



National Visa – Category D: Au Pair

This information leaflet has been generated by the German Consulate in Dubai. The Consulate is responsible for visa applications of those applicants who reside in the United Arab Emirates. The application form can be downloaded free of charge, on www.uae.diplo.de, or www.vfsglobal.com/germany/UAE

Applicants are requested to observe the general information for national, long-term visa for Germany, which complement this leaflet. Please note that incomplete applications (application sets) cannot be accepted.

- Age limits: at least 18 years / at most 26 years of age (when the visa application is submitted)
- Duration of the au pair relationship: at least 6 months / at most 1 year

DOCUMENTS TO BE SUBMITTED (appointment necessary!)

All documents need to be submitted in **3 sets (1 x Original and 2 x copies)** in order to have 2 complete application sets of documents. Original documents will be returned after the application process has been finalized. Documents which are not in German or English language require a translation.

Every set has to be sorted as follows:

	Submitted
1. Application form – available online free of charge <ul style="list-style-type: none"> • Fully completed in English or German and signed and dated by the applicant himself. 	
2. Declaration of true and complete information – available also online, free of charge <ul style="list-style-type: none"> • According to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act 	
3. Passport (<i>Special rules might apply for some nationals which passports are not recognized by the German authorities.</i>) <ul style="list-style-type: none"> • Validity minimum one year • Signed by bearer • Passport not older than 10 years (issued in the last 10 years) • At least two free visa pages • Undamaged pictures securely affixed with/to passport • Previous passport if applicable • IMPORTANT: valid UAE residence permit or for GCC nationals Emirates ID 	
4. Three recent biometric passport sized photographs (3.5x4,5 cm) Requirements: <ul style="list-style-type: none"> • Should n o t be older than 6 months. • A frontal view of the face covering 70-80% (32-26mm) of the photo. • A uniform and light-colored background. • Clear facial features and eyes – not covered by hair or glasses frame. • Head coverings are only accepted for religious reasons. Do not glue or staple the pictures to the application form.	
5. If applicable: previous stay in Germany / previous Schengen Visa <ul style="list-style-type: none"> • Copies of your old German resident permit • Copies of previous Schengen visa 	
6. Invitation letter from host family clarifying the following: <ul style="list-style-type: none"> • At least one under-age child (minor) in the host family • No kinship between the au pair and the host parents. • That least one of the host parents speaks German as a mother language 	
7. Knowledge of German Language Proof of language proficiency in German, by an recognized institute according to ALTE (Association of Language Testers in Europe. In the U.A.E. the following institutes are recognized Goethe-Institut, telc GmbH, Österreichisches Sprachdiplom (ÖSD) and TestDaF- Institut e.V.	
8. Au Pair / Host Family Questionnaire	
09. Motivation letter (why do you wish to go to Germany?) in German or English	
10. Documents reflecting your previous education and skills e.g. school certificates, university degree certificates, internships, trainings, university and / or employment confirmation	

Incoming medical insurance or proof public / private insurance has to be provided at the time of visa approval.

The Federal Employment Office (www.arbeitsagentur.de) informs on their homepage with regard to au pair stays and the rights and obligations of the host families and the au pair involved with these stays. By typing "au pair" in the search function you will find information for host families and au pairs, as well as the sample contract. Multilingual information regarding au pair residences and au pair agencies with the seal of quality of the au pair quality control association („Gütegemeinschaft Au pair e.V.") are available on the homepage in the download-center.

The basic knowledge of the language must be on a par with level 1 of the common European language norm. This entails the use and understanding of common, every-day expressions and very simple sentences that target the satisfaction of certain needs. It must be possible to introduce oneself to others and ask other people questions about themselves –for example where they live, which people they know or what things they have –and give answers to questions of this kind. A simple kind of communication must be possible, if the conversational partners speak slowly and clearly and are prepared to help one another.

For the safety not only of the Au pair but also for the safety of the child(ren) to be cared for, the visa application must be rejected if the communication with the host family regarding the duties and also concrete wishes or needs of the au-pair and the child(ren) in his/her care or calling for help in dangerous situations is not possible in German language in spite of mutual good will.

Note further:

- **Applicants who come late to their appointment by more than 15 min, will not be permitted to enter the visa section and require to book a new appointment.**
- **Only complete applications can be accepted; applicants will be requested to arrange a new appointment if arriving with incomplete documents.**
- **Visa fees must be paid upon submission of application in cash (AED) only to the German Consulate only exact change will be accepted.**
- **Processing time at the Consulate due to necessary and obligatory legal requirements usually takes a minimum of 3 working days and up to 12 weeks. Applicants are requested to apply up to 3 months prior to the intended date of journey. Applicants are also kindly requested to refrain from status inquiries, within the first 8 weeks.**
- **False or falsified documents will lead to the refusal of visa and / or further consequences.**
- **Complete documentation does not guarantee a visa approval.**
- **The German Consulate Dubai reserves the right to ask for additional documents and / or call applicant for additional information or interview.**

Disclaimer

Although the information in this leaflet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.