

## Requirements for Resident Permit Visa (for a stay longer than 90 days)

### **Visa-Navigator!**

**All information regarding visa can be found here:  
<http://visa.diplo.de>**

Visa forms are free of charge

Information regarding visa procedures, requirements and individual applications should be obtained from the visa officers at the Embassy of the Federal Republic of Germany, not from Security Staff or any other third party. Do not employ agents, travel agencies or other middlemen.

Booking of an appointment is only possible through the website of the Embassy [www.dakar.diplo.de](http://www.dakar.diplo.de).

<b>Please note the conduct of the visa application procedure</b>	
<b>1. Booking of an appointment</b>	<ul style="list-style-type: none"> <li>Applicants applying for a resident permit visa (e.g. formation, studies, au-pair, employment) have to book an appointment through the online appointment booking system on the website <a href="http://www.dakar.diplo.de">www.dakar.diplo.de</a> of the Embassy.</li> </ul>
<b>2. Appearance in person</b>	<ul style="list-style-type: none"> <li><b>All</b> applicants have to apply <b>in person</b> at the Embassy.</li> </ul>
<b>3. Processing time</b>	<ul style="list-style-type: none"> <li>Most long stay visa applications are forwarded to the responsible immigration or labour authority in Germany for approval. The entire procedure may, therefore take <b>6 to 10 weeks</b>. Applicants are encouraged to process their applications well <b>in advance</b>.</li> <li>Please note that the processing time for <b>scholarship holders</b> (from DAAD, German universities or other German or European official funds) is 5 workdays.</li> </ul>
<b>4. Processing fee</b>	<ul style="list-style-type: none"> <li>The processing fee is <b>50.000 FCFA</b>. The Embassy will not refund the fees should the visa be denied.</li> </ul>

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<p><b>5. No guarantee for visa issue</b></p>	<ul style="list-style-type: none"> <li>• Compliance with the visa conditions does not automatically guarantee that a visa will be issued. In addition to the standard requirements other supporting documents may be required, depending on the specific nature of your application.</li> <li>• Furthermore, the border authorities may refuse entry into the Schengen Area upon arrival (Art. 30 Visa Code).</li> </ul>
<p><b>6. Embassy keeps certain documents</b></p>	<ul style="list-style-type: none"> <li>• The Embassy does not return forms, photos or other documents in case of refusal or if the application is withdrawn.</li> <li>• Original documents will be returned after processing the application.</li> </ul>
<p><b>7. Handling of fake or forged documents</b></p>	<ul style="list-style-type: none"> <li>• Fake or forged documents will not be returned and may be sent to the relevant authorities.</li> <li>• The submission of fake or forged documents is a reason of refusal.</li> </ul>
<p><b>8. No documents prior to the application</b></p>	<ul style="list-style-type: none"> <li>• Supporting documents should not be sent to the Embassy prior to the application.</li> </ul>
<p><b>9. <u>No</u> submission of documents by e-mail or postal service</b></p>	<ul style="list-style-type: none"> <li>• Documents supporting the visa application can <b>only</b> be submitted personally within your appointment. Early, parallel or delayed submission of documents by e-mail or postal service is generally excluded. Documents sent to the Embassy by e-mail or a postal service cannot be considered in the visa application procedure.</li> </ul>
<p><b>10. Translation of documents</b></p>	<ul style="list-style-type: none"> <li>• All documents that are not in German, English or French must be presented with a certified translation.</li> </ul>
<p><b>11. Independent examination of visa</b></p>	<ul style="list-style-type: none"> <li>• Your visa has been granted. Please carefully verify that the information printed on the visa sticker is correct and complete and immediately report any errors to the Embassy.</li> </ul>

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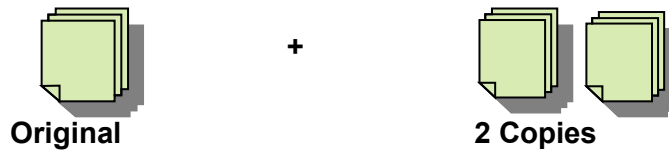
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All documents listed below (except the application form) are to be presented in original as well as TWO legible copies.



Additional documents may be required.

General requirements	
<b>Signed application forms</b>	<ul style="list-style-type: none"> <li>• 2 completely filled-in application forms, duly signed by the applicant</li> <li>• The application form of <b>minors less than 16 years of age</b> has to be <b>signed by both parents</b></li> <li>• Minors between 16 and 18 years of age have to submit written consent by <b>both</b> parents and copy of <b>both</b> parents' passports</li> </ul>
<b>Passport photos</b>	<ul style="list-style-type: none"> <li>• 2 recent passport photos with white background (please do not attach to form)</li> </ul>
<b>Valid passport</b>	<ul style="list-style-type: none"> <li>• Valid passport (<b>valid at least until 3 months after return</b>) with at least 2 blank pages and 2 copies of the bio data page.</li> </ul>
<b>Previous passport</b>	<ul style="list-style-type: none"> <li>• Previous passports (if any)</li> </ul>
<b>ID-card</b>	<ul style="list-style-type: none"> <li>• ID-card + 2 copies</li> </ul>
<b>Birth certificate</b>	<ul style="list-style-type: none"> <li>• Birth certificate of the applicant + 2 copies</li> </ul>
<b>Marriage certificate and birth certificates of the children</b>	<ul style="list-style-type: none"> <li>• Marriage certificate and birth certificates of the children, if any, + 2 copies</li> </ul>
<b>Processing fee</b>	<ul style="list-style-type: none"> <li>• <b>50.000 FCFA</b> processing fee</li> </ul>

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Additionally you require the following documents:

<b>AU PAIR VISA</b>	
<b>Age of the applicant</b>	<ul style="list-style-type: none"> <li>Applicants must be <b>at least 17 years</b> old and not older than <b>26 years</b>.</li> </ul>
<b>Minor applicants</b>	<ul style="list-style-type: none"> <li>Applicants who are under 18 years old need an affidavit from their parents stating their consent to the au-pair stay in Germany.</li> </ul>
<b>Information about the host family</b>	<ul style="list-style-type: none"> <li>Letter of the German au-pair agency or a letter of the host family as well as a statement by the applicant how the contact between the applicant and the host family was established.</li> </ul>
<b>Au-pair contract</b>	<ul style="list-style-type: none"> <li>Fully signed Au-Pair contract (original if possible). The involvement of a German au-pair agency is not necessary.</li> </ul>
<b>A1 German language certificate</b>	<ul style="list-style-type: none"> <li>A1 certificate of a standardized language exam according to the "Standards of the Association of Language Testers in Europe" (ALTE).</li> <li>This currently applies for the following German language certificates: „Start Deutsch 1“ of the Goethe Institute or the telc GmbH, „Grundstufe Deutsch 1“ of the „Österreichisches Sprachdiplom“ (ÖSD) and „TestDaF“ of the TestDaF Institute e.V.</li> </ul>
<b>Letter of motivation</b>	<ul style="list-style-type: none"> <li>Motivation letter with reasons for the au-pair stay and the plans after the au-pair stay</li> </ul>
<b>Diploma</b>	<ul style="list-style-type: none"> <li>School reports, diploma, etc.</li> </ul>

<b>STUDENT VISA</b>	
<b>Acceptance of enrolment</b>	<ul style="list-style-type: none"> <li>Proof of acceptance for enrolment into a German university</li> </ul>
<b>Proof of finance</b>	<ul style="list-style-type: none"> <li><b>Formal obligation</b> according to §§ 66 to 68 of the German Residence Act (signed, if possible, by a person living in Germany at the local immigration office in Germany and confirmed by the immigration office). The formal obligation should specifically state that the sponsorship covers studies and the duration of the intended sponsorship <u>OR</u></li> <li>Proof of a <b>blocked account</b> in Germany, information of the <b>current amount for 1 year of study</b> under <a href="https://dakar.diplo.de/sn-en/sperrkonto/388600">https://dakar.diplo.de/sn-en/sperrkonto/388600</a> ) <u>OR</u></li> <li>Proof of a <b>Scholarship</b> – foreign scholarships often require an additional German blocked account.</li> </ul>

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<b>Curriculum vitae</b>	<ul style="list-style-type: none"> <li>• CV of the applicant</li> </ul>
<b>Motivation letter</b>	<ul style="list-style-type: none"> <li>• Motivation letter of the applicant mentioning the choice of studies and plans for the future (max. 1 page).</li> </ul>
<b>Proof of knowledge of the German language</b>	<ul style="list-style-type: none"> <li>• Proof of sufficient knowledge of the German language, if the study is in German.</li> </ul>
<b>Travel health insurance</b>	<ul style="list-style-type: none"> <li>• From entry into Germany to beginning of the studies</li> </ul>

<b>EMPLOYMENT VISA</b>	
<b>Employment contract</b>	<ul style="list-style-type: none"> <li>• Contract from employer in Germany, signed by both parties, stating income and other details</li> <li>• If the work contract is limited to a certain period of time: proof of financial and economic situation in the home country</li> </ul>
<b>Proof of education</b>	<ul style="list-style-type: none"> <li>• Presentation of school reports, diploma, etc.</li> </ul>

