

**Checklist for National German Visa**  
**-Internship/Training-**

Before filling out the application form and booking the appointment for applying for the visa, please prepare the following documentation completely and carefully:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid <b>passport</b> (issued within the passes 10 years and signed personally), with at least 2 empty pages
<input type="checkbox"/>	Completely filled out and signed <b>application form</b> , 2-times
<input type="checkbox"/>	<b>Copy of the data page of your passport</b> , 2-times
<input type="checkbox"/>	<b>Motivation-letter</b> , 2-times
<input type="checkbox"/>	<b>i.a: letter of deployment</b> of local employer, 2-times
<input type="checkbox"/>	Signed internship contract with employer in Germany, plus 2 copies
<input type="checkbox"/>	<b>i.a. and in case of internships in the course of study: certificate of ZAV</b> („Zentrale Auslands- und Fachvermittlung der Bundesagentur für Arbeit“), plus 2 copies
<input type="checkbox"/>	<b>Curriculum Vitae</b> in German or English, 2-times
<input type="checkbox"/>	<b>3 current, identical and biometric passport-pictures</b> (not older than 3 months)
<input type="checkbox"/>	Taiwanese ID-card or ARC, plus 2 copies
<input type="checkbox"/>	<b>Proof of finances in the form of:</b> <ul style="list-style-type: none"> <li>- Indication of monthly compensation in line with the internship in the contract</li> <li>- Bank statements of the (at least) last 3 months</li> <li>- <b>Formal Obligation („Verpflichtungserklärung“)</b> of a sponsor <b>in Germany</b></li> <li>- Scholarship confirmation</li> </ul> <p style="margin-left: 20px;">Plus 2 copies each</p>
<input type="checkbox"/>	<b>Proof of qualifications</b>
<input type="checkbox"/>	<b>Usually on request, shortly before the visa is issued:</b> <ul style="list-style-type: none"> <li>- intended date of entry</li> <li>- Proof of health-insurance, in original plus 2 copies</li> </ul>

Please prepare two complete sets of the above mentioned documentation and also bring the originals. **Please do NOT staple any documents!**

In case, that documents cannot be presented in **English or German**, a relevant translation has to be enclosed.

Please note that the German Institute reserves the right to **request additional documentation in individual cases.**

Your application will be sent off to the relevant authorities in Germany for processing. **The processing takes about 8 weeks. The processing time is depending on the individual case. The German Institute is not in the position to influence or speed up the processing time in any way.** We kindly ask to not contact us for any status updates during the processing time and thank for understanding that inquiries of these kinds cannot be answered. As soon as the authorities in Germany finished processing the application, we will immediately get in contact with you visa email.

The handing over of the above mentioned documentation does not guarantee the issuance of a visa!

Only complete application can be processed. We reserve the right to reject incomplete applications.

The visa-fee is 75,- € payable in the equivalent in Taiwan Dollar in cash or via credit card.  
After handing over the application, no fees can be refunded