

Checklist for a vocational training (“Ausbildung”) visa

Before filling out the application form (step 2) and booking an appointment (step 3), please prepare the following documentation for your vocational training (“Ausbildung”) visa:

2 copies of each item

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	valid passport (issued within the last 10 years and with at least 12 months validity left)
<input type="checkbox"/>	1 copy of your passport’s data page (A4 size copy)
<input type="checkbox"/>	3 passport pictures according to biometric specifications
<input type="checkbox"/>	Motivation letter
<input type="checkbox"/>	Training contract (“Ausbildungsvertrag”) signed by the German employer and the employee if applicable with IHK recognition
<input type="checkbox"/>	Training plan (“Ausbildungsplan”)
<input type="checkbox"/>	If the training is done entirely in school facilities and the salary is less than 832 € OR if the training is done in in-firm facilities (+ Berufsschule) and the salary is less than 939 EUR, the financing gap must be closed with: - A blocked account OR - “Verpflichtungserklärung” by a sponsor in Germany
<input type="checkbox"/>	Pre-approval by the Federal Employment Agency (Pre-approval by the Federal Employment Agency is not mandatory . It can however shorten the time to process your application significantly)
<input type="checkbox"/>	Personal CV containing full education and employment history
<input type="checkbox"/>	Academic qualification or school leaving certificate
<input type="checkbox"/>	Certificate of German language skills (at least B1) OR confirmation of school facility / employer that language skills were checked and found sufficient OR confirmation of preparatory language class
<input type="checkbox"/>	Certificate about compulsory health insurance (Gesetzliche oder private Krankenversicherung) from German employer valid from date of employment. Please note: If not already included in the compulsory health insurance a separate travel health insurance has to be presented for the time frame from arrival in Germany until beginning of employment (see below)

Kindly note that the German Mission reserves the right to ask for additional documents. The submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.

Please return to our website and **continue with step 2** of the application process.