



Information sheet: national visa

Visa for vocational training (Section 16a Residence Act)

Basic information

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- Documents not in the 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. Your original documents will be returned to you once your application has been processed.
- As a rule, visa applications must be approved by the competent foreigners' authority or the Federal Employment Agency in Germany. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. 4 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The mission abroad reserves the right to request further documents.
- 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.
- **Please do not staple the documents.**

General information

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.

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in the requested **form and order**.



Visa application checklist

The following documents are to be submitted in full with every application.

	Missing
One (1) fully completed and signed application including declaration pursuant to Section 54 Residence Act	
One (1) recent biometric passport photo (see specimen photos)	
Valid passport (personally signed and with at least two (2) completely empty pages)	
One (1) uncertified copy of the data page of your valid passport	
Letter of motivation	
Training contract in German (where applicable recognised by the Chamber of Industry and Commerce) signed by the employer and the trainee (original with one (1) copy)	
one (1) copy 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 822 € net/990 € 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>	
Proof of adequate health insurance cover 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.	
Applicant of a nationality other than South African	
Proof of residence title/habitual abode by South Africa	
Fee	
Visa fee of 75 €. Payable in Rand.	



Completeness of application

The application is complete: Yes No, the information/documents indicated above are lacking.

Declaration when applications are 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