

Visa for finding a place of professional training/for entrants

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.

When applying for persons under the age of 18, please read the "**Minors**" memo on the VisaMetric website.

- [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.

For minors, the visa application is signed by both parents or a legal representative-guardian. The signatures of both parents must be decrypted. If the visa application is signed by only one person with parental (guardianship) rights, it is necessary to provide the consent of another person with parental (guardianship) rights to submit an application for a national visa with a translation into German and with 1 copy, as well as 1 copy of the page with personal data of a foreign or civil passports of the person providing consent.

- **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 9 months from the start date of the trip.

- **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.

- **A guaranteed medical insurance policy issued in the EU, with 1 copy for the entire requested period of stay.** Medical insurance can be provided upon receipt of a visa. We recommend to conclude medical insurance for foreign citizens entering the country (the so-called "Incoming-Versicherung"). Health insurance policies for travelers may exclude insurance coverage in the event of a planned long stay in the country.

Only medical insurance issued in the EU countries are accepted for consideration.

- **Confirmation of the availability of life support funds with 1 copy for the entire period of stay in the amount of 1.091 euros per month.**

- **For applicants who request a visa in order to find a place of vocational training:** confirmation of the availability of funds in the amount of at least 6.546 euros in a German bank account.
- **For entrants:** confirmation of the availability of funds in the amount of at least 9.819 euros in a German bank account.

As an alternative:

- An official (!) statement of commitment/guarantee (behördliche Verpflichtungserklärung) in accordance with §§ 66-68 of the Law on Residence in the Territory of the Federal Republic of Germany. The application must be issued no earlier than 6 months ago at the time of submission of documents, it must indicate the purpose of the stay "search for a place of vocational training" or "entrant", as well as confirm the solvency of the person undertaking this obligation. This document is issued by the offices for Foreigners in Germany,

- **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 self-written and signed motivation letter in German**, in which you explain in detail the reasons why you want to complete the planned training, what plans you have for your professional future after training with 1 copy. If the letter is not written in German, it is necessary to provide a certified translation into German.
- **Confirmation of previous education:** the right to study at a university (for example, a matriculation certificate) and/or a university diploma (bachelor's degree, diploma) in the original, with a certified translation into German and 1 copy.
- **Confirmation of sufficient knowledge of the language in which the training will take place** by providing a language certificate at least at the B2 level in accordance with the Pan-European Competencies of Foreign Language Proficiency (with 1 copy). Knowledge of the German language can be confirmed by recognized certificates, for example, issued by Goethe-Institut e.V., the Austrian Cultural Forum, telc-GmbH, ECL Examination Center, TestDaF-Institut, DSH, das Deutsche Sprachdiplom KMK. Knowledge of English can be confirmed by IELTS or TOEFL certificates.

For applicants under the age of 18:

- **Notarized consent of persons** with parental (guardianship) rights to travel abroad unaccompanied and for a long stay of the child on the territory of the Federal Republic of Germany with a certified translation into German and with 1 copy, as well as
- **Confirmation of who in the territory of the Federal Republic of Germany is entrusted with the exercise of parental (guardianship) rights, from parents/guardians (notarized) and from the person** who is entrusted with the exercise of parental (guardianship) rights in Germany with a certified translation into German and with 1 copy, as well as 1 copy of the passport/identity cards of the person who is entrusted with the exercise of parental (guardianship) rights in Germany,
- **The applicant's birth certificate with an apostille and** with a certified translation into German and 1 copy.

For applicants requesting a visa to search for a place of vocational training, an additional requirement is required:

- if available, confirmation of contacts with educational and production enterprises, invitations to interviews, etc. with 1 copy.

For applicants requesting an entrant's visa, it is additionally required:

- confirmation that the application for admission to an educational institution has been submitted (Bewerberbestätigung) with 1 copy.

For example, a confirmation from uni-assist or a confirmation from a German higher education institution/college of pre-university training about your submission of documents (confirmation of receipt, preliminary decision (Zwischenbescheid), etc.).

Important information:

- At the time of applying for a visa in order to find a place for vocational training, the applicant **must not be 25 years old**. In addition, you must have the right to study at a higher educational institution (matriculation certificate) or a German school graduation certificate abroad. When applying for a visa, you must specify which profession you plan to search for a place of vocational training.
- The processing time of the application for the purpose of finding a place for vocational training is usually 1 week, in some cases it may take longer. The maximum duration of stay for the purpose of finding a place for vocational training is **six** months.
- **"Entrants"** are applicants who are interested in studying at a German university, but have not yet been admitted to study at a university or a preparatory institution. They also include applicants who are interested in studying in a music/art specialty and must take an entrance exam in Germany.
- The processing period for the entrant's visa application is usually 6-8 weeks, but not less than 4 weeks. In some cases, processing may take a longer time. The maximum duration of an entrant's stay is **nine** months.
- If during the processing of the application the entrant receives admission to study (Zulassung) from a university or college of pre-university training, please **immediately** send it by e-mail to the appropriate visa department. In this case, your application will be processed as a visa to study at a university. Please note that in these cases, as proof of financing, it is necessary to provide a **blocked account** in the amount of at least 11.904,- euro at the rate of 992,- euro a month with a translation into German with 1 copy (see the memo **"Studying at a university"**). Please immediately send a confirmation of the opening of a blocked account in a German bank and the transfer of the required amount to the

account to the appropriate visa department in order to avoid delays in the processing process. You can find other ways to confirm funding in the memo "**Studying at a university**".

- More information about studying in Germany can be found on the website <https://www.study-in-germany.de/>
- Permission to stay as an entrant or for the purpose of finding a place of vocational training does **not give the right** to work.
- In individual cases, when submitting documents or during the processing of a visa application, additional documents not listed in the list may be required.
- 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.
- Translation of general and foreign passports, as well as medical insurance into German is **not** required.
- 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 original documents and their translations must be provided with 1 copy. 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;
- confirmation of the submission of documents / about finding a place for vocational training;
- confirmation of financing;
- confirmation of the received education;
- biography;
- motivation letter;
- language certificate;
- other confirmations (if present);
- For applicants under the age of 18:
 - notarized parental consent,
 - notarized confirmation of the transfer of custody rights,
 - birth certificate.
- 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.