

Visa for a study-related internship

Thank you for your interest in an extended stay in the Federal Republic of Germany for a study-related internship.

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 at 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 coloured passport photographs, not older than 6 months
5	Signed internship contract + 2 copies	Original of the internship contract. It should contain precise details of the nature, content and duration of the intended work, the working hours, the place of work and the amount of remuneration.
6	Proof of financial means + 2 copies	Proof of sufficient financial means (at least 861,- Euro per month). Possible proofs are: a) a so called blocked account („Sperrkonto“) at a German bank with a sum of at least 10.332,- Euro with a maximum monthly withdrawal limit of 861,- Euro - (for further information, please, refer to: Opening a blocked bank account) or b) Scholarship from German public funds or by a publicly recognized student aid organisation or a scholarship from public funds of your home country, if the place of study has been obtained through the German Foreign Office (Auswärtiges Amt), the German Academic Exchange Service (DAAD) or another organisation granting German scholarships c) a formal sponsor letter („Verpflichtungserklärung“) pursuant to sections 66-68 AufenthG by a German person for the duration of the studies.

7	Internship plan + 2 copies	The internship plan should provide information about the course of the internship. It shall list the stages completed during the traineeship and indicate the activities carried out during each stage.
8	Attestation of the „ZAV“ + 2 Kopien	in original. You can find further information and the corresponding forms under the following link: https://www.arbeitsagentur.de/vor-ort/zav/startseite
9	Proof of previous studies + 2 copies	certified by your university.
10	CV + 2 copies	Complete curriculum vitae and letter of motivation, why you want to undertake your internship in Germany.
11	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.
12	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.

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