



INTERNSHIP

Last update: July 2021

General information:

- All applicants who wish to do an internship (more than 90 days) in Germany are required to obtain a residence permit in the form of a visa. This residence permit must be issued before entering the country.
- Processing the visa application takes up **to 12 weeks** upon submission of complete documents. The residence permit can be issued only upon positive recommendation by the competent authorities in Germany. The applicant will receive a prompt notification upon completion of the processing. **We ask that no status request is made if the required processing period has not yet passed.**
- After the application has been approved, the German Embassy will only issue an entry permit in a form of a visa with the duration of 90 days. A final residence permit for the whole duration of the stay 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 no flight ticket is purchased until a visa has been granted!
- The **visa application fee** is the equivalent of EUR 75.00 in NAD. This non-refundable fee is payable in cash or by credit card when applying.
- Each applicant must submit **two identical application sets** with **all** the following documents. (Copies will not be made by the Embassy.)
- Further documentation may be requested in each individual case.
- Please see our website for additional information: [Website of the German Embassy Windhoek \(www.windhoek.diplo.de\)](http://www.windhoek.diplo.de)

Please read the following checklist, fill in the application form completely and provide two identical application sets (only complete applications can be processed!)

Submission of the following documents does **not** guarantee that a visa will be granted.

Please sort the documents exactly in the following order:

- duly completed **visa application form**
 - please open the online application form [Videx \(www.videx.diplo.de\)](http://www.videx.diplo.de)
 - fill it in fully and correctly in English or German
 - download the completed form as a PDF-file, then
 - print it
 - date and sign it
- **2 recent passport photographs** according to biometric specifications
- **Original passport** (or travel document) valid for at least 3 months longer than the intended stay. It must contain at least two blank pages and must have been issued within the last 10 years.
- copy of the **passports data page**
- For Non-Namibian citizens: Proof of legal residence in Namibia.
- copy of the signed **internship contract** or letter of intent from the future employer in Germany including details about salary, working hours and duration of employment as well as full address of the employer
- copy of the confirmation from the “**Bundesagentur für Arbeit** – Einvernehmen gem. §15 Nr. 6 / §15 Nr. 4 Beschäftigungsverordnung”
- **Proof of accommodation** 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).
- **Motivation letter**

ONLY TO BE PROVIDED AFTER THE APPROVAL OF THE VISA

(The applicant will be informed by the Embassy via e-mail!)

- **Flight reservation / itinerary** with the applicant’s name (no final booking needed).
- **Travel/medical insurance** (coverage for medical expenses/repatriation: EUR 30,000, valid for the entire Schengen area for the duration of the applicant's planned stay). It is a requirement that claims against the insurance company must be 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.

For **minors (below 18)**, both parents / legal guardians must apply in person and must sign the application form and give their written consent. If either one or both parents are not travelling, a consent letter signed by the parent(s) not travelling, certified by a commissioner of oaths, is required. If parents / legal guardians are not present in Namibia their written consent should be legalized by the relevant German Mission, in the place of residence of the parents/legal guardians. For minor applicants intending to travel without their parents/legal guardians, the application has to be submitted by parents/legal guardians who must present the minor's unabridged birth certificate. Birth certificate needs to state both the names of father and mother. Students must provide proof of enrolment at an educational institution. Original letter from the school, signed and dated is needed.