

**National Visa for Employment**  
**Intra-corporate transfer (ICT-Card)**  
 (Section 19 Residence Act)

**General Information**

The ICT card enables managers, professionals and specialists or trainees of US or international enterprises established in the US to work in a German branch for a set amount of time. The ICT card can be issued to employees, managers or specialists for a duration of 3 years. For trainees, the duration is limited to a maximum of 1 year.

**Visa application checklist**

Please use the following checklist to make sure that your documents are complete.  
 Please submit the documents listed below in according order.  
 Please do not staple any documents.  
 Incomplete documentation may result in the rejection of your application.

Original required	Copy required	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully completed and signed <a href="#">application</a> and <a href="#">signed declaration</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) recent biometric passport photo ( <a href="#">see specimen photos</a> )
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Signed passport meeting the following requirements: a. Its validity must exceed the duration of the intended stay in Germany by at least 3 months b. It must contain at least 2 blank pages c. It must have been issued (not extended!) within the past 10 years
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Residence permit in the U.S., e.g. Visa, Green Card, U.S. passport
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Proof of address, e.g. valid driver's license, utility bill, lease
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Completed and signed employers declaration:  <a href="#">Erklärung zum Beschäftigungsverhältnis</a> (Declaration regarding a contract of employment) and <a href="#">Zusatzblatt B</a> (Supplement B to the form "Declaration regarding a contract of employment")
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Qualification  -> German university degree or -> Foreign university degree  If your university degree does not state the courses you studied, please also submit your transcript.

→ more information on following page(s)

Original required	Copy required	
<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Proof of adequate health insurance coverage</p> <p>Health insurance coverage is required at the time of entry into the Schengen area. Usually statutory health insurance coverage provided by the university or future employer only goes into effect when you take up residency and enter into employment/begin with your studies.</p> <p>If you enter before, an additional private (travel) health insurance in line with <a href="#">EU standards</a> (covering the entire Schengen area, minimum coverage of 30,000 EUR) must be purchased for the duration of time until you begin your employment/your studies and are covered through the statutory health insurance. Please ensure that your travel health insurance does not exclude protection if a long term or permanent stay is planned.</p>
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→ more information on following page(s)

<b>Visa application fees</b>
<p><a href="#">Processing fee:</a> Payable in cash and/or by visa/Mastercard (please verify with the competent German mission prior to your appointment)</p> <p>Conversion into USD is made based on the exchange rate at the time of the application.</p>

<b>Completeness of application</b>
<p>The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the documents/information indicated above are lacking.</p>
<p><b>Declaration when application is not complete:</b> I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.</p>

\_\_\_\_\_ place, date, signature

This information sheet has been prepared with utmost care. It is intended to provide a point of reference to our clients but may not be fully applicable to every individual case. If you have further, more specific questions which are not answered by the information contained here nor on our website [www.germany.info/visa](http://www.germany.info/visa), please contact the German Embassy/Consulate General serving your U.S. home state.