



## Visa for Internship

(Section 16 ff. Residence Act)

### Basic information

- Possible reference to basic information on applying for a visa, for example, on website.
- Please provide all documents with the original and one copy, non-German/English documents need to be accompanied by a certified translation, all Tanzanian documents issued by the state need to be accompanied by a legalization
- Documents not in the German language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalisation.
- **Processing time is as a rule ca. eight weeks**, but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The mission abroad reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the mission abroad to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

### General information

To meet the requirements for internship visa you will generally need to provide the following:

- Proof that you earn the German minimum wage
- Proof of your enrolment in a university degree or other professional training
- Your internship contract (maximum of 6 months) with a German institution corresponding to your qualifications
- Consent from the German Federal Agency for Employment
- The German institution commits itself in writing to cover your costs of living and travel costs to your country of origin in case of your illegal residence. This commitment applies for up to six months following the end of the internship.

Use the following checklist to make sure your application documents are complete and bring a print out of this information sheet to your appointment.

All documents listed here are to be submitted in the requested **form and order**.



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Visa application checklist	
The following documents are to be submitted in full with every application. Original as well as two Copy.	
<input type="checkbox"/>	One fully <a href="#">completed and signed applications</a> including declarations pursuant to Section 54 Residence Act
<input type="checkbox"/>	One recent biometric passport photo (see specimen photos)
<input type="checkbox"/>	Valid passport (personally signed and with at least 2 completely empty pages) and copy of data pg.
<input type="checkbox"/>	Signed internship agreement (original and one copy) The contract needs to contain certain information: description of the aim and duration of internship; role and duties of the intern; working hours; nature of contract and payment
<input type="checkbox"/>	Consent from the German Federal Agency for Employment as obtained by the internship provider (original and one copy)
<input type="checkbox"/>	Proof of qualification: Proof of enrolment in university degree or other professional training
<input type="checkbox"/>	CV and motivational letter
<input type="checkbox"/>	Written commitment by internship provider to cover costs of living and travel back to your country of origin in case of your illegal residence up to six months after the end of the internship agreement (original and one copy)
<input type="checkbox"/>	Proof of adequate financial means <u>Financing</u> To stay in Germany the applicant must have at their disposal <b>at least 855,- € net/ 1.030,-€ gross per month</b> if the internship is voluntary and according to §§ 16a und 16e AufenthG or if the internship is a requirement within the studies <b>at least 992,- € net per months</b> . Proof of these financial means can be provided through the internship agreement. The minimum wage must be provided. If the internship agreement does not amount to the required financial means, a formal letter of obligation by a host can prove that your living costs are covered. Otherwise you can prove that you have enough financing by providing proof of an existing blocked account.
<input type="checkbox"/>	Proof of adequate health insurance cover If as an employee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and enter into employment. If you enter Germany beforehand, private health insurance must be taken out for the period prior to employment beginning and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions. Further information concerning this topic can be found on our website.



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The Embassy is not entitled to advice on a specific insurer or company. However, you could quite simply search the internet with the wording 'Incoming Health insurance for permanent stay in Germany' and surely receive some options. Known companies are e.g. MAWISTA; Fintiba, Dr. Walter, ADAC, provisit, Care-Concept etc.

**Applicant of a nationality other than Tanzania**

Proof of residence permit

**Fee**

Visa fee of 75 €. Payable in TZS.

**Completeness of application**

The application is complete:  Yes  No, the information/documents indicated above are lacking.

**Declaration when applications are not complete:**

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.

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