



Upto Finding Successful Employment

Service	Description
<p><i>(Phase – 1, Payment – 1)</i></p> <p>1. Initial Consultation & File opening</p>	<ul style="list-style-type: none">• Comprehensive discussion with the employee to understand their goals, preferences, and requirements for employment in Germany.• Provide road-map to the next steps (ex.: B1, B2, IELTS etc.)• No account will be opened until we are 100% confidence about the future outcome.
<p><i>(Phase – 2, Payment – 2)</i></p> <p>2. Company Selection Assistance & Documentation Preparation</p> <p>3. Application Submission + Follow-up and Communication with companies (up-to 1.5 years, in case of rejections)</p> <p>4. Employee Interview Preparation</p> <p>5. In case of more rejections 30% from the 2nd payment can be refunded</p>	<ul style="list-style-type: none">• Guidance on selecting suitable companies based on the employee's preferences, academic profile, experiences, knowledge of professional tools and software's, including in-depth research and analysis.• Assistance with thorough preparation and organization of all required documents for applications, ensuring compliance with company standards.• Submitting the application to the chosen companies, including meticulous review of documents and ensuring timely submission.• Ongoing communication with the companies to track application status, address any inquiries, and advocate for the employee's candidacy when necessary.• Providing guidance and mock interview sessions to help the employee prepare for job interviews, including feedback and improvement suggestions.
<p><i>(Phase – 3, Payment – 3)</i></p> <p>6. Employment offer letter confirmation and handover</p>	<ul style="list-style-type: none">• Confirming employment offer and ensuring the secure delivery of official employment letter to appropriate employees. These includes: Comprehensive Verification, Prompt Confirmation, Secure Delivery & Personalized Guidance.



Pre & Post Departure Guideline

Service	Description
<p><i>(Phase – 4, Payment – 4)</i></p> <ol style="list-style-type: none">1. Visa Application Assistance2. Visa Interview Preparation3. Including pre & post departure guideline	<ul style="list-style-type: none">• Support and guidance throughout the visa application process, including document preparation, and assistance with visa form filling.• Providing guidance and mock interview sessions to help the employee prepare for Visa interviews, including feedback and improvement suggestions.
<ol style="list-style-type: none">4. Pre-Departure Orientation	<ul style="list-style-type: none">• Organizing orientation sessions to prepare the employee for job and living in Germany, covering topics such as cultural adaptation, job expectations, and practical tips.
<ol style="list-style-type: none">5. Accommodation Arrangement Assistance	<ul style="list-style-type: none">• Assistance in finding suitable accommodation options near the employee's chosen company, including employee residences, apartments, or homestays.
<ol style="list-style-type: none">6. Health Insurance Guidance	<ul style="list-style-type: none">• Guidance on selecting and purchasing health insurance plans that meet the employee's requirements and comply with visa regulations in Germany.
<ol style="list-style-type: none">7. Travel Arrangement Assistance	<ul style="list-style-type: none">• Assistance with booking flights, how to arrange transportation from the airport to the employee's accommodation, and providing travel advice for a smooth arrival in Germany.
<ol style="list-style-type: none">8. Cultural Orientation	<ul style="list-style-type: none">• Orientation sessions to familiarize the employee with German culture, customs, and etiquette, helping them adjust to their new environment more comfortably.
<ol style="list-style-type: none">9. Opening bank account	<ul style="list-style-type: none">• Assistance with how and where to open bank account and getting monthly money from block account
<ol style="list-style-type: none">10. Company Orientation + Visa extension in Germany	<ul style="list-style-type: none">• Company orientation guideline and guideline for how and where to apply for visa extension after arrival in Germany.



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