<b>TRAINING / INTERNSHIP / EDUCATION VISA</b> (no studies)	
<b>Training / internship contract</b>	<ul style="list-style-type: none"> <li>• contract from employer in Germany, signed by both parties, stating income and other details, if applicable</li> </ul>
<b>Internship</b>	<ul style="list-style-type: none"> <li>• Details of program</li> </ul>
<b>Proof of finance</b>	<ul style="list-style-type: none"> <li>• Proof of sufficient funds for financing the stay</li> </ul>
<b>Proof of economic situation</b>	<ul style="list-style-type: none"> <li>• Proof of the financial and economic situation in the home country</li> </ul>
<b>Proof of knowledge of the German language</b>	Applicants wishing to start a professional training in the care sector require a B1 German language certificate according to the „Standards of the Association of Language Testers in Europe“ (ALTE).

<b>GERMAN LANGUAGE COURSE</b> (e.g. for subsequent studies/employment)	
<b>Course registration</b>	<ul style="list-style-type: none"> <li>• Registration for an Intensive Language Course (must contain daily lessons; at least 18 hours per week)</li> </ul>
<b>Motivation letter</b>	<ul style="list-style-type: none"> <li>• Motivation letter of the applicant mentioning the choice of studies and plans for the future (max. 1 page).</li> </ul>
<b>Proof of finance</b>	<ul style="list-style-type: none"> <li>• <b>Formal obligation</b> according to §§ 66 to 68 of the German Residence Act (signed, if possible, by a person living in Germany at the local immigration office in Germany and confirmed by the immigration office). The formal obligation should specifically state that the sponsorship covers studies and mention the duration of the intended sponsorship <u>OR</u></li> </ul>

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	<ul style="list-style-type: none"> <li>• Proof of a <b>blocked account</b> in Germany, information of the <b>current amount for 1 year of study</b> under <a href="https://dakar.diplo.de/sn-en/sperrkonto/388600">https://dakar.diplo.de/sn-en/sperrkonto/388600</a> )</li> </ul>
<b>Proof of economic situation</b>	<ul style="list-style-type: none"> <li>• Proof of the financial and economic situation in the home country</li> </ul>

<b>(FEDERAL) VOLUNTARY SERVICE</b> (for up to 12 months)	
<b>Age of the applicant</b>	<ul style="list-style-type: none"> <li>• Applicants must be between the age of 18 and 30 (European voluntary service)</li> <li>• Reaching the age of 27 or 29 (FÖJ and FSJ)</li> <li>• All ages (Federal voluntary service)</li> </ul>
<b>Contract / Agreement</b>	<ul style="list-style-type: none"> <li>• Fully signed Contract of the German institution, including information on salary and additional agreements (if applicable)</li> </ul>
<b>Curriculum Vitae Letter of Motivation</b>	<ul style="list-style-type: none"> <li>• Curriculum Vitae and Motivation letter including personal reasons for the voluntary service (How does this fit into your current life?)</li> </ul>
<b>Proof of knowledge of the German language</b>	<ul style="list-style-type: none"> <li>• Proof of sufficient knowledge of the German language or written confirmation of the German institution that prior language knowledge is not required / a German language course is planned</li> </ul>
<b>Travel health insurance</b>	<ul style="list-style-type: none"> <li>• From entry into Germany to beginning of voluntary service</li> </ul>
<b>Proof of economic situation</b>	<ul style="list-style-type: none"> <li>• Proof of the financial and economic situation in the home country</li> </ul>

**Fachkräfteinwanderungsgesetz (FEG) – Skilled Immigration Act**

The **Skilled Immigration Act** entered into force on 1 March 2020. The aim of this law is to enable qualified skilled workers to take up employment in Germany.

However, before applying for a visa, it is important to officially confirm your **academic** or **vocational qualifications** and **German-language skills**.

You will find information at <https://www.make-it-in-germany.com/en/visa/quick-check/> and <https://www.Anerkennung-in-Deutschland.de/html/en>

If you have the necessary qualifications and German-language skills and are interested in moving to Germany as a skilled worker, please contact the

**German-Senegalese Centre for Jobs, Migration and Reintegration**  
(located on the ground floor of ANPEJ in Castor-Dakar)  
Lot 1 Lotissement SODIDA  
Avenue Bourguiba  
47267 Dakar-Liberté

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and arrange an appointment or phone call to discuss the next steps.

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