

## Requirements for Jobseeker's Visa

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

### **PLEASE NOTE:**

- A Jobseeker's Visa can be issued to **a) academic professionals** holding a German or a recognized or a comparable academic degree and **b) skilled workers** holding a vocational or professional qualification recognized by the competent German authority as equivalent to a German qualification. These visas are issued for a maximum of six months and enable you to look for employment in your area of qualification in Germany and convert the visa into a residence permit once employment has been found. If you wish to work in a so-called regulated profession (e.g. in health care), you must have either obtained, or have been assured that you will be given, written permission to exercise your profession (Berufsausübungserlaubnis).
- General information about migration of qualified professionals can be found on: [www.make-it-in-germany.com](http://www.make-it-in-germany.com).
- All applicants have to apply in person at the German Embassy. **Appointments** can only be booked through the [Embassy's Online Appointment System](#).
- The processing of an application in general takes a minimum of 4 weeks. Applicants are encouraged to submit their visa applications well in advance of their intended travel date to allow sufficient time for processing.
- Only the submission of a complete application with all required documents according to this leaflet guarantees a prompt processing of an application.
- 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of refusal or if the application is withdrawn.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.

**The following list allows you to check, by ticking off the boxes, whether you have all the required documents needed for the visa application.**

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**Please note:** Although the information in this information sheet has been prepared with utmost care, the Embassy cannot accept any responsibility for inaccuracies contained herein.

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

All the documents itemized below are mandatory and are to be submitted by the applicant during his/her personal interview **in ORIGINAL plus 2 legible copies of each document (unless otherwise specified):**

- 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 (download [here](#)) – *no copies required!*
- 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
- birth certificate of the applicant, based on the first registration
- marriage certificate and birth certificates of children, if applicable
- school leaving certificates (WAEC-certificates: BECE, WASSCE)
- for academic professionals:** German university degree or recognised or comparable foreign degree comparable to a German degree  
You can check whether your foreign university degree is recognised or comparable by consulting the [ANABIN database](#). If your degree is listed in ANABIN without reference to the university, where you obtained it from, you will first have to apply for a Statement of Comparability with the Central Office for Foreign Education before applying for a visa. Further information can be found [here](#).
- for skilled workers:** German vocational/professional qualification or proof of holding a foreign vocational/professional qualification recognised by the competent German authority as equivalent to a German qualification  
Different authorities in Germany are responsible for officially recognising foreign qualifications. Further information can be found [here](#)
- for skilled workers:** proof of command of the German language (B1 level certificate of the Goethe Institute; further information at: [www.goethe.de](http://www.goethe.de))
- additional proof of previous and current academic studies (e.g. Bachelor's and Master's degree, Higher National Diploma)/professional training/work experience
- Curriculum Vitae

- handwritten letter of motivation (Area of work? What part of Germany? Accommodation? Future plans?)
- proof of recent job search in Germany (e.g. email correspondence re applications, job offers, agency enquiries, etc.)
- proof of sufficient means of subsistence for the time of your stay in Germany
  - a) confirmation of **blocked bank account in Germany** with an amount of minimum 861.00 Euro for each month.  
 When applying for a visa, you can provide evidence that you are able to meet your living costs by opening a blocked bank account. You have free choice of provider. Information on providers that offer this service worldwide is available on the [website of the Federal Foreign Office](#).
  - b) **formal obligation (“Verpflichtungserklärung”)** according to Sec. 66 to 68 of the German Residence Act covering the entire duration of stay, signed by a person living in Germany at the local competent office in Germany. The formal obligation can only be accepted as an adequate proof of finance with the remark “Die finanzielle Leistungsfähigkeit des/der Verpflichtungserklärenden wurde nachgewiesen.” (The financial capability of the sponsor has been verified).
- Following approval of the visa application and before the visa can be issued, you must provide evidence that you have travel health insurance for the period of stay, if such evidence has not already been submitted.
- for residents of Liberia and Sierra Leone: prepaid courier envelope by any major courier service