



# Work shadowing as a physician or approbation

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## To whom does this leaflet apply?

- Physicians who would like to do a work shadowing in Germany, e.g. in a hospital, in order to prepare for the technical language test or for taking up work in Germany.
- Doctors who wish to obtain approbation in order to practice medicine in Germany and thus prepare for a specialised language or specialist examination.

Unlike an internship, a work shadowing is not an employment, but characterized by the gathering of knowledge and experience in a field of activity without a time and content definition or legal and actual integration into the place of work.

You may not carry out medical activities in the context of work shadowing and approbations. Moreover, carrying out medical activities (including routine activities such as taking blood, closing wounds, assisting during operations or examining patients) without a professional license or license to practice medicine is punishable.

For internships, please see our [separate leaflet](#). To carry out a medical internship, it is already required to have a professional license.

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](#)
- Information about the research in the anabin database where you can find out how your certificate will be evaluated in Germany can be found in the separate [leaflet "Notes on ANA-BIN"](#).
- 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?

<b>1 Visa application form</b>		
<input type="checkbox"/>	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: <a href="https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt">https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt</a>
<input type="checkbox"/>	Additional information on availability and representation	You find the form on <a href="#">our website</a> .
<b>2 Travel document</b>		
<input type="checkbox"/>	passport <u>AND</u> a non-certified copy of all pages with entries	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.
<b>3 Residence permit</b>		
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> non-certified copy of the front and back page	
<b>4 Habitual residence</b>		
<input type="checkbox"/>	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
<b>5 Passport pictures</b>		
<input type="checkbox"/>	Up-to-date biometric passport picture	The photo must meet <a href="#">certain requirements</a> . Please do not glue the photo to the application form.
<b>6a Work shadowing agreement (only for work shadowing)</b>		
<input type="checkbox"/>	signed work shadowing agreement (original document with one non-certified copy)	The agreement must contain information on the nature of the intended activity: <ul style="list-style-type: none"> <li>▪ start and duration of the activity</li> <li>▪ place of work shadowing</li> <li>▪ benefits, if applicable (e. g. pocket money or board)</li> <li>▪ working hours</li> </ul> In addition, the agreement should particularly exclude the exercise of medical activities and/or contain a brief description of the work shadowing.
<b>6b Qualification measure (only for approbation)</b>		
<input type="checkbox"/>	Interim notice / notice of deficit from the recognition office / approbation authority (not just the confirmation of receipt) (original document with one non-certified copy)	
<input type="checkbox"/>	Confirmation of the adaptation measure or knowledge test or language course registration (the necessity of this/these measure(s) must result from the interim notification/deficiency notice) (original document with one non-certified copy)	

<b>7</b>	<b>Proof of qualification</b>	
<input type="checkbox"/>	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.
<input type="checkbox"/>	University diploma and notarized translation (original document with one non-certified copy)	
<input type="checkbox"/>	<p><u>AND</u></p> <p>Proof of the comparability of your degree one statement from the anabin database (<a href="http://www.anabin.kmk.org">www.anabin.kmk.org</a>): Extract from your university, which must be rated "H +",</p> <p><u>AND</u></p> <p>Excerpt from your specific university degree, which must be viewed as either "corresponding to" or "equivalent".</p>	<p>The university degree in anabin does not necessarily have to be filed under your university, but under an "H +" rated university within the country in which you obtained the degree. If your specific degree or university is not listed in anabin, or your university has not been rated with an "H +", or your specific degree is not to be regarded as "equivalent" or "corresponds to":</p> <p>You can initiate the inclusion of your degree or your university in anabin by carrying out a certificate evaluation procedure at the Central Office for Foreign Education (ZAB). (More information under: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a>)</p>
<input type="checkbox"/>	<p><i>OR</i></p> <p>Certificate of recognition of your degree Notification of the result of the certificate evaluation procedure at the Central Office for Foreign Education (ZAB) (certificate of recognition), information under: <a href="http://www.kmk.org/zab.html">www.kmk.org/zab.html</a></p>	
<input type="checkbox"/>	<p><i>OR</i></p> <p>Proof of completed professional training (original document with one non-certified copy)</p>	
<input type="checkbox"/>	<p><u>AND</u></p> <p>Proof of the equivalence of the education (original document with one non-certified copy)</p>	<p>You can find information on the equivalence recognition of your training here:</p> <ul style="list-style-type: none"> <li>- <a href="http://www.anererkennung-in-deutschland.de">www.anererkennung-in-deutschland.de</a></li> <li>- Hotline „Arbeiten und Leben in Deutschland“: +49 30 1815-1111</li> <li>- <a href="http://www.zentrale.servicestelle.berufsanerkennung.de">Zentrale Servicestelle Berufsanerkennung</a></li> </ul>
<b>8</b>	<b>Proof of language skills (only for work shadowing)</b>	
<input type="checkbox"/>	Certified B1 language certificate (original document with one non-certified copy)	To find out which certificates are currently recognized, please visit <a href="https://www.alte.org/Our-Full-Members">https://www.alte.org/Our-Full-Members</a> .
<b>9</b>	<b>Financing</b>	
	<ul style="list-style-type: none"> <li>- minimum 939 Euros per month (incl. contractual services)</li> <li>- Proof for the entire stay</li> </ul>	
<input type="checkbox"/>	Payment of the required amount (minus the contractually agreed services) to a blocked account in Germany	You can find information on opening a blocked account on the <a href="#">website</a> of the Federal Foreign Office.
	<p><i>OR</i></p> <p>Formal obligation of the parents (or other persons) according to §§ 66-68 AufenthG (Residence Act) (original document with one non-certified copy)</p>	<p>Marked "intended for work shadowing" and "proven creditworthiness".</p> <p>Please contact the immigration office responsible for your place of residence.</p> <p>The Embassy can only accept a declaration of commitment in exceptional cases.<sup>1</sup></p>

<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".

<b>10</b>	<b>Proof of housing</b>
<input type="checkbox"/>	Proof of housing in Germany with full postal address (e.g. rental agreement, hotel reservation, letter of invitation)
<b>11</b>	<b>Visa fee</b>
<input type="checkbox"/>	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>	
<b>12</b>	<b>If the Visa has been granted:</b>
<input type="checkbox"/>	Health insurance, which is valid for at least 3 months after entering Germany. For more information visit <a href="#">our website</a> .

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.