

Employment visa

Check list of required documents:

- Two duly completed **application forms** „Application for a Residence Permit“ (please ensure that you sign the form)*
- A valid **passport** with at least two blank pages & valid for at least another six months (please ensure that your passport is signed)
- Two recent **passport photographs** according to biometric specifications**
- Two **Declarations** of True and Complete Information in accordance with §55 Residence Act, signed and dated*
- A signed **contract of employment** with specific details of the job function, salary and duration of employment
- Proof of the applicant's **employment/educational and/or residential situation** in Cyprus
- Upon request, details of **qualifications** entitling the applicant to the aspired occupation in Germany (e.g. university degree)
- Police certificate of conduct*****, not older than three months
- Alien Registration Card** of the Republic of Cyprus (ARC) as well as the **Temporary Resident Permit** (TRP, also called „Pink Paper")
- Proof of **accommodation/rental agreement** (accommodation mentioned in a letter of the employer will be sufficient)
- Proof of **health insurance** valid from date of arrival (German Statutory/National or Private health insurance)

* *Obtainable at the Embassy.*

** *Check here for further details regarding biometric specifications of photos:*
http://www.nicosia.diplo.de/Vertretung/nicosia/en/07/fotos__seite.html

*** *A Police certificate of conduct (Αντιγραφο ποινικου μητρωου) can be requested at
“Chief of Police”, Evangelou Floraki 1, 1478 Nicosia ; Tel-Nr: 22808393.*

Please note that only complete applications will be accepted. In order to ensure that your application is processed without delay, please submit the above mentioned documents in **original and two copies**.

Applications must be submitted **in person**.

Please note that each visa application is reviewed individually. Therefore, the requested documents may vary from one case to another. The Embassy reserves the right to ask for additional documents.

Furthermore, the submission of the above mentioned documents does not guarantee the issuance of a visa. Once a visa has been issued, the purpose of the trip may not be altered.

The German Missions require approximately two to three months to process your visa application. We kindly ask that no status requests on the visa application be made during the first two months. We will notify the applicant on any change of status or progress of the application as soon as possible and whenever the need arises.