



Information sheet: national visa for internship

Basic information

- This checklist is for internships more than 90 days. If your internship is exactly 90 days or less than 90 days, please contact the consulate.
- Documents not in the German or English language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalization. Your original documents will be returned to you once your application has been processed.
- The German consulate can request further documents if it is needed for your application.
- 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.

General information

You need two copies from all required documents. From some documents, you need to take the original. Please prepare 3 sets as following:

Set 1: original documents.

Set 2: first copy of the required documents.

Set 3: second copy of the required documents.



This means, your documents are separated into 3 different sets. Please do **not** use stickers, sheets or staples between the documents. If a document exist of more than one page, please use a paperclip to put the papers together.



Visa application checklist internship

The following documents are to be submitted in full with every application, in the same order of this checklist.

- Two (2) fully [completed and signed application forms](#) including declarations pursuant to Section 54 Residence Act.
- Two (2) recent **biometrical passport** photos. See [this page](#) for the right format.
- Valid passport** with at least two empty pages.
- Two **copies of the information page of your passport**. The information page is the page with your name and birthday. Two copies.
- Dutch residence permit**. This is usually a plastic card in credit card format. Please take the original and two copies.
- Proof of enrollment** at Dutch university. Two copies.
- If applicable: letter of university that your internship is a mandatory part of the study program. Original plus two copies.
- If applicable: **internship contract**. Original plus two copies.
- If applicable: **Declaration of Employment** filled out by employer. Two copies (no original).
- Work permit** by the Federal Employment agency. In German this is called a *Einvernehmen der Bundesagentur für Arbeit*. Your employer needs to apply for the work permit. You have to take the work permit (original plus two copies) to the appointment.
- German health insurance**. Your Dutch health insurance is no longer valid, when you are living in Germany. Your German health insurance have to be valid from the entry day. You have to take the confirmation letter of the German health insurance company (two copies).

Application fee

Application fee of €75. Preferable paying in cash.