

## Vocational Training

### Important information:

- Documents that are not in German must be submitted with a certified German translation. Exceptions: Documents in English, passports and Dutch residence permits
- Certificates, diplomas etc. must be presented in the original. In some cases, an apostille/legalisation is required. Your original documents will be returned to you once your application has been processed. You can find additional information here: [International recognition/Legalisation of documents](#)
- Please submit the original documents plus one copy per document. Please prepare two separate sets of documents:
  - Set 1: original documents (if required)
  - Set 2: copy of all required documents
- The Consulate General reserves the right to request additional documents.
- Visa applications with complete documentation have the best chance of success. Incomplete applications can be rejected with reference to your obligation to cooperate in accordance with Section 82 of the Residence Act.
- Expect processing times of several weeks. The Consulate General cannot decide on your visa application without feedback of the internal German authorities involved in the procedure. It further cannot influence processing times in Germany. As a result, requests for information on the status of the application cannot be answered.
- You can find additional information under [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

## Checklist

### Vocational Training

*Please bring the following documents to the appointment at the Consulate General. Bring originals plus one copy per document. Print copies one-sided, not back-to-back, do not staple). If documents contain more than one page, please use paper clips to keep the document together.*

- fully completed and personally signed [Videx application form](#)
- personally signed [declaration pursuant to Section 54 Residence Act](#)
- one recent **biometric passport photo**, according to this [format](#). Please add it to set 1; do not attach it
- valid original passport**, with at least 2 completely blank pages. The 2 blank pages must be next to each other. Copy of the passport data page as well as any pages containing data, visas or stamps
- valid Dutch residence permit**
- curriculum vitae** (1 page) in German or English, including proof of previous qualifications, professional experience, etc.
- training contract** in German signed by the employer and the trainee (incl. Information on trainee wage)
- Motivation letter**: Please describe (in German or English) why you would like to qualify in the desired occupation and what career prospects you seek to pursue with this training.
- training plan**
- approval of the Federal Employment Agency (if applicable)
- registration of the training company with the Chamber of Industry and Commerce** (contact your training company for this)
- school graduation certificate**
- Proof of German language skills (ALTE certificate):**
  - for training in nursing professions: at least B1
  - for other trainings: at least A2
- or
  - registration for a training-integrated language course (only state-accompanied special programs) or training-preparatory language course
- Proof of funding** for the first year of training (currently: EUR 11,508,- net annually / EUR 959,- net per month). If the training wage is insufficient the shortfall can be covered by a blocked account or a declaration of commitment in accordance with Section 66-68 Residence Act ("creditworthiness proven").

Stand: February 2025

○ **Proof of sufficient German health insurance coverage.** Your Dutch health insurance will no longer valid from the day you take up residence in Germany. You must, therefore, submit a German health insurance.

○ **Visa fee,** 75 EUR in cash or by credit card (Mastercard or Visa only); to be paid during the appointment