

Requirements for Jobseeker's 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 4 weeks. 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](#).
- 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 The Embassy does not return forms, photos or any documents in case of refusal or if the application is withdrawn.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/professional training/work experience, if applicable
- original German university degree or recognised foreign degree comparable to a German degree
You can check whether your foreign university degree is recognised or comparable by consulting the [ANABIN database](#).
- Curriculum Vitae of professional career, specifying the certificates/diplomas, etc. obtained
- handwritten letter of motivation providing information on the planned course of action to secure a job (sector, region, intended place of residence/accommodation, etc.)
- if available, any additional evidence of your preparations to secure a job
- 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 720.00 Euro for each month.

As of November 2018

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