



INTERNSHIP

Last update: April 2024

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. This non-refundable fee is payable in cash in NAD or by credit card when applying.
- Each applicant must submit **one application set** 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 all documents in original plus one simple copy (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** for a national visa (long stay)
 - 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** (should be 6 pages including a barcode on the last page)
- date and sign it
- **1 recent passport photograph** 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.
- Provide a copy of **a)** the passport data page, **b)** previous Schengen visas within last 3 years and **c)** valid USA/UK visas if available.
- 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
- If applicable: copy of the **confirmation** from the local work agency (Bundesagentur für Arbeit)
- **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 with policy wording** (coverage for medical expenses/repatriation/pre-existing: 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.