



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.

IMPORTANT:

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.

DOCUMENTS:

- 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**"

Completeness of application

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.-

place, date, signature, name