

**GERMANY TRAINING / INTERNSHIP VISA**

Country	Type of Visa:
<b>Documents</b>	<b>Particulars</b>
<b>Passports</b>	<ul style="list-style-type: none"> <li>* Original Passport with atleast 6 months validity and atleast 2 blank pages.</li> <li>* Passport should have been issued within last 10 years</li> <li>* Original old passport booklets if any</li> </ul>
<b>Photographs</b>	<ul style="list-style-type: none"> <li>* 3 photographs each</li> <li>* White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm</li> </ul>
<b>Covering Letter</b>	<ul style="list-style-type: none"> <li>* A covering letter per individual / family/ company addressed to The Visa Officer, German Consulate General</li> <li>* The Covering Letter should brief the purpose of travel and business relation with the business partner in Germany.</li> <li>* Covering Letter has to be on the company letterhead for officials / sponsored applicants</li> </ul>
<b>Bank Statements</b>	<ul style="list-style-type: none"> <li>* Original 3 months personal and company's bank statements with the seal and signature from the bank</li> <li>* Bank statements should be of relevant and active accounts which shows the proof of funds and income</li> <li>* Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)</li> </ul>
<b>IT Returns</b>	* Latest 3 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company
<b>Itinerary / Air tickets</b>	<ul style="list-style-type: none"> <li>* Return airtickets with all internal flight / train tickets if any</li> <li>* Day wise itinerary</li> </ul>
<b>Proof of civil status</b>	* Marriage certificate, birth certificate of children, death certificate of spouse, ration card if applicable
<b>Purpose of Travel / Accommodation</b>	<ul style="list-style-type: none"> <li>* Consent letter from "Bundesagentur für Arbeit" (Federal Employment Agency / ZAV), if applicable</li> <li>* Deputation/no-objection letter of your local employer</li> <li>* Approval letter from German company confirming conditions of your stay in Germany, including payment</li> <li>* Proof of qualification (diploma, academic degree certificate or marksheets)</li> <li>* Hotel reservation in Germany and other EU Member State in case of onward travel</li> </ul>
<b>Confirmation of Student Status</b>	* Original letter from school / college / university, student card, certificates etc
<b>Proof of Fund</b>	* Proof of sufficient fund to cover overall expenses during the period of stay in Germany
<b>Evidence of payment of fees</b>	* Evidences of remittance of tuition fees or acceptance of scholarships should be presented.
<b>Certificate of admission</b>	* Certificate of admission from an educational institute for the purpose of attending academic or vocational courses, or cover letter from the host company in case of internships and researches.
<b>Supporting Credentials</b>	<p><b>Businessmen:</b></p> <ul style="list-style-type: none"> <li>* Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed</li> <li>* NOC from other partners or Directors in case of partnership</li> <li>* A letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company (Optional)</li> </ul> <p><b>Employees:</b></p> <ul style="list-style-type: none"> <li>* Leave sanction letter from the company (from the Government body in case of Government employees / public servants)</li> <li>* Last 3 months Salary Statements (only for Private firms)</li> <li>* Company ID card (optional)</li> <li>* Retirement Certificate or Letter / Copy of Pension Book (for retired employees)</li> </ul> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>* Leave sanction letter from the educational institution (for travel during working days)</li> <li>* Bonafide Certificate from the educational institution (for travel during vacations)</li> <li>* School/ College ID card (optional)</li> </ul> <p><b>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</b></p> <ul style="list-style-type: none"> <li>* Marriage Certificate (Original)</li> <li>* Wedding Invitation card / Photographs (in case the marriage certificate is not ready)</li> </ul> <p><b>Children travelling and unaccompanied by both the parents / either parent</b></p> <ul style="list-style-type: none"> <li>* A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany</li> <li>* Passport copies / copy of both / either of the parents</li> </ul> <p><b>Travellers unaccompanied by spouses/partners</b></p> <ul style="list-style-type: none"> <li>* A notary attested NOC on a stamp paper from the unaccompanied spouse</li> <li>* Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.</li> </ul> <p><b>If the applicant is sponsored</b></p> <ul style="list-style-type: none"> <li>* Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination)</li> <li>* Pension statements for the last three months</li> <li>* Proof of regular income generated by ownership of property or business</li> </ul> <p><b>Additional supporting documents if available</b></p> <ul style="list-style-type: none"> <li>* FD Receipts from banks</li> <li>* Public shares / debentures certificate</li> <li>* Asset evaluation report from a CA</li> </ul>
<b>Travel Insurance</b>	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
<b>Disclaimers</b>	<ul style="list-style-type: none"> <li>* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.</li> <li>* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed</li> <li>* BPVS offers Visa Facilitation services to our customers against a Service Fee</li> <li>* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission</li> </ul>

Information Updated on 05.06.2024

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