



## Information Sheet and Checklist Internship Visa (Section 16a, 16e, 19c (1) German Residence Act)

### General information

- General processing time for a complete application is about 6-8 weeks; in specific cases e.g. upon request of German authorities it might take longer.
- The visa can only be issued upon approval of the Federal Employment Agency, and the competent aliens authority in Germany if applicable.
- 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 refer to the requirements on the website of your local registration office for further information.
- A visa for taking up employment as an intern 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.**
- **All residence permit holders are required to register with the local registration office upon their first arrival.**

All persons who wish to do an internship in Germany are required to obtain a residence permit in the form of a visa. To do an internship in Germany, a work permit is required. A work permit will be included in the visa issued for this purpose.

Canadian citizens between the ages of 18 and 35 may be interested in applying for a Youth Mobility visa, category 2 b).

A visa in order to do an internship in Germany is a national visa and does also entitle you to enter the other Schengen countries for a stay up to 90 days for tourist purposes.

Upon submission of ALL the required documents, the application will be forwarded to the competent German Authority. Internship visa applications take up to 12 weeks to be processed. After the application has been approved, the German Consulate will issue a residence permit in the form of a visa with the duration for up to one year. A final residence permit for the whole duration of your internship – if staying longer than one year - will be granted in Germany by the competent Aliens Authority.

- **Further information regarding living and working in Germany is available at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).**

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 note 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"/>	<a href="http://www.canada.diplo.de/longstay">www.canada.diplo.de/longstay</a>	<a href="mailto:visa@toro.diplo.de">visa@toro.diplo.de</a>
<input type="checkbox"/>	<b>Valid passport</b> (issued within the last 10 years and valid for at least 6 months after arriving in Germany with at least two empty pages)	
<input type="checkbox"/>	<b>Application form</b> fully completed including declaration Section 54 (2) 8, <b>duly signed</b>	
<input type="checkbox"/>	<b>Declaration "Use of mail services", duly signed</b>	
<input type="checkbox"/>	<b>Passport size picture, stamped</b> , not older than three months with a bright background and frontal view of the face (please do not attach the picture to the application form) <b>Digitally-altered passport pictures will not be accepted</b>	
<input type="checkbox"/>	Copy of your <b>passport's data page</b>	
<input type="checkbox"/>	Copy of your <b>Canadian residence permit</b> , e.g. work permit, study permit, etc. – if applicable	
<input type="checkbox"/>	Copy of the <b>internship contract</b> OR letter of intent from your future employer in Germany including the <b>salary</b> and <b>working hours</b> and <b>full address</b> of the employer	
<input type="checkbox"/>	Copy of the <b>letter of enrolment</b> from Canadian university	
<input type="checkbox"/>	Original and copy of the <b>confirmation from "Bundesagentur für Arbeit – Einvernehmen gemäß § 15 Nr. 6/§ 15 Nr. 4 der Beschäftigungsverordnung"</b>	
<input type="checkbox"/>	<b>Proof of housing</b> in Germany with <b>full address</b> (e.g. renting contract, hotel reservation, OR invitation letter in case of private accommodation with <b>name, full address</b> and <b>passport copy</b> of inviting person).	
<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 after the approval of the visa:</b>		
<input type="checkbox"/>	<b>Flight reservation/itinerary</b> (including your name) to Germany	
<input type="checkbox"/>	Proof of <b>travel health insurance</b> (Canadian or German), for the entire stay in Germany with a minimum coverage of 30.000,00 EUR (approx. 50,000.00 CAD), including the following details: name of insured person, length of coverage, insurance and repatriation coverage. 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.	

**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).