

National Visa for Placement/Internship EU

1. General Information

Please note that your visa application must be made in person and will be accepted only if all required documents are submitted according to our regulations.

Appointments can be booked online (free of charge) here
www.tallinn.diplo.de/Terminvergabe

Each submitted document in original has to be accompanied by two copies, sorted in two sets. **Documents in foreign languages have to be provided with a certified translation into German.**

General information on labor immigration is available on
www.make-it-in-germany.com

2. Fees

The fee for processing the visa application is € 75,00. This amount has to be paid in cash or via credit card. This is a processing fee. Thus, a refund in case of withdrawal of the application or up-on denial is not possible.

3. Process

Processing visa usually takes some weeks. As soon as a decision has been made, the applicant is immediately contacted by the embassy. In order to avoid unnecessary delays, applicants are kindly asked not to make any enquiries about the current status of their application.

4. Required documents

Please sort the documents according to the following order:

- 2 application forms (and declaration in accordance with section 54 (2) No. 8 i.V.m. § 53 of the Residence Act) <https://tallinn.diplo.de/>
- your national passport (validity of which has to exceed your stay by at least six months; issued not earlier than 10 years ago) (original + 2 copies of all pages with records)
- Estonian residence permit, held for at least 3 month at the time of application (original + two copies)
- Two recent passport photographs (45X35mm)
- Specified placement/internship agreement/offer:
 - Detailed job description
 - Duration of the internship
 - The conditions of employment and supervision of the trainee
 - The working hours of the trainee and
 - The legal relationship between the trainee and the host institution
- Agreement (Einvernehmen) or approval (Zustimmung) from the German Federal Employment Agency (Bundesagentur für Arbeit)
 - To be applied for by future employer/university in advance!
- Proof of Stay in Estonia (student confirmation or other)
- Proof of medical insurance, valid in Germany for the duration of your stay
- The host institution must make a declaration of commitment to assume all costs, public authorities up to six months after the termination of the internship agreement are liable for the living expenses of the intern during an unauthorised stay in the Federal Republic of Germany and a deportation of the intern.
- Proof of sufficient financial means (currently 752,00 EUR per month), please provide one of the following: (original + copy)
 - Proof of contract from a German company or institution
 - Blocked account at a German bank* to the minimum amount of 752,00 Euro per month

Attention:

In case that the salary does not cover the necessary amount of 752 Euro x number of intended month of stay in Germany, the remaining amount between the salary and necessary amount has to be proven by a recent bank statement, about the available means (From a blocked account). The balance (between salary and necessary amount) has to be paid to your blocked account in advance.

Further information on the opening of a blocked bank account can be found on our website "Opening a blocked bank account (Sperrkonto) for students".

Some providers of blocked accounts will request a certified signature on their application form. Should this be the case, please make an additional appointment for signature verification (Unterschriftsbeglaubigung) on the website of the German embassy.

Please ensure that your application documents are complete. **Incomplete and unsorted applications may result in rejection of the visa application.**

In individual cases provision of additional documents may be necessary.

This fact sheet is regularly updated but makes no claim to be complete.