

TEMPORARY ASSIGNMENT (UNDER 90 DAYS) PROCESS MAP

STEP 2: WORK AUTHORIZATION APPLICATION

The work authorization application can be submitted to the labour office in the applicant's intended area of residence in Germany. It is recommended that this is submitted in advance of the visa application to expedite the visa approvals.
Processing time: 4 – 6 weeks

STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.
Estimated Turnaround: 1- 3 days.

STEP 3: APPLICATION FOR C VISA

The applicant should apply for a Schengen C visa at the German Embassy/Consulate in the country of residence or origin.
Processing time: 1 – 3 weeks

STEP 4: COLLECTION OF PASSPORT

Once the visa is ready for collection the diplomatic post will notify the applicant, who will either need to collect in person or via courier. Visas must be used within the period of validity (usually 90 days) as stated on the visa.

STEP 5: ENTRY TO GERMANY

The assignee may now travel to Germany and can begin work after this step.

STEP 6: TOWNHALL REGISTRATION

If the assignee will be in Germany for more than 90 days, must register at the townhall or "Einwohnermeldeamt" in the area of residence within 14 days of moving into a permanent address.

