

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.
- 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 The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn.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

- 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. Bachelor's degree and/or Master's degree)/professional training/work experience, if applicable
- employment contract with details on gross annual salary, detailed job description, work conditions 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