



## Checklist for a German National Visa

### - INTERNSHIP -

*If you want to do an internship, which is compulsory for your studies, you can apply for this visa.*

Before booking an appointment, please prepare the following documentation for your visa. The following documents are to be submitted **personally** at the Embassy **after booking** an appointment.

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#### IMPORTANT:

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1. Please provide the **original documents** in the **first (1.) pile** in the below mentioned order!
2. Please also provide **two copies** of all documents in **two (2) identical piles!**
3. The Embassy reserves the right to request additional documents.

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#### DOCUMENTS:

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- Fully completed and **signed application form** for “national visa” ([here](#))
- Where applicable: **Declaration** fully completed and signed regarding contact details and power of attorney
- Valid passport** (valid for at least 6 months and with at least two (2) completely empty pages)
- Recent **biometric passport photos** (see specimen photos, other photos cannot be accepted and delay the visa process)
- Original internship contract** with German employer (including: salary, duration, program, working hours)
- Certificate of your university that the **internship is compulsory** (Fachpraktikum)
- Where available: Proof of **School leaving certificates/ Academic qualification**
  - a. Original diplomas, certificates (if it is a non-Rwandan certificate the authentication may have to be certified by the German Embassy of the respective country)
  - b. Original transcripts of the last school year
- Proof of **professional experience** (if applicable)

- Personally drafted complete **CV**
- Letter of motivation** (why do you want to do an internship in Germany and what is your intention after the internship?)
- If applicable: **Original proof of the language skills**
- Proof of accommodation** in Germany
- Proof of adequate **health insurance** cover: Health insurance in line with EU standards (covering the entire Schengen area, minimum coverage of 30,000 €, valid from the day of entry for the entire stay. *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.*
- Proof of adequate **financial means** (only if salary does not amount to at least 1.027,40,-- EUR per month):
  - a. Confirmation of a blocked account in Germany with a balance of 1.027,40,-- EUR per month
  - b. Formal letter of obligation according to §68 AufenthG for the entire duration of stay (not older than six months at the time of application)
  - c. Proof of scholarship or bursary from a German or European institution which states duration and monthly amount paid to you
- In case of previous long term stays in Germany: **deregistration conformation** from the registration office of the last place of residence
- Processing fee of 75 €. Payable only in **cash in RWF**.

Applicant of a nationality other than Rwandan:

- Proof of habitual abode by "**residence permit/visa**"

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**Completeness of application**

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Is the application complete?

- Yes    No, the information/documents indicated above are lacking. I was informed that I have to submit the missing documents till \_\_\_\_\_

Declaration when application is 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.-

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place, date, signature, name