



Generalkonsulat
der Bundesrepublik Deutschland
Kanton

Consulate General
of the Federal Republic of Germany

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19/F, Guangdong International Hotel
339 Huanshi Dong Road
Guangzhou 510098
Tel.: (+86-20) 8330 6533
Fax: (+86-20) 8331 2959
E-Mail: rk-10@kant.diplo.de
Homepage: www.kanton.diplo.de

Visa for au-pairs in Germany

Foreigners who wish to be employed as au-pair must be between 18 and 24 years old. Basic knowledge in German is mandatory for the one year stay in Germany. There is no legal right to claim a visa as au-pair.

The following **documents** have to be submitted when applying for an **Au-pair visa**:

1. Three duly filled and signed application forms (Application for Residence Permit/ Antrag auf Erteilung einer Aufenthaltserlaubnis) with 4 recent photographs (3,5 x 4,5cm, white background) accompanied by a signed declaration that the information given is true and complete.
2. Valid passport.
3. Au-pair contract with details about the host family (family members, spoken language), monthly pocket money, health insurance, possibilities of attending a German language course.
4. complete personal resume.
5. Proof of German proficiency.
6. For Chinese applicants only: Household Register (hukou).
7. Additional documents may be requested either by the Consulate General or by the authorities in Germany.

All documents have to be presented in the **original** and with **2 copies**.

All documents have to be presented with a **translation** into German or English.

The Consulate General legalizes Chinese documents, which are notarized and certified by the Foreign Affairs Offices of Guangdong, Guangxi, Fujian or Hainan. **Legalisation** of these documents is possible when applying for the visa. A legalisation fee is incurred.

Visa applications can be submitted after scheduling an **appointment**. As from 1st December 2006, appointments will have to be arranged through the **Visa Application Centre**. www.germanvac-cn.com The arrangement of an appointment is highly recommended: applicants with appointment are received with priority. Without appointment there is no guarantee for submitting the visa application at the Consulate General.

At the Visa Application Centre you can have your documents pre-checked and get general information in visa matters, either in person or by sending an authorized third person. This service is useful, as only complete applications can be processed. The Visa Application Centre is not in a position to refuse visa applications

The decision whether to grant a visa lies solely in the competence of the Visa Section of the Consulate General.

Visa applicants will be asked to come to the Consulate General for **interviewing**. Please be there on time 15 minutes before the scheduled appointment. Applicants not showing up on time will not be able to hand in their applications and will have to arrange for a new appointment. Changes of the appointment date should be notified to the Visa Application Centre in due time; a new appointment date may be arranged free of charge if notified at least two days prior to the interview.

The **visa fee** is **30,- EUR** (15,- EUR for minors).

(Spouses of German citizens and parents of German children, as well as spouses/children of EU- or EEA citizens are free of charge.)

The fee has to be paid in equivalent Renminbi Yuan when handing in the application in the Consulate General, according to the relevant exchange rate.

An additional service fee of 190,- RMB has to be paid by every applicant in the Visa Application Centre.

Application forms and information leaflets are free of charge - www.kanton.diplo.de

Processing time: 2 to 3 months. Enquiries within this period of time cannot be answered.

Passports will be handed back to the applicants via the Visa Application Centre after the Visa Section of the Consulate General has decided on the visa.

Applicants are asked to check their visa (esp. validity dates, typing of name, photo) on receipt.

The visa is issued with a validity of 90 days and has to be extended at the local Immigration Office in Germany.

Regional competence of German missions in China:

The Federal Republic of Germany has several missions in the Peoples' Republic of China. Each of them has a clearly defined region for visa issue:

- Persons residing or having their normal abode in the provinces of Guangdong, Fujian, Hainan and the Autonomous Region of the Zhuang-Nationality Guangxi have to hand in their visa application with the **German Consulate General Kanton**.
- Persons residing or having their normal abode in the provinces of Anhui, Jiangsu, Zhejiang und the city of Shanghai have to hand in their visa application at the Consular and Visa section of the **German Consulate General Shanghai**, New Century Plaza, 14/F, 188 Wu Jiang Road, Shanghai 200041, phone: (021) 6217 1520, fax: (021) 6218 0004, www.shanghai.diplo.de.
- Persons residing or having their normal abode in any other province will have to apply for their visa at the **German Embassy Peking**, 17 Dongzhimenwai Dajie, Peking 100600, phone: (010) 8532 9000, fax: (010) 6532 3557, www.peking.diplo.de.
- Persons residing or having their normal abode in Hongkong and Macao will have to apply for a visa at the **German Consulate General Hongkong**, United Centre, 21/F, 95 Queensway-Central, Hongkong, phone: (00852) 2105 8777, fax (00852) 2105 8788, www.hongkong.diplo.de.
- The **German Consulate General Chengdu** is **not issuing any visa for the time being**.

As a rule the **normal abode** is defined as the place a person is living in and working at. This is the case if a person has been living at that place for the past six months or is expected to stay at that place for long-term. If the normal abode is not in agreement with the Household Register (Hukou) or place of issue of the passport, the applicant is asked to present proof of his normal abode (ID card 暂住证, working contract, police confirmation).