



## **National Visa – Category D:** **Self-Employment**

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 needs to be filled out online <https://videx-national.diplo.de/videx/visum-erfassung/index.html#/videx-langfristiger-aufenthalt> and printed out.

Applicants are requested to **carefully read the general information sheet for National (long-term) visa for Germany (which can be downloaded from our website).**

**Please note that incomplete applications cannot be accepted.**

### **DOCUMENTS TO BE SUBMITTED**

All documents need to be submitted in 2 sets of copies including application form. Original certificates / documents must be presented separately. Original documents will be returned immediately. Documents which are not in German or English language require a translation.

**Every set has to be sorted as follows:**

1.	<b>Application form – available online free of charge</b> <ul style="list-style-type: none"><li>Fully completed in English or German and signed and dated by the applicant himself.</li><li>If the applicant is <b>under the age of 18</b>, signed form "Authorization – Minors / Children under 18" needs to be attached including passport copies of parents/ legal guardian.</li></ul>
2.	<b>Declaration of true and complete information – available also online, free of charge</b> <ul style="list-style-type: none"><li>According to Section 54 (2) 8 in conjunction with Section 53 of the Residence Act</li><li>If the applicant is <b>under the age of 18</b>, signed form both parents</li></ul>
3.	<b>Passport</b> ( <i>Special rules might apply for some nationals which passports are not recognized by the German authorities.</i> ) <ul style="list-style-type: none"><li>Validity minimum one year</li><li>Signed by bearer</li><li>Passport not older than 10 years (issued in the last 10 years)</li><li>At least two free visa pages</li><li>Undamaged pictures securely affixed with/to passport</li><li>Previous passport if applicable</li><li>IMPORTANT: valid UAE residence permit</li></ul>
4.	<b>Three recent biometric passport sized photographs (3.5x4,5 cm)</b> Requirements: <ul style="list-style-type: none"><li>Should <b>NOT</b> be older than 6 months.</li><li>A frontal view of the face covering 70-80% (32-26mm) of the photo.</li><li>A uniform and light-colored background.</li><li>Clear facial features and eyes – not covered by hair or glasses frame.</li><li>Head coverings are only accepted for religious reasons.</li></ul>

	Do not glue or staple the pictures to the application form.
5.	<b>If applicable: previous stay in Germany / previous Schengen Visa</b> <ul style="list-style-type: none"> <li>• Copies of your old German resident permit</li> <li>• Copies of previous Schengen visa</li> </ul>
6.	<b>Company Profile</b> <p>a) Head Office</p> <ul style="list-style-type: none"> <li>• Name, Address, Phone, Fax, E-Mail, Website</li> <li>• Subsidiaries abroad in the following countries/ cities</li> <li>• Shareholders</li> <li>• Executive Board/ Board of Directors</li> <li>• Equity capital – Registered and Paid Up</li> <li>• Annual turnover worldwide ( Last Year, This Year, Within EU)</li> <li>• Number of Staff ( Worldwide and in Head Office)</li> <li>• Bank Connections ( House Bank, Banks in other Countries)</li> <li>• Summary of the company history ( year of foundation, activities, products, main markets, ...)</li> </ul> <p>b) New Office</p> <ul style="list-style-type: none"> <li>• Name, Address, Phone, Fax, E-Mail, Website</li> <li>• Registered shareholders</li> <li>• Managing Director</li> <li>• Planned start of business</li> <li>• Business activities</li> <li>• Capital</li> <li>• Annual turnover in Germany planned for first and second year</li> <li>• Business references in Germany or Europe ( Customers, Suppliers, along with their contact details)</li> <li>• Contacts in Germany ( e.g. business partner, lawyer, tax advisor, bank,.. )</li> <li>• Number of planned staff ( without the managing director) for first year and after three years</li> </ul>
7.	<b>Business Plan</b> <ul style="list-style-type: none"> <li>• Description of the project</li> <li>• Liquidity Planning</li> </ul>
8.	<b>Concept</b> <ul style="list-style-type: none"> <li>• Business concept, products/services</li> <li>• Legal form, partners, founder members (including CVs), management, staff</li> <li>• Location, office space</li> <li>• Industry, market, competence</li> <li>• Client target group</li> <li>• Marketing-/sales strategy, co-operation partner</li> <li>• Forecast, trends, risks</li> </ul>
9.	<b>Capital Requirements</b> <p><b>Investments</b></p> <ul style="list-style-type: none"> <li>• Land and buildings</li> <li>• Renovation costs/additional costs</li> <li>• Office furniture and equipment</li> <li>• Vehicles</li> <li>• Basic equipment with goods</li> <li>• Purchase price/Takeover price</li> </ul> <p><b>Non-recurring additional start-up costs</b></p> <ul style="list-style-type: none"> <li>• Deposit</li> <li>• Licence fees, royalties, franchise fees</li> <li>• Advisory services</li> <li>• Notary/commercial register</li> </ul>

	<ul style="list-style-type: none"> <li>• Launch</li> <li>• Other</li> </ul> <p><b>Operating funds</b></p> <ul style="list-style-type: none"> <li>• Start-up costs</li> <li>• Courtage</li> <li>• Prefinancing of orders/claims</li> <li>• Other (potential provisions for living)</li> </ul>
10.	<p><b>Capital Budget</b></p> <ul style="list-style-type: none"> <li>• Liquid funds</li> <li>• Tangible assets /Goods on own accounts</li> <li>• Affiliated loans/Third-party funds</li> <li>• Venture Capital</li> </ul>
11.	<p><b>Business Forecast for each of the first three years</b></p> <p><b>All amounts in thousands EURO</b></p> <ul style="list-style-type: none"> <li>• Sales/turnover ex</li> <li>• less purchased goods</li> </ul> <p><b>Gross profit/loss</b></p> <ul style="list-style-type: none"> <li>• Sales/turnover ex</li> <li>• less purchased goods</li> </ul> <p><b>Less:</b></p> <ul style="list-style-type: none"> <li>• Personnel expenses</li> <li>• Salary for managing director/s</li> <li>• Rent</li> <li>• Cleaning costs</li> <li>• Heating etc.</li> <li>• Energy ( electricity, water, gas )</li> <li>• Repairs, restoration</li> <li>• Insurance, member fees, etc.</li> <li>• Automobile costs</li> <li>• Travelling expenses</li> <li>• Costs from leasing contracts</li> <li>• Costs for bookkeeping and advice/debate</li> <li>• Advertising</li> <li>• Telefon/Fax/E-Mail/Internet</li> <li>• Interest</li> <li>• Other costs</li> <li>• Depreciation</li> </ul> <p><b>Operating profit/loss</b></p> <ul style="list-style-type: none"> <li>• Trade tax</li> <li>• Corporation tax</li> <li>• Other business taxes</li> </ul>
12.	<p><b>Personal details</b></p> <ul style="list-style-type: none"> <li>• Language knowledge</li> <li>• Intended function</li> <li>• CV</li> </ul>
13	<p><b>Incoming medical insurance or proof public / private insurance</b> has to be provided at the time of visa approval. More information to be provided during the interview.</p> <p><b>Persons starting businesses, who are older than 45 years of age, are usually required to provide proof of an adequate retirement pension. This is with the understanding that they will have at the age of 67 a fund of at least 151,000 Euros for their retirement.</b></p>

**Note further:**

- Applicants, who come late to their appointment by more than 15 min, will not be permitted to enter the visa section and are required to schedule 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 7 working days and up to 12 weeks or longer. 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.**