



STUDENT INTERNSHIP VISA

DECEMBER 2022

General information:

- If you wish to participate in a study internship in Germany you are required to obtain a residence permit in form of a national visa. This visa must be issued before you enter the country.
- Processing of the visa takes **about 8 weeks** upon submission of complete documents. The residence permit can be issued only upon approval by the competent authorities in Germany. You will receive a prompt notification upon completion of the processing. We ask that no status request is made if the required 8 weeks processing period has not yet passed.
- Kindly note that you cannot apply for a residence permit in Germany and that you cannot convert a short term "tourist visa" into any kind of long term national visa.
- It is recommended that at no time a flight ticket should be purchased until a visa has been granted.
- The fee for the processing of the visa application is the equivalent of EURO 75.00 (paid in SGD).
- All documents must be submitted in original + 2 copies. Copies will not be made by the Embassy.
- This fact sheet is regularly updated but makes no claim to be complete. Further documentation can at all times be requested or provided by the applicant, in support of the application.

Please submit:

- 2 duly completed visa application forms (please ensure that you sign the forms)
[Online application form](#)

Together with the following documents in original plus 2 photocopies (**complete applications only!**):

- passport** (valid at least 3 months longer than the intended stay, at least 2 free pages, not older than 10 years)
- agreement by the International Placement Services (ZAV)**. The agreement has to be applied for by your future employer. For more information please check the website: [Arbeitsagentur](#) (international placement services)
- internship contract with the German employer**
- student pass** (please bring along a printout of your current Singaporean residence permit validity (no QR-Code)).
- 2 recent passport photographs** according to **biometric specifications** ([see sample photos](#))
- curriculum vitae, degree certificate** and/ or **proof of your current studies**
- proof of local university that the **internship is compulsory** ("Fachpraktikum")
- proof of **health insurance** (travel health insurance) valid at least for the first 3 months of the stay
- proof of finance** of your stay in Germany with a minimum of € 934 per month by:
 - a **blocked account** at a German bank showing a minimum amount according to the duration of your intended stay (withdrawal limit of € 934 per month). You have free choice of provider. Information on providers that offer this service worldwide is available on the Federal Foreign Office website: [Information blocked account](#). **OR**
 - a formal letter of **obligation**, according to paragraph §§66,68 of the Aliens Act, **from a resident of Germany** and for the duration of the applicant's stay in Germany **OR**
 - proof of sponsorship/stipendium by a German institution **OR**
 - internship pay

VISA APPLICATION: by appointment only

VISA COLLECTION: by appointment only