

December 2024

Internship

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.

Each submitted document in original has to be accompanied by 1 copy. Printout of a PDF file is not considered original. Physical document with the original signatures of both parties and/or electronically signed document with certification are considered originals.

Documents in foreign languages have to be provided with a certified translation into German or English.

Your original documents (certificates, diplomas, etc.) will be checked and returned to you.

Appointments can be booked online free of charge: www.tallinn.diplo.de/Terminvergabe

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

The fee for processing the visa application is 75 EUR. 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.

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.

Required documents

Please sort the documents according to the following order:

- 1 filled-in and signed **visa application form**:
<https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt>
- your **national passport** (validity of which has to exceed at least 6 months; issued not earlier than 10 years ago), + copies of **all pages with records**
- your **Estonian residence permit or visa**, held for at least 3 months at the time of application and for additional 2 months after your entry to Germany or until the end of the internship if needed

- your current **resident registration certificate from Estonian population register**
- 1 recent **passport photo** (45x35mm)
- **signed internship agreement with host institution including:**
 - detailed job description
 - duration of the internship
 - conditions of employment and supervision of the trainee
 - working hours of the trainee
 - legal relationship between the trainee and the host institution.
- **proof of German language skills** (B1 language certificate), unless there is a reasonable exception. The exception must be confirmed by the host institution.
More information: <https://www.alte.org/Our-Full-Members>
- **agreement or approval** (Zustimmung) **from the German Federal Employment Agency** (Bundesagentur für Arbeit) can be applied for by future employer/university in advance
- proof of your **student status in Estonia**, official confirmation letter from the university
- **health insurance** valid in Germany for your entire stay
- **proof of sufficient financial means** - from 01 September, 2024 992 EUR/month. Please provide one of the following:
 - hosting agreement with a German company or institution
 - blocked account with minimum amount of 992 EUR/month.
- 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 unauthorized stay in the Federal Republic of Germany and a deportation of the intern.

Attention:

In case that the salary does not cover the necessary amount of 992 Euro x number of intended months 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".

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.**