

## 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](http://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](http://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 in cash. 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 incoming insurance medical, 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.

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.