

Visa for an internship or vocational training

Thank you for your interest in an extended stay in the Federal Republic of Germany to undertake an internship or an apprenticeship.

Please note that applications must be handed in by the applicant **in person**. Any matters pertaining to an application will only be discussed with the applicant.

Visa applications may be submitted at this Embassy by appointment only. An online appointment system is available under www.prag.diplo.de/Terminvergabe.

<p>Please observe the following information and provide the original of the following documents including 2 photocopies.</p> <p>Documents in a foreign language must be provided with an official translation into German.</p>		
1	2 application forms	completely filled out, signed by hand Link to the VIDEX form: https://videx-national.diplo.de
2	Valid Passport + 2 Copies of all relevant pages	The applicant's passport (with at least two blank pages). Please copy the laminated data page and all pages containing visas or stamps.
3	Residence permit + 2 copies	Proof of the residence title for the Czech Republic – please, copy front and back. As this Embassy is competent only for applicants residing in the Czech Republic, further documents may be required to prove the applicants place of residence, i. e. lease-contract; school and study confirmation etc.
4	2 photos	Two recent biometric passport photographs (in colour, not older than 6 months).
5	Signed internship or training contract or a letter of acceptance + 2 copies	Original of the internship/training contract or the confirmation of an internship or training place. This should contain precise details of the type, content and duration of the intended activity, the working hours, the place of work and the amount of remuneration. If the content of the internship/training is not specified in the contract, a separate internship/training plan must be submitted.
6	Proof of financial means + 2 copies	Proof of sufficient financial means (at least 909,- Euro per month). If a training allowance in the above-mentioned amount is not available, the securing of living expenses for the entire duration of the training must be proven by the following additional evidence: a) Payment of the required amount into a blocked account in Germany - (for further information, please, refer to: Opening a blocked bank account) or b) a declaration of commitment according to sections 66-68 AufenthG („Verpflichtungserklärung“), issued for the duration of the studies by a person resident in Germany.
7	Proof of qualification + 2 copies	e.g. diplomas (with supplements), certificates with certified translation of all documents into German and proof of the language of instruction (at least A2 level) In case of training in the nursing sector, proof of language skills on level of at least B1 must be provided. Diplomas issued in English do not need to be translated into German.

Weitere Informationen:
www.prag.diplo.de

Adresse:
Vlašská 19
118 01 Praha 1
(Malá Strana)

Postanschrift:
Box 88
118 01 Praha 1

Nächste Haltestellen:
U-Bahn-Linie A: Malostranská
Tram Linien 12, 20,22: Hellichova

8	CV + 2 copies	Self-written, complete curriculum vitae, in particular with a description of previous education and, if applicable, professional activity.
9	Motivational letter + 2 copies	Self-written written statement of motivation for the planned training or internship. Please answer the following questions among others: - Which training/internship would you like to do in Germany? - Why do you want to undergo the training/internship in Germany? - What are your plans after completing the training/internship? - How, where and how long have you been learning German?
10	Proof of health insurance + 2 copies	Proof of sufficient (statutory or private) health insurance coverage for Germany. During the ongoing visa procedure, a confirmation of health insurance coverage is also required. Provide the insurance undertaking with sufficient evidence that adequate health insurance cover will be available from the date of entry, if a visa is issued. If it is clear from the employment contract that the employer will provide health insurance cover, it is sufficient to present travel health insurance for the first weeks of the planned stay. This can also be presented when the visa is collected.
11	Visa fee	The visa fee is 75 € , payable in cash in CZK at current exchange rate or with credit card (Mastercard or Visa). The visa fee is a handling fee. There will be no refund in case the application will be denied or withdrawn.

Please note:

- Please arrive punctually at the beginning of your appointment with fully completed applications and the documents specified in the information sheet, otherwise your application cannot be accepted and you will have to book a new appointment.
- Please hand in your documents in the above-mentioned order - the originals and, separately, one set of copies each.
- Each visa application is an individual case. The documents to be submitted may therefore differ from case to case. It is possible at any time during the visa procedure that additional documents may be required.
- The processing time for a complete visa application usually takes about 4 - 6 weeks because German authorities have to be involved.
- Applicants will be contacted by the Embassy immediately about new developments in their procedure. Please refrain from enquiries about the current status of proceedings.
- Please check immediately after receipt of the visa whether all information on the visa label is correct. The applicant is generally liable for corrections due to later complaints.

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