

Visa application checklist
to seek vocational training place (Section 17 Residence Act)

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

Presented		Missing
	Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
	Two (2) recent biometric passport photos (see specimen photos)	
	Valid passport personally signed and with at least two (2) completely empty pages	
	Two (2) uncertified copies of the data page of your valid passport	
	Health insurance in line with EU standards (covering the entire Schengen area, minimum coverage of 30,000 €, valid from the day of entry)	
	Letter of motivation with one (1) copy outlining for what jobs and where a vocational training place is sought	
	Proof of German language skills (B2) in the form of a recognised language diploma (original and two (2) copies)	
	School-leaving qualifications (original and two (2) copies)	
	Proof of adequate financial means (original and two (2) copies)	
	<p><u>Financing</u> To stay in Germany, each individual applicant must have at their disposal at least 939 € per month. Proof of these means (for example in the form of a blocked account or a formal undertaking by a third person to cover all costs) is to be provided in advance when the application is submitted. When submitting an application, financial means totalling at least 5634 € and additional funding to finance departure from Germany where applicable totalling xxx € must be proven.</p> <p><u>In the case of financing in the form of a blocked account:</u> Open the blocked account in good time BEFORE you apply for a visa. When applying for a visa, only the official confirmation of the opening of the account including information on the amount paid in and the amount available per month will be accepted. A confirmation which does not include this information is not sufficient. Proof of lodgement or transfer of funds without the aforementioned confirmation from the bank is not sufficient.</p>	
Applicant of a nationality other than Dutch		
	Proof of residence title/habitual abode in the Netherlands	
Fee		
	Visa fee of 75€. Payable in cash.	
Completeness of application - to be filled out only by the visa section -		
	The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> 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