



**Visa for entry for the recognition of foreign professional qualifications (§16d
AufenthG)**

Basic Information

1. The relevant recognition procedure must already have been carried out and a notice of deficit must have been issued before the application is submitted.
2. Please read the following instructions and the list of documents carefully and compile your application documents.
3. Please sort your documents in the mentioned order and check off in the document list which documents you are submitting.
4. The German Embassy Ulan Bator is only responsible for applicants who have their habitual place residence (domicile) in Mongolia.
5. The processing of your application may take several weeks to months. In some cases, the approval of German authorities is required for the decision on your application. Applicants will be contacted immediately after processing is completed. Please do not book a flight before receiving your visa.
6. Please use the online application VIDEX for your visa application.
7. The Embassy has outsourced the collection of applications to our service partner VFS Global. It is expressly advised not to use a third-party service provider. In particular, these external providers have no special access to appointment allocation and cannot influence the examination procedure in any way. Appointments with VFS Global are booked online. VFS Global also does not work with third-party agencies. The service partner receives your application documents and biometric data and then forwards them to the visa section of the German Embassy for processing and decision.
8. Please book appointments to submit your application directly via the VFS Global appointment system.
9. All documents must be enclosed in the original and with an English or German translation (copy).



10. All Mongolian public documents must be submitted in translated form. In case of doubt, the Embassy reserves the right to initiate a document verification procedure for a fee.

11. Only applications with complete documents can be accepted! If you insist on the acceptance of your application with incomplete documents, this may lead to a rejection due to missing documents. The embassy reserves the right to make the issuing of visas dependent on the submission of further documents in individual cases.

12. Please do not submit any unsolicited documents to the visa office – especially not before applying. These documents cannot be kept and/or assigned here. Please always bring complete documents directly to the appointment.

13. Please inform yourself regularly on our website www.ulan-bator.diplo.de

Generally required documents

Note: Original documents must be submitted! The original will be returned to you after examination. A copy of all documents is also required. The copy must be A4, copied on one side, must not be stapled / glued or stapled.

1. Passport

- The passport is not older than 10 years, has at least 2 blank pages and has not been damaged.
- The passport is valid for at least three months after the visa expires.
- The passport was signed by the passport holder before the application was submitted.
- The passport holder can be clearly identified from the passport photo.
- Copies of the data page, page 3 and previous visas have been made.
- Copies of the last existing visas in the old passports have been made.

2. Application form and instructions

- Fully completed and personally signed VINDEX form for national visas and the associated instructions and declaration of availability

3. 2 (two) current biometric passport photos (information on passport photos can be found at www.biometrisches-passbild.net)



- The passport photo is not older than 6 months.
- The passport photo was taken against a white background.
- The photo has not been digitally altered.

4. Residence permit

- Applicants who do not have Mongolian citizenship must also submit: Mongolian residence permit/registration and a copy of the passport page with the entry stamp for Mongolia

5. Supporting documents

- Deficiency notice or interim notice from the authority responsible for the recognition of the professional qualification in Germany, stating that adaptation or compensation measures or further qualifications are required for the granting of a license to practice in a profession regulated in Germany or for the determination of the equivalence of professional training with a qualification acquired in Germany. In the case of regulated professions, it may also be determined that only a knowledge test, an aptitude test and/or a language test is required**
- If mentioned in the notice of deficit: Registration for theoretical courses, in-company qualification measures with further training plan or examination preparation courses, registration for the knowledge test and/or preparation course for the knowledge test
- Proof of previous academic or school qualifications and diplomas in the form of a degree certificate with a list of grades
- Registration for a suitable qualification measure with subsequent examination with details of the type and duration of the qualification measure
- if you are employed, proof from your current employer
- Proof of German language skills, at least at level A2, for regulated professions (nursing and healthcare professions) at least at level B1 (certificate from an examination provider certified according to the standards of the ALTE (Association of Language Testers in Europe) or German Language Diploma (DSD))
- Independently written, personally signed letter of motivation with specific details on the intended purpose of stay
- Curriculum vitae in tabular form with a list of academic and professional background
- Proof of accommodation for the entire period, e.g. hotel booking or rental agreement, in the case of private accommodation: signed invitation with passport copy of the inviting party

6. Financial means



You must provide proof of financial resources amounting to 1,091 euros per month for the planned duration of your stay. If you have a part-time job: Proof of financial means in the amount of 941 euros net / 1,133 euros gross per month. If you plan to stay for more than one year, you only need to provide proof of funding for the first year when you submit your application.

