



## Information Sheet and Checklist Visa for Seekers of a Qualified Vocational Traineeship (Section 17 German Residence Act)

### General information

- General processing time for a complete application is about 4 weeks; in specific cases e.g. upon request of German authorities it might take longer.
- Please take note that some authorities in Germany may require documents translated into German and with proof of authenticity (for Canada: legalization).
- No flight reservation is required at the time of your appointment; please book your trip only after having received your passport including visa.
- All holders of a national visa are by law required to register with the local registration office within 2 weeks after moving in. Please see refer to the requirements on the website of your local registration office for further information.
- A visa for the search of a qualified vocational traineeship is a national visa, which entitles you to enter other countries in the Schengen zone for a stay of up to 90 days within 180 days.
- **Please refrain from inquiries about the state of processing during the regular processing time as the visa section is not able to answer these.**
- **Further information regarding living and working in Germany is available at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).**

You may enter Germany in order to search for a qualified vocational traineeship purpose if you:

- have very good knowledge of **German (level B2)**, AND
- are **below age 25**.

The maximum stay is limited to **6 months**. If you find a company within the period of validity of your visa, you may apply for a residence permit for the purpose of starting a qualified vocational training at your local alien authority. If you were unable to find a suitable traineeship position, **the visa cannot be extended** and you will have to leave Germany instead, and stay outside of Germany for at least the same amount of time as you had spent in Germany.

The visa **does not entitle** the holder to take up **employment**.

Please prepare **2 identical sets** of **application documents** with **all** of the following documents in the order indicated below and **submit with a print-out of the list**.

Original documents will be returned to you while a copy per set will be required.

**Please not that incomplete applications will be decided based on the documents submitted and may result in the rejection of your application.**

**Please check all documents you submit:**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<b>Valid passport, signed by the passport holder</b> (issued within the last 10 years and valid for at least 6 months upon entry with at least 2 subsequent blank pages)
<input type="checkbox"/>	<b><u>Application form</u></b> completed including declaration Section 54 (2) 8, <b>duly signed</b>
<input type="checkbox"/>	<b><u>Declaration "Use of mail services"</u></b> , <b>duly signed</b>
<input type="checkbox"/>	<b>Biometrical Passport size picture, stamped</b> , not older than 3 months with a bright background and frontal view of the face (please do not fix the picture to the application form). <b>Digitally-altered passport pictures will not be accepted.</b>
<input type="checkbox"/>	Copy of your valid <b>passport's data page</b>
<input type="checkbox"/>	Copy of your <b>Canadian residence permit</b> , e.g. PR card, work permit, study permit, etc. – if applicable
<input type="checkbox"/>	<b>Letter of motivation</b> indicating the type of profession the qualified vocational training is sought and places/ towns you wish to search; additional information on your career plans, contacts with training companies etc. will be an asset
<input type="checkbox"/>	<b>Curriculum Vitae</b>
<input type="checkbox"/>	Original and 2 copies of <b>proof of German language skills</b> at least <b>level B2</b>
<input type="checkbox"/>	Original and copy of <b>proof of qualifications:</b> <ul style="list-style-type: none"> <li>• School leaving certificate from a German school abroad, OR</li> <li>• School leaving certificate allowing access to universities in Germany or in the state in which the school leaving certificate was obtained</li> </ul>
<input type="checkbox"/>	<b>Proof of sufficient funds for the entire stay</b> <ul style="list-style-type: none"> <li>• minimum of <b>947 EUR per month:</b></li> <li>• <b>for 6 months: 6 x 947 EUR (5.682 EUR) plus costs for a return flight to home country</b> when submitting your application e.g. by means of <ul style="list-style-type: none"> <li>– <b>blocked bank account:</b> You have free choice of provider. To the best of the Consulate General's knowledge, the following <a href="#">banks</a> offer blocked accounts in Germany that meet the requirements of the visa procedure. Information on providers that offer this service worldwide is available on the Federal Foreign Office website, OR</li> <li>– <b>formal obligation letter according to section 68 German Residence Act</b> for the entire stay by a person with permanent residence in Germany</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Proof of housing</b> in Germany with <b>full address</b>
<input type="checkbox"/>	<b>Prepaid self-addressed Xpresspost envelope</b> (Canada Post only), <b>Regional Standard</b> to Ontario or <b>National Standard</b> to all other provinces (shipment to a Canadian address only)

<input type="checkbox"/>	<b>Visa fee</b> (please check our website)
<b>To be provided prior to final approval of the visa application:</b>	
<input type="checkbox"/>	<b>Flight dates</b> according to itinerary
<input type="checkbox"/>	<p>Proof of <b>travel health insurance</b> (Canadian or German) valid from the day of entering Germany until the end of your intended stay; the insurance must cover the entire Schengen zone with a minimum coverage of 30.000 EUR (approx. 50,000 CAD). The proof of insurance must include the following details: name of insured person, length of coverage, insurance sum and repatriation coverage.</p> <p>Please note that health insurance coverage by <b>credit card</b> is <u>not valid</u> unless you present a letter from the credit card company with details of coverage of your trip.</p>

**Please note** that the German Consulate reserves the right to ask for additional documents or information deemed necessary for processing your application at any time during processing and assumes no responsibility for applications submitted too close to your planned departure. Submission of the above-mentioned documents does **not** guarantee that a visa is granted.

For further information such as **passport and photo requirements** please visit our **website** [www.canada.diplo.de/longstay](http://www.canada.diplo.de/longstay) and visa-related [FaQ](#).

Please note: The Visa Section is not able to **provide individual advice** or **pre-screening** of documents. In case of further **inquiries not answered on our website/ FaQ**, you may contact the Visa Section via email at [visa@toro.diplo.de](mailto:visa@toro.diplo.de).