



## Checklist for a German National Visa

### - VOCATIONAL TRAINING (Section 16a Residence Act) -

*You can do vocational training in Germany if you have a training place in a company and German language skills (B1 for qualified vocational training, otherwise as a rule at least A2). If you are less proficient in German, you can however also do a language course before starting your training.*

*You can find out more about living and working in Germany at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).*

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.

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#### IMPORTANT:

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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.

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#### DOCUMENTS:

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- 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 training contract** in German (where applicable recognized by the Chamber of Industry and Commerce) signed by the employer and the trainee
- Letter of motivation**
- Where not otherwise confirmed by the training center:
  - a. **Proof of German language skills** (at least B1 for qualified vocational training, otherwise as a rule at least A2) or
  - b. **Proof of registration for a preparatory intensive language course**

- Where applicable: **authorization to take up employment issued by the Federal Employment Agency/Central Placement Office of the Federal Employment Agency (ZAV)**

*Note: German employers can apply for the authorization needed for the visa application directly from the Federal Employment Agency/ZAV by presenting the training contract. If this authorization is presented with the visa application, the visa section can process the application much more quickly.*

- Proof of adequate **health insurance** cover
  - a. If applicable: Health insurance upon entry for at least 90 days of your stay that adheres to Schengen rules and regulations. *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. Registration for statutory health insurance in Germany

- Proof of adequate financial means:**  
Proof of financing of at least 934 € 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.

- 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**”

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**Completeness of application**

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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.

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place, date, signature, name