



NATIONAL VISA

Au Pair (minimum 6 months to maximum 1 year)

I. **DOCUMENTS TO BE SUBMITTED (OF EACH 1 ORIGINAL AND 2SETS OF COPIES in the specific order outlined in this checklist. The checklist is part of the application and must also be presented duly filled and signed with each set of documents)**

		Submitted
1	General Information <ul style="list-style-type: none">You should apply at least two and no more than three months prior to you intended move to GermanyApplicant must be at least 18 years old and not older than 26 years at the time of applicationGeneral Processing time for a complete application is about 4-12 weeksPlease refrain from inquiries about the status of the application during regular processing time	
2	Application form ‘Resident Permit/Long Term Visa’– available online www.doha.diplo.de free of charge Fully completed in English or German and personally signed and dated by applicant	
3	Two national visa instruction forms – available online www.doha.diplo.de free of charge <ul style="list-style-type: none">Fully completed in English or German and personally signed and dated by applicant	
4	Passport <ul style="list-style-type: none">Validity of a minimum of one yearSigned by passport holderPassport not older than 10 years (issued in the last 10 years)A minimum of two blank pages to be used for visasCopy of your valid passport data page	
5	Two recent biometric passport sized photographs (3.5x4,5 cm) <ul style="list-style-type: none">Must not be older than 6 months with bright background and frontal view of the faceDigitally altered passport Photos cannot be acceptedDo not glue or staple the photos to the application form	
6	Resident Permit for Qatar (Original and two copies) Non-Qatari nationals must present valid residence permit for Qatar	
7	Documents providing work <ul style="list-style-type: none">Copy of your signed Au Pair contract according to the standard from published by the Federal Employment Agency with an Au Pair agency or family in Germany stating the full address (including postal code) of your host family<ul style="list-style-type: none">at least one of the host parents should have German as a mother languagethere must be at least one under-age child in the host familyno kinship between the Au Pair and the host parents	
8	Au Pair / Host Questionnaire – available online www.doha.diplo.de free of charge	
9	One print out of the General Information leaflet issued by the “Bundesagentur für Arbeit” – available online www.doha.diplo.de free of charge	
10	Letter of motivation (Reason for seeking a stay as an Au-Pair in Germany)	
11	Proof of Language Skills <ul style="list-style-type: none">proof of German language skills of level A1 according to the European Framework for Languages is mandatory	
12	Documents reflecting your previous education and skills e.g. school certificates, university degree certificates, internships, trainings, university and / or employment confirmation	
13	Visa Fee of 75 EUR payable in QAR	

II. REMARKS to be filled out by Embassy staff:

- ✓ Applicant travels alone
 with family member/s
 with a group as(please specify e.g. colleague, escort, sponsor)

Remarks:
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III. SIGNATURES and AGREEMENT

a) for Visa Applicant:
I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE
I HAVE BEEN INFORMED THAT INCOMPLETE APPLICATIONS HAVE A HIGHER RISK TO BE REFUSED.

.....
City and Date (signature of applicant)

b) for Embassy staff:
APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT

.....
City and Date (signature Embassy Staff)