

## Visa for stay with the purpose of internship

It is strongly recommended to provide a complete set of documents in accordance with the list of requirements below in order to avoid delays in visa processing.

The decision to issue a visa is the responsibility of the (competent) German diplomatic or consular mission in Russia. Please note: The Diplomatic mission has the right to request additional or missing documents, which may increase the time for consideration of your application.

Applicants must have with them the originals of all necessary documents and their copies.

- **[Printed completed visa application form \(original\)](#)**  
One application for the issuance of a national visa filled out in German and signed with his own hand, including explanations in accordance with sections 53, 54 of the Law on Stay in the Territory of the Federal Republic of Germany.
- **Contact form for the Consulate**  
(see the "Forms" section).
- **2 up-to-date biometric passport-format photos taken no earlier than 6 months ago at the time of application submission, on a white background, 45x35 mm in size**  
Please attach one photo to application (despite the "do not attach" indication on the application) and bring a second photo with you.
- **Passport with 1 copy of the page with personal data.**  
The passport must be signed and contain at least 3 free pages. Must be valid for at least 3 months after the end of the planned stay in Germany.
- **A general passport with 1 copy of the page with personal data and 1 copy of all pages with the information entered.**  
For citizens who do not own Russian citizenship – a temporary residence permit / residence permit in Russia with 1 copy.
- **Internship agreement (Praktikumsvertrag) from Germany** with 1 copy indicating:
  - employer (name, address of the actual place of work and contact person details);
  - type of employment: full or partial;
  - monthly salary without deduction of taxes in euros;
  - the period of work relations;
  - the name and description of the activity (if necessary, the scope of activity).
- **Internship plan (Praktikumsplan)** with 1 copy.
- **Confirmation of your professional qualifications** with a certified translation into German and 1 copy, for example, a diploma of professional education, a school certificate, a certificate of study at a higher educational institution at the present time.
- **Document on assistance within the framework of internship** (Bescheinigung über die Vermittlung des Praktikums) with 1 copy:
  - within the framework of an international exchange program lasting up to one year for students/graduates of foreign higher educational institutions: confirmation from the union (Verband), a public law organization or a student organization,
  - in the case of internship in a foreign higher education institution after the 4th semester.
- **Certificate of assistance (Vermittlungsbescheinigung)** from the Federal Service for Labor and Employment (ZAV – Zentrale Auslands- und Fachvermittlung) in the original, if available with 1 copy.
- **If applicable: confirmation of the acquired knowledge of a foreign language**, for example, in the form of language certificates or certificates from language schools with a certified translation into German and 1 copy.

- **A biography** presented in the form of a table, without gaps between time intervals, indicating the full address and contact information with 1 copy. If you write a biography not in German, you must attach a certified translation into German.
- **A medical insurance policy issued in the EU**, with 1 copy. Medical insurance can be provided upon receipt of a visa. Since in the case of a stay of more than 90 days, the medical insurance policy for travelers may exclude the insurance coverage of certain insurance conditions, we recommend that you conclude medical insurance for foreign citizens entering the country (the so-called "IncomingVersicherung"). Only medical insurance issued in the EU countries are accepted for consideration.
- If necessary, other documents in support of your application with a certified translation into German and 1 copy (for example, employer confirmations, letters of recommendation, etc.).

#### **Important information:**

- In individual cases, when submitting documents or during the processing of a visa application, additional documents not listed in the list may be required.
- Language proficiency is confirmed by a recognized language certificate, for example, the Goethe Institute, the Austrian Cultural Forum, telc-GmbH, the Test-DaF Institute or ECL examination centers.
- All documents drawn up in a language other than German must be provided with a translation into German. Translations made by a translator in the Russian Federation must be notarized. For translations made by a sworn translator in Germany, notarization is not required.
- It is **not required** to translate a general and foreign passport, as well as a medical insurance policy into German.
- Documents issued by the Registry Office or the court must have an apostille. This rule does not apply to German documents and, as a rule, documents from other EU countries. Please note that the apostille must be on the original document (and not on the copy). If there is an apostille, it must also be translated.
- All originals and translations must be submitted with 1 copy s. Notarization of copies of documents is **not required**.
- Pay attention to the completeness of the submitted documents! An incomplete set of documents may cause a refusal to issue a national visa.

#### **Checklist**

This checklist is used exclusively for self-control and preparation of documents for submission.

Please distribute all the documents attached to the application in the following order.

The set must contain all originals (civil status documents, diplomas, passports, etc.) and copies of all documents in the following order. These originals will be returned to you immediately after their verification at the time of submission of documents.

- 1 photo;
- a statement with a photo pasted on;
- health insurance issued in the EU;
- internship agreement;
- internship plan;
- documents on assistance in the framework of the internship;
- confirmation of professional qualifications;
- biography;
- language certificate (if present);
- other confirmations (if present);
- civil passport + a copy of the page with personal data + copies of the pages with the information entered;
- a foreign passport + a copy of the page with personal data +, if necessary, a copy of a temporary residence permit or a residence permit in the Russian Federation.

***This memo is updated if necessary and does not claim to be complete.***