



Information sheet: Visa requirements for INTERNSHIP in Germany

Basic information

- Basic information (also application form) can be found on our website here: <https://kigali.diplo.de/rw-en/service/05-VisaEinreise>
- Certificates, diplomas, etc. must be presented in the original with apostille/legalisation. Your original documents will be returned to you once your application has been processed.
- As a rule, visa applications must be approved by the relevant foreigners authority in Germany. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. 8-10 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.

Visa application checklist

The following documents are to be submitted personally at the Embassy after booking an appointment. Please provide the documents in two identical piles in the following order:

	Missing
Two (2) fully completed and signed application forms for “national visa”	

	Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney	
	Two (2) recent biometric passport photos (see specimen photos)	
	Valid passport (personally signed, valid for at least 6 months and with at least two (2) completely empty pages)	
	Two (2) uncertified copies of the data page of your valid passport	
	Internship contract with German employer (including: salary, duration, program, working hours) (original and two (2) copies)	
	For the EU internship, you must submit a hosting agreement from the German company, with details on the description of the internship program with educational objective and learning components, duration, supervision, working hours, legal relationship and cost coverage for up to six months after the end of the internship agreement (e.g. for the foreigner's subsistence during an unauthorized stay in the federal territory or deportation)	
	University graduates are asked for a job description and justification of the internship on the part of the company. (two (2) copies)	
	Certificate of the Central Foreign and Professional Placement Office (ZAV) about the consent to the internship. The German company will obtain this certificate for you. (original and two (2) copies)	
	Certificate of your university that the internship is compulsory (Fachpraktikum) (original and two (2) copies)	
	Curriculum vitae with one (1) extra copy	
	Letter of motivation (why do you want to do the internship in Germany?) with one (1) extra copy	
	School leaving certificates/academic certificates (O-level/A-level) (original and two (2) copies)	
	Professional experience (if applicable)	
	Proof of accommodation in Germany (two (2) copies)	
	Proof of adequate financial means (original and two (2) copies) <u>Financing</u> To stay in Germany the applicant must have at their disposal at least 861 € per month . Proof must be submitted with the application of financial means for at least one year, that is at least 10,332 € (for example, in the form of a blocked account or a formal undertaking by a third person living in Germany or another Schengen Country or to cover all costs "Verpflichtungserklärung"). Or a proof of regular income in Rwanda (employment contract, pay slips and bank statements of 3 last months, social security documents) <u>In the case of financing in the form of a blocked account:</u> Open the blocked account in good time BEFORE you apply for a visa. When applying for a visa, only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted. A confirmation which does not include this information is not sufficient.	
	Proof of adequate health insurance cover (medical and travel insurance) (original and two (2) copies)	
Applicant of a nationality other than Rwandan		
	Proof of habitual abode by "residence permit/visa"	
Fee		
	Processing fee of 75 €. Payable cash in RWF .	

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