

## JOB SEEKER VISA SERVICE

The German Job-Seeker visa is a type of long-term visa which entitles the candidate to search for a job in Germany for up to six months extendable twice according to the latest regulations in Germany. However, certain requirements must be met. In order to obtain a job seeker visa to Germany, the candidate has to be eligible and fulfill all the requirements and go through the application process with a lot of precision, where ASDAM can closely work it out for the eligible candidates.

### WHAT ARE THE GERMAN JOB SEEKER VISA ELIGIBILITY CRITERIA?

The Germany job seeker visa requires its candidates or applicants to meet the following major criteria to be eligible to apply:

#### AGE LIMIT

- Between 18 and 35 years old is highly recommended.
- Between 35 and 40 is acceptable provided that the candidate has an extensive experience.

#### EDUCATION & QUALIFICATION LEVEL

The candidate is required to have one of the following degrees from a German university or other equivalent foreign degrees:

- Two Years Diploma
- Bachelor's degree
- Master's degree

#### EVIDENCE OF FINANCIAL STABILITY

The candidate should be able to prove that s/he can cover her/his expenses for the duration of stay in Germany through one of the following:

- Bank statement, or
- "Verpflichtungserklärung" – Letter of commitment/declaration by a sponsor declaring that the applicant's expenses will be covered, or
- Blocked Bank Account of a certain amount in one of the banks in Germany.

### AREA OR MAJOR OF QUALIFICATION

- Engineering
- Environment Protection Engineering - Renewable/Sustainable Energy
- Information Technology (IT)
- Gastronomy
- Hotel Management & Hospitality
- Business Administration

### EXPERIENCE

- 5 years is highly recommended
- Minimum two (2) years during the last five years of application.

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## VISA PROCESS

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The Job Seeker Visa process is formed of the following phases:

### A. CANDIDATE'S APPLICATION EVALUATION

This process is free of charge and it is of the following procedures:

1. The local agent completes the Application Form in behalf of the candidate.  
(*Application is provided by ASDAM*)
2. ASDAM and the German Agency evaluate the candidate's Application Form and communicate the outcome to the candidate through the Agent, based on:
  - Declination of **Candidate's** application, or
  - Guiding the **Candidate** for the suitable path and further process.

### B. CANDIDATE'S CV ASSESSMENT

The candidate who passes the Application Evaluation procedure will proceed for CV assessment and detailed report by our German agency as follows:

1. Candidate submits updated CV with latest photo, signed and dated by the candidate  
(*CV Template is provided by ASDAM*).
2. Local Agent sends the above updated CV and signed undertaking to ASDAM.
3. Local Agent pays to ASDAM the allocated non-refundable CV assessment fee.
4. ASDAM communicates the candidate's CV with its German agency.
5. CV Assessment duration is 5-10 working days. The assessment result is:
  - **Not Eligible**, candidate's file is closed
  - **Eligible**, Candidate proceeds to the official registration with ASDAM.

### C. REGISTRATION

The candidate starts the registration process with ASDAM right after receiving a positive CV assessment report. The candidate:

1. Local Agent confirms the registration of the candidate with ASDAM and its German Agency based on the previously submitted registration form.
2. Local Agent pays to ASDAM the allocated non-refundable registration and administration fees.

### D. DOCUMENTS QUALITY CONTROL

1. ASDAM sends a request for a list of documents to be submitted for Qualification Equivalency (QE) process.
2. Local Agent sends documents to ASDAM.
3. Local Agent pays to ASDAM, in behalf of the candidate, the non-refundable quality control process
4. ASDAM and its German Agency runs a thorough review and check on all submitted documents and communicate missing documents, if any, with the local agent.

#### **E. QUALIFICATIONS EQUIVALENCY (QE) REQUIREMENTS**

1. The eligible candidate needs to provide an evidence of her/his qualification and related work experience for QE procedure.
2. ASDAM Will provide a list of required documents to be submitted by the candidate through the local agent.

#### **F. QUALIFICATIONS EQUIVALENCY PROCEDURE**

This process is initiated by ASDAM and its German Agency with the relevant German authority, if required by the CV Assessment feedback report.

1. Local Agent pays to ASDAM, in behalf of the candidate, the allocated fee of the Qualification Equivalency (QE) procedure.
2. The duration of the equivalency as stated in the candidate's CV assessment report. Usually, it is 2-4 months depending on the candidate's major of study and level of qualification.
3. ASDAM delivers a copy of the *Statement of Comparability* received from our German Agency to the candidate through the local Agent.

