



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 [separate 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 [appointment](#).
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: https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt
☐	Additional information on availability and representation	You find the form on our website .
2	Travel document	
☐	passport AND non-certified copy of the identification page of your passport	The passport must provide at least two empty pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa application procedure. It only needs to be presented at the time of application and later on in order for the visa to be affixed.

3	Residence permit	
☐	Valid residence permit for Latvia <u>AND</u> non-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, work or study certificate -the document must show your current address -alternately you can show a refugee registration or a different official letter issued by an authority that confirms your current address
5	Passport pictures	
☐	Up-to-date biometric passport picture	The photo must meet certain requirements . Please do not glue the photo to the application form.
6	Internship agreement	
☐	signed internship agreement (original document with one non-certified copy)	The agreement must contain information on the nature of the intended internship: ▪ start and duration of the internship ▪ place of work ▪ payment (internships are subject to minimum wage!) ▪ working hours If the contract does not specify the terms of the internship, please submit a separate internship plan.
7	Proof of qualification	
☐	Complete curriculum vitae in tabular form in German or English	In your CV, please summarize all previous activities, trainings and qualifications up to the current application date in one table.
☐	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)	
☐	Certified B1 language certificate (original document with one non-certified copy)	-Unless there is a reasonable exception (e.g., English-speaking private clinic or no contact to patients). The exception must be confirmed by the internship office. -To find out which certificates are currently recognized, please visit https://www.alte.org/Our-Full-Members .
9	Confirmation from the Federal Employment Agency of the approval (only for internships related to a field of studies (also clerkship))	
☐	Confirmation from the Federal Employment Agency of the approval (original document with one non-certified copy)	You can read more about the approval procedure in this leaflet (German only) or in brief information leaflet in English . Foreign students who wish to do an internship for a maximum of 90 days within a period of 12 months and who have a valid residence permit for Latvia require the approval of the Agency, but do not need a visa for Germany.

10	Professional license (only for medical internships, not for clerkship)	
☐	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)	
☐	Internship wages	Internships are subject to legal minimum wage with the following exceptions: - mandatory internships to be completed during vocational or university training - internships of up to three months prior to vocational training or studies
	OR scholarship, own funds (proof)	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) (original document with one non-certified copy)	Marked "intended for work shadowing" and "proven creditworthiness". Please contact the immigration office responsible for your place of residence. The Embassy can only accept a declaration of commitment in exceptional cases. ¹
12	Proof of housing	
☐	Proof of housing in Germany with full postal address (e.g. rental agreement, hotel reservation, letter of invitation)	
13	Visa fee	
☐	75,00 € to be paid by credit card (Mastercard / Visa) or in cash	
<u>Please note that the Embassy might request additional documents in individual cases.</u>		
14	If the Visa has been granted:	
☐	Health insurance, which is valid for at least 3 months after entering Germany. For more information visit our website .	

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.

¹ 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".