



Application for a visa for vocational training

According to § 16a AufenthG a visa for vocational training may be issued.

It is **strongly advised** that a **preapproval of the Federal Employment Agency** is presented upon submission of the visa application. Your employer in Germany can help you with this.

The Embassy can accept visa applications from persons who:

- require a visa to enter Germany (please refer to List of states whose citizens require visas to enter Germany), and
- are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau, and
- **have a visa appointment** (see information leaflet about the appointment system) , and
- **arrive on time for their scheduled visa appointment**

The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application.

→ All documents (paper size A4) must be submitted by the applicant **during the interview** as detailed below. Kindly note the sequence.

→ **Incomplete applications will be decided on the basis of the documents that were submitted, and may be rejected.**

Indicate in the box on the left, which documents you will submit (X)	
1	Two application forms, fully completed in German language and signed (It is possible to choose the english version)
<input type="checkbox"/>	Name and signature Name according to the passport and your handwritten signature
2	A biometric passport picture
<input type="checkbox"/>	One passport picture (3x) 2x glued to the application forms, 1x loosely attached
3	Further documents / papers regarding the purpose of travel
<input type="checkbox"/>	A signed and valid passport (valid at least 6 months upon submission of the application)
<input type="checkbox"/>	Signed training contract: Original of the contract for vocational training, which should contain the following details: Type, content and duration of the intended occupation, the weekly working hours, the place of work, the amount of remuneration, the place of issue, the contract date and the signatures of both contracting parties. As proof of livelihood the amount of 955 Euro/month (starting 01.09.2019) is requested (for board and lodging 150 Euro each may be deducted).
<input type="checkbox"/>	Training plan
<input type="checkbox"/>	Registration of the apprenticeship company with the chamber of commerce & industry (IHK) only if necessary, please enquire directly with apprenticeship company
<input type="checkbox"/>	Curriculum vitae in tabular form , including an explanation about your education and (where applicable) of your vocational career without a gap.

<input type="checkbox"/>	Letter of motivation (max. 1 page), informing about the reasons for the vocational training in the specified profession
<input type="checkbox"/>	Evidence of qualification: e.g. diplomas, certificates, proof of recognition of the degree. <ul style="list-style-type: none"> • High school diploma, proof of former training/studies • Proof of previous knowledge in the required area of training (e.g. vocational training, internships and studies with a minimum duration of 6 months)
<input type="checkbox"/>	Proof of sufficient German language knowledge: <ul style="list-style-type: none"> • Healthcare sector (e.g. nurses) with a minimum of at least competence level B1 of the “Common European Framework of Reference for Languages”. (As evidence of language knowledge only the following certificates of the Goethe Institut of the telc GmbH ; the Austrian language diploma (ÖSD) and TestDaF” of the TestDaF-Institute e.V. are accepted). Certificate must be recently issued by ALTE-certified tester. • Other vocational training with a minimum of at least competence level A2
<input type="checkbox"/>	Evidence of a health insurance coverage in Germany

Please note:

All documents must be submitted in the original with an additional two sets of photo copies. The originals are returned after the completion of the processing.

Applicants are strongly advised to only submit complete applications. If an applicant insists on submitting an incomplete application, a visa application waiver needs to be signed. The application can then be rejected for being incomplete without giving the applicant a period to submit missing documents.

The submission of fake papers/documents as well as false statements compellingly necessitate the rejection of the visa application and can lead to a ban on the entry in Germany!

In the individual case the submission of further documents may be necessary. The processing time can therefore vary significantly from case to case; it generally amounts to 8 to 12 weeks. Applicants are therefore requested to refrain from asking questions regarding the processing status during this time.