- Formal declaration of commitment in accordance with §§ 66 – 68 AufenthG, purpose of stay: professional adjustment measure, duration 6–12 months, creditworthiness proven)
- Proof of a credit balance in a German blocked account with the corresponding monthly disposal amount of EUR 1,091 /month for the planned duration of the stay or for the first year of the stay.
- You can also secure your livelihood through employment of up to 10 hours per week, independent of your qualification. An employment contract or job offer serves as proof.

7. Employment

- Form completed and signed by your employer: Declaration of employment for a job corresponding to your qualifications with supplementary sheet A
If you are a skilled worker with vocational training:
 - Obligation of the employer to enable the compensation of the identified deficits within two years
 - Further training plan that shows which practical measures will compensate for the deficits identified
 - If relevant and available: Preliminary approval from the Federal Employment Agency to take up employment.

8. Health insurance

When submitting the application, proof of existing health insurance cover from the date of entry into Germany must be provided. The period of validity of the insurance cover must generally cover the entire period of validity of the visa. If you are covered by statutory health insurance in Germany, e.g. in the case of employment with the start of the employment contract or the commencement of employment, or in the case of family reunification with the commencement of family insurance in Germany, proof of this must be submitted. If you are subject to compulsory statutory health insurance, this only applies when you take up residence in Germany. When you enter Germany, you must also take out private German incoming health insurance (valid for the entire Schengen area and the first 90 days of your stay and with a minimum cover of 30,000 euros, including cover for COVID-19 illness) until you can be admitted to statutory health insurance.

9. Visa fees



Every visa application is subject to a visa fee. The fee will not be refunded if the application is rejected or withdrawn. The visa fee amounts to 75.00 EURO (payable in local currency (MNT)).

In addition, the service fees published on the VFS website apply.

Scholarship holders from public German institutions are exempt from the visa fee, but not from the service fee.

10. Important information

Don't lose time and money due to incorrect information!

All information about visas and entry requirements can be found on our website www.ulan-bator.diplo.de. If you cannot find information on your questions there, please write to us using our contact form. Third parties such as travel agencies, writing agencies, consultants etc. or other websites may provide incorrect information. If you trust this information, your request may be delayed – and you may lose money. You should be particularly suspicious if someone asks for money for information on visas.

The information, leaflets and forms provided by the German Embassy are free of charge.

As soon as the embassy has decided on your application, you can collect your passport. If you have applied for your visa via the service provider VFS Global, VFS Global will inform you about the collection of your passport.

You must collect your passport in person. If this is not possible, you can appoint a representative to collect it.

If all the details on your visa label are correct, nothing stands in the way of your trip. Please check this as soon as you receive your passport. Please inform us immediately of any errors so that we can issue you a new visa. Your visa will show your full name, passport number and photo. The number of days of stay and the period of validity of the visa, i.e. the time you have until you receive your domestic residence permit, are stated.

11. Instructions

I have taken note of the following information:

- The submission of forged documents and false information will result in the mandatory rejection of the application and may lead to an entry ban for Germany and possibly also for other Schengen states.
- By signing this document, I declare that I have read this information sheet and understood its contents.
- By signing this document, I agree that the diplomatic mission abroad may contact me by e-mail (as indicated in the application).



If applicable: I have been informed that my documents are incomplete. I am aware that this will normally lead to the application being rejected. I would still like to submit the application.

Place, Date

Name in block letters and signature

Application number (will be entered by the visa office)