

August 2023

Visa for internship

Internships provide insights into everyday working life. They serve either to prepare for a career choice or to acquire professional experience.

There are different types of internships for which similar requirements apply.

- Internship EU – in connection with an ongoing university degree course /course that has been completed during the last 2 years), an internship of up to 6 months can be done that has a thematical connection to the university degree/studies.
- Course-related internship - after the fourth university semester up to one year.
- EU-funded internships – internships that are done as part of an EU-funded program such as ERASMUS+, LEONARDO DA VINCI, IPA II
- Other internships – e.g. as part of official exchange programs, executive- and specialist staff, preparatory internships

Required documents: *Please make sure to prepare a complete set of the following documents (collated in the order as listed below with a legible, unstapled copy in DinA4 format) to submit during your appointment:*

- fully completed and signed application including declaration pursuant to Section 54 Residence Act
- 1 recent biometric passport photo (see specimen photos)
- Valid passport with at least two completely empty pages
- 1 uncertified copies of the data page of your valid passport
- Danish residence permit (card) -original + 1 copy (front and back)
- Proof of address in Denmark: yellow Danish health card (sygesikring) or bopælsattest (not older than 2 months) – original + 1 copy
- Internship contract or the confirmation of an internship place. This should contain precise details of the type, content and duration of the intended activity, the working hours, the place of work and the amount of remuneration. If the content of the internship is not specified in the contract, a separate internship plan must be submitted. – original + 1 copy
- For subject-related internships after the fourth semester:
[Certificate of enrolment](#) (according to the model of the Federal Employment Agency), study plan, [Agreement of the Federal Employment Agency](#) - original + 1 copy
- If applicable: proof of placement of the internship – original + 1 copy
For internships funded by the EU or bilaterally: Proof of funding
For exchange programs: exchange agreement.
- Proof of qualification: e.g. diplomas (with supplements), certificates with certified translation of all documents into German and proof of the language of instruction. Diplomas issued in English do not need to be translated into German. Foreign documents may have to be provided with an apostille or legalisation. - original + 1 copy

- Proof of sufficient financial means (usually through an internship contract). The statutory minimum wage applies to internships. If the employment does not fall under the minimum wage law (e.g. mandatory internships), at least € 934-964 gross per month for the entire duration of the internship must be proven by:
 - Deposit of the required sum into a [blocked bank account](#) in Germany – original + 1 copy
 - or
 - declaration of commitment according to §§ 66-68 AufenthG, submitted for the length of stay by a sponsor residing in Germany - original + 1 copy
 - or
 - scholarship – original + 1 copy
- Curriculum vitae, in particular with a description of previous training and, if applicable, employment
- Letter of motivation
- Proof of sufficient (statutory or private) health insurance coverage for Germany.

During the ongoing visa procedure, a confirmation of health insurance coverage is also required. Provide the insurance undertaking with sufficient evidence that adequate health insurance cover will be available from the date of entry, if a visa is issued. If it is clear from the employment contract that the employer will provide health insurance cover, it is sufficient to present travel health insurance for the first weeks of the planned stay. This can also be presented when the visa is collected.

Fees:

75 €, payable either by Visa/Mastercard or in cash in DKK (approximately 560 DKK, depending on the exchange rate)

Important information:

Please arrive punctually at the beginning of your appointment with the completed applications and the documents specified in the leaflet, otherwise your application cannot be accepted and you will have to book a new appointment.

Each visa application is an individual case. The documents to be submitted may therefore vary from case to case differ from each other. It is possible at any time that additional documents may have to be requested during the visa process.

The standard processing time is approx. 2 - 4 weeks, in individual cases longer.

Applicants will be contacted promptly by the embassy about new developments in their procedure. It is therefore advisable to refrain from inquiries into the status quo.

All data contained herein are based on the knowledge and experience of the Embassy at the time of drafting this information sheet. However, no liability can be assumed for the completeness and accuracy.