

**application checklist for  
Vocational training (Section 16a Residence Act)**

The following documents are to be submitted in full with every application, also in the case of persons travelling together (e.g. spouses or children).

<b>presented</b>		<b>Missing</b>
	Two (2) fully completed and signed <a href="#">applications</a> including declarations pursuant to Section 54 Residence Act	
	Two (2) <b>recent biometric passport photos</b> (see <a href="#">specimen photos</a> )	
	Valid passport (personally signed and with at least two (2) completely empty pages)	
	Two (2) uncertified <b>copies of the data page of your valid passport</b>	
	Letter of motivation with one (1) extra copy	
	Training contract in German (where applicable recognised by the Chamber of Industry and Commerce) signed by the employer and the trainee (original with two (2) copies)	
	Two (2) copies of the training plan	
	Where not otherwise confirmed by the training centre:  Proof of German language skills (at least B1 for qualified vocational training, otherwise as a rule at least A2)  <i>or</i>  Proof of registration for a preparatory intensive language course	
	Proof of adequate financial means  <u>Financing</u>  Proof of financing of at least 744 € net/929 € gross per month for the first year. If an unpaid preparatory German language course is being completed or if the trainee wage is lower, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a blocked account.	
	Where applicable, authorisation to take up employment issued by the Federal Employment Agency/Central Placement Office of the Federal Employment Agency (ZAV)  <i><u>Note: German employers can apply for the authorisation needed for the visa application directly from the Federal Employment Agency/ZAV by presenting the training contract. If this authorisation is presented with the visa application, the visa section can process the application much more quickly.</u></i>	
	<b>Proof of adequate health insurance cover</b>  If as a trainee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin	

	when you take up residence in Germany and begin your training. If you enter Germany beforehand, private health insurance must be taken out for the period prior to beginning your training and prior to being eligible for statutory health insurance. 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.	
<b>Applicant of a nationality other than Dutch</b>		
	Proof of residence title/habitual abode by the Netherlands	
<b>Fee</b>		
	Visa fee of 75 €. Payable in cash	
<b>Completeness of application - to be filled out only by the visa section -</b>		
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.		
<b>Declaration when applications are not complete:</b>		
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		