

January 2024

## National visa for exchange placement / internship EU

### 1. General information

Please note that your visa application must be made in person and will be accepted only if all required documents are submitted according to our regulations.

**Each submitted document in original has to be accompanied by 1 copy.** Printout of a PDF file is not considered original. Physical document with the original signatures of both parties and/or electronically signed document with certification are considered originals.

Documents in foreign languages have to be provided with a certified translation into German or English.

Your original documents (certificates, diplomas, etc.) and passport will be checked and returned to you.

Appointments can be booked online free of charge: [www.tallinn.diplo.de/Terminvergabe](http://www.tallinn.diplo.de/Terminvergabe)

General information on labor immigration is available here: [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

### 2. Fees

The fee for processing the visa application is 75 EUR. This amount has to be paid in cash or via credit card. This is a processing fee. Thus, a refund in case of withdrawal of the application or up-on denial is not possible.

### 3. Process

Processing visa usually takes some weeks. As soon as a decision has been made, the applicant is immediately contacted by the embassy. In order to avoid unnecessary delays, applicants are kindly asked not to make any enquiries about the current status of their application.

#### 4. Required documents

Please sort the documents according to the following order:

- 1 filled-in and signed visa application form:  
<https://videx-national.diplo.de/videx/visum-erfassung/#/videx-langfristiger-aufenthalt>
- your national passport (validity of which has to exceed at least 6 months; issued not earlier than 10 years ago), + 1 copy of **all pages with records**
- your Estonian residence permit or visa, held for at least 3 months at the time of application and for additional 2 months after your entry to Germany, + 1 copy
- your current resident registration card/document from Estonian authority
- 1 recent passport photo (45x35mm)
- Specified exchange placement/internship agreement/offer:
  - Detailed job description
  - Duration of the internship
  - The conditions of employment and supervision of the trainee
  - The working hours of the trainee and
  - The legal relationship between the trainee and the host institution
- Agreement (Einvernehmen) or approval (Zustimmung) from the German Federal Employment Agency (Bundesagentur für Arbeit) - to be applied for by future employer/university in advance!
- Proof of stay in Estonia (student status, confirmation from the university)
- Health insurance valid in Germany for your entire stay
- The host institution must make a declaration of commitment to assume all costs. Public authorities up to six months after the termination of the internship agreement are liable for the living expenses of the intern during an unauthorized stay in the Federal Republic of Germany and a deportation of the intern.
- Proof of sufficient financial means (currently 934 EUR/monthly). Please provide one of the following: (original + 1 copy)
  - Hosting agreement with a German company or institution
  - Blocked account with minimum amount of 934 EUR/monthly.

#### Attention:

In case that the salary does not cover the necessary amount of 934 Euro x number of intended months of stay in Germany, the remaining amount between the salary and necessary amount has to be proven by a recent bank statement, about the available means (from a blocked account). The balance (between salary and necessary amount) has to be paid to your blocked account in advance. Further information on the opening of a blocked bank account can be found on our website "Opening a blocked bank account (Sperrkonto) for students".

Please ensure that your application documents are complete. **Incomplete and unsorted applications may result in rejection of the visa application.**

**In individual cases provision of additional documents may be necessary.  
This fact sheet is regularly updated but makes no claim to be complete.**