

## Requirements for Au-Pair and Voluntary Service

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:**

- The processing of visa applications in general takes a minimum of 6 weeks, as all au-pair 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.
- 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](#).
- Au-Pair visa applicants have to be at least 18 years old and must not be older than 26 years.
- 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 The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn.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/professional training/work experience, if applicable
- Curriculum Vitae and handwritten letter of motivation, signed by the applicant
- for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service

### **Additional requirements for Au-Pair (Checklist) ☑:**

- Au-pair contract, signed by the host family and the applicant
- copies of passport data pages of host family and proof of address in Germany (“Meldebescheinigung”)
- proof of basic knowledge of the German language (A-1 level certificate of the Goethe Institute; further information at: [www.goethe.de](http://www.goethe.de))

### **Additional requirements for Voluntary Service (Checklist) :**

- agreement/contract for your voluntary service. The agreement/contract has to be signed by all necessary parties.
  - a) If you have a contract for the federal volunteer service (“Bundesfreiwilligendienst”), the contract needs to be signed by the “Bundesamt für Familie und zivilgesellschaftliche Aufgaben”, the place of assignment, the central office, the carrier and the applicant
  - b) If you have a contract for the youth voluntary service (“Freiwilliges Soziales Jahr” or “Freiwilliges Ökologisches Jahr”), the contract needs to be signed by the place of assignment, the carrier and the applicant
- proof of sufficient financial means, accommodation and health insurance during the intended duration of stay in Germany
- proof of basic knowledge of the German language (A-1 level certificate of the Goethe Institute; further information at: [www.goethe.de](http://www.goethe.de)) **or** confirmation by the place of assignment that basic knowledge of the German language is not required/will be acquired upon arrival in Germany