

# Detailed Process Flow Chart

**For Foreign Nurses To Work In  
Germany**

### PHASE 1

Starts in  
Home  
Country

### PHASE 2

Joining the  
Adaptation  
course in  
Germany

### PHASE 3

Successfully  
Start to  
work in  
Germany

**In order for foreign nurses to be able to successfully work in Germany the applicants must go through 3 major phases.**

# STEP 1: REGISTER

## APPLICANT MUST

Inquire online.

## MeineAgentur24 WILL

Check registration requirements for each applicant. Provide necessary counseling.

# PHASE 1

# STEP 2: APPLY

## APPLICANT MUST

Scan and upload copies of required documents by creating an account on our online portal.

*Link:*

<https://portal.maleipzig.de/>

## MeineAgentur24 WILL

Verify documents of each applicant.

# PHASE 1

# STEP 3: GERMAN LANGUAGE

## APPLICANT MUST

Provide German language B1 Certificate, only GOETHE, ÖSD or TELC are accepted. Achieved grades must not be less than 80% in all parts separately (speaking, reading, writing and listening).

## MeineAgentur24 WILL

Send the nurse his/her acceptance letter to join the preparatory course (This step will happen after the receiving of the complete documents from the applicant).

**Note:** Nurses with higher certificates than B1 will be preferred.

# PHASE 1

# STEP 4: GOVERNMENTAL AFFAIRS

## APPLICANT MUST

Get the required documents attested & legalized and then get all these documents translated to German language. These documents shall be then uploaded again to the online portal.

**Note:** The translator must be an authorized person from the German embassy in your home country

## MeineAgentur24 WILL

Assist for translation if the nurse wants (In this case, the applicant himself/herself will bear the costs).

# PHASE 1

# STEP 5: GOVERNMENTAL AFFAIRS

## APPLICANT MUST

Get all translated copies attested & certified by German Embassy and then send by post all these documents to MeineAgentur24 head office in Leipzig.

## MeineAgentur24 WILL

Submit the application at Governmental office in Germany for the Deficit Letter.

# PHASE 1

# STEP 6: GOVERNMENTAL AFFAIRS

## APPLICANT MUST

Receive his/her Deficit Letter from the German governmental office.  
**Note:** The applicant needs this deficit letter from Germany in order to appear for the visa interview at German embassy in his/her home country.

## MeineAgentur24 WILL

Grant admission to Adaptation Course.

# PHASE 1

# STEP 7: VISA APPLICATION AT GERMAN EMBASSY

## APPLICANT MUST

Book an appointment at German Embassy. Prepare documents for visa application with the help of meineagentur24.

## MeineAgentur24 WILL

Provide the following documents:

1. Employment Contract
2. Invitation Letter
3. Deficit Letter

# PHASE 1

# STEP 8: VISA INTERVIEW

## APPLICANT MUST

Prepare for visa interview.

## MeineAgentur24 WILL

Provide personal counseling for visa interview.

# PHASE 1

# STEP 9: VISA APPROVAL

## APPLICANT MUST

Scan the visa and upload to the online portal of MeineAgentur24.

## MeineAgentur24 WILL

Provide all needed information for coming to Germany  
(Pre-departure orientation).

# PHASE 1

# STEP 1: ARRIVAL IN GERMANY

## APPLICANT MUST

Share accommodation provided for the entire duration of the preparation course.

**Note:** Costs approximately €250/mo

Applicants can also choose to live independent.

## MeineAgentur24 WILL

Arrange this shared accommodation.

# PHASE 2

# STEP 2: ADAPTATION COURSE

## APPLICANT WILL

Receive a net salary (approx. €1,100/m is the net income while the gross income amount will be €1500/mo) during the Adaptation course. This will start in the very first month right after joining the course.

## MeineAgentur24 WILL

Be responsible for the arrangement of this adaptation course.

# PHASE 2

# STEP 3: B2 LEVEL GERMAN

## APPLICANT MUST

Start learning German language  
Level B2 parallelly during adaptation  
course

**Note:** You can finish this level in your  
home country also. In case you want to  
do it in Germany, please contact us  
directly to know the details about costs.

## MeineAgentur24 WILL

Arrange this.

# PHASE 2

# STEP 4: SUCCESSFUL END OF ADAPTATION COURSE

## APPLICANT MUST

Obtain German License to work as a Nurse after (maximum) 14 months of arrival in Germany

## MeineAgentur24 WILL

Support this.

# PHASE 2

# STEP 1: Nurse CONTRACT

## APPLICANT WILL

Be paid about 1.900€ **net income** in **Western Germany**, and about **1.500 € net income** in **Eastern Germany**  
There is a high possibility of Live-in accommodation provided by employer for free (In most cases).  
Numbers mentioned above are Basic Salaries (Overtime, Night shift, etc. will be paid extra)

## MeineAgentur24 WILL

Support this.

# PHASE 3

# STEP 2: COMPLETION OF 1 YEAR

## APPLICANT CAN

Continue with the same employer with free accommodation or chose another Employer.

## MeineAgentur24 WILL

Support in this Phase too.

**Note:** You will be supported from meineagentur24 for further 5 years after getting the License to work in Germany in private and occupational matters.

# PHASE 3

# STEP 3: SERVICE FEES

## APPLICANT MUST

Will be charged only €2.500. This will start only after the applicant has begun Phase III.  
This could also be paid in installments of 250€ monthly for 10 Months.

## MeineAgentur24 WILL

Charge this as its service fees.

# PHASE 3

**FOR ANY FURTHER INFORMATION  
PLEASE CALL US +49 341 684 13 633**