites:

- [www.make-it-in-germany.com/en](http://www.make-it-in-germany.com/en)
- [www.anerkennung-in-deutschland.de/html/en](http://www.anerkennung-in-deutschland.de/html/en)