#### **BOOKING INTEVIEW APPOINTMENT**

Once the Qualification Equivalency process is finalized and *Statement of Comparability* is obtained from the relevant German authority, then ASDAM and its German Agency:

1. Book an interview appointment for the candidate at the German Embassy or Consulate in the home country or country of residence.
2. Local Agent pays to ASDAM, in behalf of the candidate, the allocated fee.
3. Inform the candidate of the appointment and the list of required documents for the Embassy or Consulate interview, through the local Agent.

#### **JOB SEEKER VISA REQUIRMENTS FOR EMBASSY APPOINTMENT**

ASDAM will provide detailed required documents upon finalizing the candidate's qualifications Equivalency certificate (Statement of Compatability).

#### **INTERVIEW DOCUMENTS QUALITY CONTROL**

Prior to the Emabssy or Consulate interview, ASDAM and its German Agency review, check and validat all the candidate's documents to be submitted to the German officials at the Embassy or Consulate ensuring that they are compliant with the German government requirements.

#### **VISA FEE PAYMENT**

- The German job seeker visa non-refundable fee is €75 and it is paid at the Emabassy or Consulate during the interview and after the German officials approval of the candidate's application.
- The visa fee amount is not refundable and subject to change at any time.

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**ADD VALUE SUPPORTING DOCUMENTS**

There are certain documents that would be an add value or plus if included in the required documents such as:

- Letters of recommendation/experience
- German Language certificate(s) showing the candidate's German Language Knowledge.
- English Language Certificate(s) showing the candidate's English Language Knowledge.

**VISA INTERVIEW**

- Candidate ensures s/he has in one file all the required documents for the appointment.
- Candidate attends the interview on the specified date and time.
- The candidate pays the visa fee
- The Embassy issues the Visa
- There are cases where the German Embassy or Consulate rejects or declines the visa. This rejection and its reasons will be stated in an official communication from the Embassy or Consulate and can be due to either subjective (personal) or objective reasons such as the below:

**1. Subjective (personal) Reasons**

- Reasons related to the Terrorism laws and regulations in Germany
- Rejection of previous visa application
- Rejection due to previous illegal entry to Germany

**2. Objective Reasons**

- Missing documents
- Missing insurances, etc ...

**CANDIDATE'S VISA REJECTION APPEAL**

In case the candidate's job-seeker visa application is rejected at the German Embassy or Consulate based on objective reasons, then:

- ASDAM will arrange and file an appeal during 30 days of the visa application rejection.
- The German Embassy or Consulate issues the visa after the appeal.

**Remark:** ASDAM is not responsible or held liable in the case that the candidate's visa application is rejected based on subjective (personal) reasons and candidate is held responsible for all the expenses paid by ASDAM and its German Agency during the process.

**CAN A CANDIDATE WORK WITH A GERMAN JOB-SEEKER VISA**

No, the candidate is allowed to work once finds a job, then s/he must settle her/his status.

### **CAN A CANDIDATE EXTEND THE JOB SEEKER VISA**

Yes, the candidate is eligible to extend the Job Seeker Visa twice upon the expiry of her/his visa while the candidate is actually in Germany.

In case that the candidate finds a job during the period of stay in Germany on a job-seeking visa, the candidate will not be required to return home and apply for a working visa/residence permit because this process can be done in Germany.

### **JOB-SEEKER VISA PROCESS DURATION**

The Job-Seeker Visa entire process duration takes somewhere between 1-5 months, depending on:

- The Candidate's nationality as it might take much longer time for some nationalities.
- Type of major of study and job
- Qualification Equivalency process duration as it depends on the level of education (Diploma or Bachelor level), the country and university/college/academy of studies.
- German Embassy or Consulate appointments and its procedure

#### **Example**

- Normal Duration = 15 Days
- From Qatar = 2 months
- From UAE = 3 months
- From Kosovo = 18 months

### **JOB-SEEKER VISA PROCESS FEE**

The charges of the job-seeker visa process from application to booking an appointment for the candidate at the German Embassy or Consulate will be provided by our local agent or contact ASDAM in case of unavailability of the local agent.

### **ASDAM SERVICES & COMMITMENTS**

ASDAM and its German Agency are responsible and committed to the following services:

1. Candidate's CV Assessment and detailed report of the candidate's case.
2. Provide the list of requirements needed for Qualifications Equivalency process
3. Initiate and follow up on the Qualifications Equivalency process
4. Collect the *Statement of Comparability* at the end of the Qualifications Equivalency process and communicate a copy with the candidate through the local agent
5. Assess, review and validate (quality control) of the candidate's documents submitted for the job-seeker visa application at the German Embassy or Consulate.
6. Book an interview appointment for the candidate
7. Arrange and file an appeal in case of visa rejection based on subjective (personal) reasons.