Required Documents for an Internship in Germany - stay under 90 days

- fully completed "Business Visa" application form (only English versions accepted) with declaration

- one passport photograph (strict requirements)

- valid national passport and one copy (Please note these important regulations):
  (a) its validity has to extend the duration of the visa you are applying for by at least 3 months
  (b) it has to contain at least two blank pages;
  (c) it must have been issued within the previous 10 years. If it has been issued before that, your passport can not be accepted. That even applies in cases where the validity has been extended by the authorities of your home country.

If the passport does not meet all of these requirements, the applicant will need to obtain a new passport before applying for a visa.

- original valid US alien registration card or valid US resident visa (type A, E, F plus endorsed I-20, G, H, I, J plus J1 documents, L, O, R) and one copy

- current bank statements from the previous three months (in US$ or €, other currencies are not accepted) and one copy

- confirmation letter from the health insurance stating coverage for emergency medical, hospitalization and repatriation with a minimum of 30,000 Euros (equiv. US$ 50,000) for trips outside the US and one copy

- original letter from the University, that the internship is mandatory and an integral part of the course of studies

- original letter of intent from future employer or contract and one copy. Must include amount of monthly pay as well as weekly hours of work

- original permission letter from Bundesagentur für Arbeit (German labor office) and one copy.

- proof of airline reservation and one copy

- driver's license or utility bill or lease agreement in your name as proof of residence in the consular district where you plan to apply and one copy

- visa fees in the US-$ equivalent of 60,- € (only cash accepted)

If the passport should be returned by FedEx: additional fee is $18,-