

Visa for stay for the purpose of professional training (Ausbildung / Weiterbildung)

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.

- **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 medical insurance policy issued in the EU, with 1 copy.** Medical insurance can be provided upon receipt of a visa. In the case of vocational training, State medical insurance comes into force from the moment of the beginning of vocational training and registration at the place of residence. If entry to Germany is carried out in advance, it is necessary to purchase private medical insurance for the period before the actual start of professional training and the possibility of obtaining state medical insurance.

If the conclusion of a contract on state medical insurance is not provided, for example, when studying for advanced training, private medical insurance should be provided for the entire period of stay in Germany. 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.

- **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 the biography is not written in German, you must provide a certified translation into German.

- **A self-written and signed motivation letter** where you explain in detail the reasons why you want to undergo professional training / advanced training in Germany, as well as what plans you have for your professional future after graduation - with 1 copy. If the letter is not written in German, it is required to attach a notarized translation into German.

- **Confirmation of education received:** a document of secondary vocational or school education/ higher education (for example, a certificate of full school education, bachelor's degree, diploma) in the original with a certified translation into German and 1 copy.

- **Confirmation of financing:**

Professional training at the company: Funding is considered secured if the monthly cash remuneration paid is at least EUR 1048 before tax or EUR 822 after tax. In the case of a company training programme, the minimum amount is EUR 1,090 before tax or EUR 855 after tax.

Professional training or advanced training in an educational institution: the minimum amount is respectively 992 euros after tax. In this case, it is not necessary to provide documents confirming the availability of financing.

Applicants who will be studying at an educational institution (if we are talking about attending courses, and not about practicing at an enterprise) must confirm the availability of at least **1.091 euros per month after taxes**.

If you cannot provide proof of the monthly remuneration for the above amount, then you need to confirm the financing of your stay in Germany in other ways, namely:

- **Availability of means of livelihood by opening a blocked account.**

According to the information available to the Embassy and Consulates General, currently there is no local bank in the Russian Federation, the opening of a blocked account in which could meet the requirements of the visa application procedure. You can choose your own service provider. A list of service providers that provide such a service around the world can be found on the website of the Ministry of Foreign Affairs: <https://www.auswaertiges-amt.de/de/sperrkonto/375488>. The above amount must be transferred to this account (not including the bank commission). It is allowed to withdraw funds from this account monthly in the amount of no more than **1.091 euros**. Please find out in advance about the account closing procedure, which you may have to carry out later.

- **An official (!) statement of commitment/surety (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 filing the documents, it must indicate the purpose of the stay - "Ausbildung/Weiterbildung" (vocational training / advanced training) and confirm the solvency of the person undertaking this obligation. This document is issued by the Office for Foreigners in Germany.

- **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

- **Notarized confirmation** of who in the territory of the Federal Republic of Germany is entrusted with the exercise of parental (guardianship) rights, from parents/guardians and from the person who is entrusted with the exercise of parental (guardianship) rights in Germany, with a certified translation into German with 1 copy and 1 copy of the passport or identity card of the person, which is entrusted with the exercise of parental (guardianship) rights in Germany, as well as

- **The applicant's birth certificate** with an apostille and a certified translation into German with 1 copy.

Applicants applying for a visa for the purpose of vocational training (Ausbildung) provide the following additional documents:

- **The contract for the passage of vocational training (Ausbildungsvertrag)** from Germany with 1 copy indicating:
 - profession that you will receive as a result of professional training and terms of study,
 - company where you will be trained (name, address of the actual place of work and contact person details), and/or, if applicable, indicating the vocational school (Berufsschule),
 - amount of monthly remuneration during professional training without deduction of taxes in euros.
- **Vocational training plan (Ausbildungsplan).**
- **Confirmation of knowledge of the German language (level B1)** with 1 copy can be carried out by means of the following documents:
 - Confirmation of registration for language courses in order to prepare for further professional training (read more about the requirements for such courses in the "**Important Information**" section below) **or**
 - Language certificate, minimum level of knowledge B1.

Applicants applying for a visa for the purpose of advanced training (Weiterbildung) provide the following additional documents:

- **Advanced training contract (Weiterbildungsvertrag)** from Germany with 1 copy indicating:
 - the company where you will be undergoing advanced training (name, address of the actual place of work and contact person details), **and/or, if applicable**, indicating the vocational school (Berufsschule),
 - terms and objectives of professional development,

- when passing advanced training at the enterprise: a detailed training plan,
- the language in which the professional development will take place.
- **Confirmation of knowledge of the language in which the training will take place** with 1 copy.

Important information:

- In the framework of **vocational training**, special preparatory language courses are sometimes provided before the start of training. Such programs are regulated by the Regulation on State Support for the Study of Professional German (DeuFÖV). In this case, the duration of the language course should not exceed 6 months, the minimum number of hours per week: 20. The company where the training will take place can get detailed information from the Federal Labor Agency.
- If a language course is planned before the start of **professional development** (i.e. not according to a special state program), you should first apply for a visa for a language course without further study at a university. In case of successful completion of the language course, it is possible to extend the visa on the spot already in order to improve professional qualifications without leaving Germany. More detailed information is described **in the memo "Visa for language courses"**.
- 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. Knowledge of the English language can be confirmed by a sufficient number of points on the results of the IELTS or TOEFL exams.
- Additional documents not specified in this memo may be requested when applying for a national visa or during the processing of documents.
- 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;
- agreement on the passage of vocational training /advanced training;
- if necessary, confirmation of language proficiency;
- if necessary, confirmation of financing;
- biography;
- motivation letter;
- if necessary, confirmation of the received education / professional qualification;
- for applicants under the age of 18:
 - notarized parental consent,
 - notarized confirmation of the transfer of custody rights,
 - birth certificate.
- if available, other confirmations,
- 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.