



INTERNSHIP VISA

AUGUST 2018

General information:

- All persons who wish to do an internship in Germany for a duration of over 90 days are required to obtain a residence permit in the form of a visa. To do an internship in Germany, a work permit is required and will be included in the visa issued for this purpose.
- Processing of the visa takes up **to 12 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 10 weeks processing period has not yet passed.
- After the application has been approved, the German Embassy will issue a residence permit in a form of a visa with the duration for the first 90 days. A final residence permit for the whole duration of your course will be granted in Germany by the Aliens Authority. The Aliens Authority requires all residence permit holders to register upon their first arrival.
- 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 in NAD** (This non-refundable charge is payable in **cash or by credit card** when applying).
- Please prepare **two identical application sets** with **all** the following documents. Copies will not be made by the Embassy.
- This fact sheet is regularly updated but makes no claim to be complete.
- **Please note** that the German Embassy has the right to ask for additional documents at any time during processing. Submission of the following documents does **not** guarantee that a visa will be granted.

Please submit the following documents in original plus 2 photocopies.

Incomplete documentation may result in the rejection of your application.

- duly completed visa application forms (please ensure that **you sign** the forms)
- passport** (valid at least 3 months longer than the intended stay, at least 2 free pages, not older than 10 years)
- copies of your **passports data page**
- copies of your **Namibian residence permit**, e. g. work permit, study permit, etc. – if applicable
- 2** recent passport **photographs** according to **biometric specifications** (see sample photos)
- Copy of your **signed internship contract** or letter of intent from your future employer in Germany including details about salary (regarding minimum wage law – Mindestlohngesetz) , working hours and duration of internship as well as full address of the employer
- Copy of the confirmation from “Bundesagentur für Arbeit – Einvernehmen gem. §15 Nr. 6 / §15 Nr. 4 Beschäftigungsverordnung”**

- **proof of housing** in Germany with **full address** (e. g. renting contract, hotel reservation or invitation letter in case of private accommodation with name, full address and passport copy of inviting person)

TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

- **Flight reservation / itinerary** with the applicant's name to Germany
- **Proof of Travel / medical health insurance with the applicant's name** (coverage for medical expensed: EUR 30,000, valid at least for Germany for the first 90 days). It is a requirement that claims against the insurance company are recoverable in a Member State. The insured party, policy validity period, geographical coverage and schedule of benefits must be mentioned in the policy schedule / certificate.

VISA APPLICATION: by appointment only