



### **3 simple steps to get your visa**



#### **Fill the forms in**

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



#### **Deliver them to us**

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### **All Postal deliveries:**

PO BOX 5690  
London  
W1A 5UY

#### **Courier or in person deliveries**

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



#### **Collect your visa**

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## GERMANY NATIONAL VISA (WORK) -D STANDARD VISA FOR UNITED KINGDOM NATIONALS

- Compile your documents to be presented to the Embassy in the following order:
- Visa form completed online. [View Form](#)
  - Print two copies of the form and sign. They must both must display the Barcodes.
  - You can find the link in our downloadable pack.
- Valid passport signed by the holder, issued within the last 10 years and valid for at least 3 months beyond the validity of the visa applied for. The passport needs to have at least 2 subsequent blank pages.
- Supply two photocopies of the passport Biodata page
- Current UK residence permit (BRP)/ Visa (foreign residents only).
  - Supply two photocopies of the entire permit (both sides)/ visa
- Two fully biometric passport photos (photo booth quality on a whitish background), measuring 35 x 45 mm, no older than three months. Digitally altered passport photos cannot be accepted.
- Two copies of the Employer's Declaration ("Erklärung zum Beschäftigungsverhältnis") to be completed by employer.
  - You will find one in our downloadable pack.
- Two copies of the Contract for works or services between the applicant's employer and the German client.
  - Include the schedule of contractual obligations to be provided by the applicant's employer.
- Two copies of the Confirmation of health insurance cover commensurate with the level of statutory German public health insurance ("gesetzliche Krankenversicherung").
- Two copies of the applicants Professional curriculum vitae.ies.
- An original Authorisation Letter allowing a Regent Visas Agent to collect your passport and visa when it is ready from the Visa centre.
  - Complete in full but leave the name of the representative blank.
  - This letter is only handed into the Visa centre on the day we collect your visa.
  - You will find one in our downloadable pack.
- Confirmation of pre-approval ("Vorabzustimmung") by the Federal Employment Agency ("Bundesagentur für Arbeit") naming both you and your prospective employer
- Important Information:
  - To be able to apply through the German Visa centre you must hold a confirmation of pre-approval ("Vorabzustimmung") by the Federal Employment Agency ("Bundesagentur für Arbeit") naming both you and your prospective employer, you need to apply for your visa through the London Visa Application Centre. Any other approval must be dealt with the actual German Embassy by yourself directly, and therefore Regent Visas cannot help you lodge or collect.
  - An appointment must be booked to lodge the application. This is subject to availability, and this delay is not included in the time it takes to issue the visa.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	Germany National Visa (Work) -D	Standard	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE