

Dated December 2024

## Internships

## To whom does this leaflet apply?

People who want to do one of the following internships:

- > preparatory internships or internships related to the field of study
- EU-funded internships (e.g. ERASMUS+)
- medical internships (also clerkship); for work shadowing and licensing, please see <u>separate</u> information sheet
- > other internships

Internships provide insights into everyday working life. They serve either to prepare for a career or to acquire professional experience.

- 1. Please read the following information and the list of documents carefully.
- 2. Prepare the required documents for the application.
- 3. Book an <u>appointment</u>.
- 4. Please sort your documents in the given order.

Please note:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications for processing in the requested form.
- Submitting incomplete documents can lead to the rejection of the application.
- Submitted documents that are sent unrequested cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information concerning the processing of the application can be found on our website
- Please refrain from inquiries about the status of the application. Status inquiries do not speed up the visa process.

## What kind of documents need to be submitted?

1	Visa application form	
	Completed either in German or English	You can find the visa application form free of charge on our website. We recommend to use the VIDEX-System in order to fill out the form online: <u>https://videx.diplo.de/videx/visum-</u> <u>erfassung/videx-langfristiger-aufenthalt</u>
	Additional information on availability and	You find the form on <u>our website</u> .
	representation	
2	Travel document	
	passport	The passport must provide at least two empty
	AND	pages and must have been issued within the
	non-certified copy of the identification page	previous ten years.
	of your passport	The passport does not remain at the Embassy
		during the visa application procedure. It only
		needs to be presented at the time of applica-
		tion and later on in order for the visa to be af-
		fixed.

internship agreement         signed internship agreement         (original document with one non-certified         copy)         internship agreement         (original document with one non-certified         copy)         internship	3	Residence permit				
on-certified copy of the front and back page           4         Habitual residence           Proof of habitual residence in Latvia         -e.g., through a current electricity or gas bill, tenancy agreement, registration card, excerpt of civil register, wo or study certificate           -the document must show your current address -alternately you can show a refugee registration or a diff ent official letter issued by an authority that confirms yo current address           5         Passport pictures         The photo must meet certain requirements. Please do not glue the photo to the applica- tion form.           6         Internship agreement         The agreement must contain information o toriginal document with one non-certified copy)         The agreement must contain information o the nature of the intended internship: • glace of work • payment (internships are subject to minimum wage!) • working hours           7         Proof of qualification         In your CV, please submit a separate in- ternship please           0         Proof of your professional qualifications, e.g. university degree, work permit for medical internships, professional training, school- leaving certificate, certificate of study and notarized translation (original document with one non-certified copy)         Diplomas issued in English do not require a German translation.           8         Proof of language skills (only for clerkship)         -Unless there is a reasonable exception (e.g. Corginal document with one non-certified copy)           8         Proof of language scriftcate (original document with one non-certified copy)         -Unless		Valid residence permit for Latvia				
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	9	Confirmation from the Federal Employment Agency of the approval (only for internships re-				
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				dure in this leaflet (German only) or in brief		
with one non-certified copy) information leaflet in English.						
				Foreign students who wish to do an intern-		
				ship for a maximum of 90 days within a pe-		
				riod of 12 months and who have a valid resi-		
				dence permit for Latvia require the approval		

Imany.         10       Professional license (only for medical internships, not for clerkship)         Image: professional license according to §10 (1) BÄO (original document with a non-certified copy)         11       Financing (minimum 939 Euro gross / 752 Euro net per month)         Image: line risk lip wages       Internship are subject to legal minimum wage with the following exceptions: <ul> <li>mandatory internships to be completed during vocational or university training</li> <li>internships of up to three months prior to vocational training or studies</li> </ul> OR       As proof of own funds, we can only accept statements your own account and only from a German or Latvian bank.         OR       Formal obligation of the parents (or other persons) according to §\$ 66-68 AufenthG (Residence Act)						
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☐ 75,00 € to be paid by credit card (Mastercard / Visa) or in cash						
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Please note that the Embassy might request additional documents in individual cases.		75,00 € to be paid by credit card (Mastercard / Visa) or in cash				
	Plea	ease note that the Embassy might request additional documents in individual cases.				
14 If the Visa has been granted:	14					
Health insurance, which is valid for at least 3 months after entering Germany. For more info						
mation visit <u>our website</u> .						

Processing time:

The processing time is between six to twelve weeks, in individual cases shorter or longer

If the Embassy has questions in the course of the visa procedure or you need to submit additional documents have, we will contact you directly.

<sup>&</sup>lt;sup>1</sup> The German Embassy in Riga can only accept a declaration of commitment if there is no other way to prove that you can secure your livelihood. Furthermore, we must assume that a credit check would be positive and the declaration of commitment would be enforceable in Germany. The obligor must have assets in Germany, e.g. a German bank account, so that the obligor's creditworthiness is "proven".