

August 2023

Visa for vocational training (Section 16a Abs. 1 Residence Act)

You can do vocational training in Germany if you have a training place in a company and German language skills (B1 for qualified vocational training, otherwise as a rule at least A2). If you are less proficient in German, you can first do a language course before starting your training.

You can find out more about living and working in Germany at [Make-it-in-Germany](#)

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
- recent biometric passport photos (see specimen photos)
- Valid passport with at least two completely empty pages
- 1 uncertified copy 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
- Letter of motivation
- Vocational Training contract in German (where applicable recognized by the Chamber of Industry and Commerce) signed by the employer and the trainee (original + 1 copy).
- 1 copy of the vocational training plan
- Where not otherwise confirmed by the training centre:
Proof of German language skills (at least B1 for qualified vocational training, otherwise as a rule at least A2) or
Proof of registration for a preparatory intensive language course – original + 1 copy
- Proof of adequate financial means – original + 1 copy
Proof of financing of at least 771 € net/927 € gross per month for the first year. If an unpaid preparatory German language course is being completed or if the trainee wage is lower, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a blocked account.
- Where applicable, authorisation to take up employment issued by the Federal Employment Agency/Central Placement Office of the Federal Employment Agency (ZAV)
Note: German employers can apply for the authorisation needed for the visa application directly from the Federal Employment Agency/ZAV by presenting the training contract. If this authorisation is presented with the visa application, the visa section can process the application much faster.

- Proof of adequate health insurance cover – original + 1 copy

If as a trainee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and begin your training. If you enter Germany beforehand, private health insurance must be taken out for the period prior to beginning your training and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions.

Fees:

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

Important information:

Missing documentation delays the procedure and can result in your application being rejected. The embassy reserves the right to request further documents. Certificates, diplomas, etc. must be presented in the original with apostille/legalization.

The visa must be approved by the Federal Employment Agency and, where applicable, the competent foreigners authority in Germany. The visa can only be issued when this approval has been received.

The processing time is as a rule ca. 4 – 8 weeks, but can take longer in individual cases.

Please do not contact the embassy to check the status of your application during the normal processing period. Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

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.

Visastelle der Deutschen Botschaft | Göteborg Plads 1, 2150 Kopenhagen Nordhavn | |E-Mail: visa@kope.diplo.de