



## Information for visa applicants for vocational training / internship

All Bangladeshi nationals who intend to go to the Federal Republic of Germany require a visa prior to their departure.

An application may only be filed at the German Embassy Dhaka under the provision that the applicant has a permanent residence in the area of jurisdiction of this Embassy.

### Application

Please note that visa applicants for all visa applicants have to register an online appointment prior to submitting their application.

Internship Visa: You can register [here](#).

Vocational Training Visa: You can register [here](#).

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late for more than 15 minutes will consequently result in scheduling a new appointment.

The visa application must be supported by all the necessary documents as only applications with complete documentation can be accepted.

Simultaneous applications for a Schengen visa and a National visa cannot be processed.

### Fees

Visa fees are payable in BDT. The fees are fixed in Euro (please refer to the separate information sheet – therefore the equivalent in Bangladeshi currency may vary according to the exchange rate. The complete fee has to be paid upon application and will not be refunded in case the visa application is rejected.

### Processing Time

The minimum time to process your visa is approx. 4 weeks, since your application has to be forwarded to the competent immigration authorities in Germany for final approval.

Please apply for your visa in due time.

### Checklist

Before submitting your application, please prepare the documents in the following order:

- Valid passport (issued within the last 10 years; passports with observations on the front data page cannot be accepted) with at least two empty pages



- 1 passport photo complying with biometric specifications, not older than 6 months
- [Application form & declaration](#) duly signed
- Copy of your passport's data page (A4 size copy)
- Pre-approval by the Federal Employment Agency (only applicable for vocational training)

Pre-approval by the Federal Employment Agency is not mandatory - it can however shorten the time to process your application significantly

- Contract/Agreement for your vocational training / internship with a company in Germany, duly signed by the trainee and the employer
- Training or Internship Plan ('Ausbildungsplan')
- All qualifications you have obtained, starting with the highest as well as your school leaving certificate
- Proof of knowledge of the German language

In order to train in Germany, usually at least a German level of A2 is necessary, and for medical professions, at least level B1.

- Recognized proof of knowledge in German (Goethe Institute) or
- Registration for a language course if the acquisition of language skills is not part of the job training or
- Confirmation of employer that language skills were checked and found sufficient (not an option for medical professions)

- Letter of motivation detailing expectations, German language skills, anticipated career and personal benefits and plans for the future
- Curriculum vitae
- If your contract has already started a no-objection letter by your employer that you may start at a later date
- 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 from arrival in Germany until beginning of employment.
- Visa fee

Missing documents may be handed in after the application has been filed with the Embassy. They are to be sent by e-mail, mail or handed in in person at the Embassy's gate. The five-digit file number of the application must be indicated on the envelope.

**Failure to produce any of the documents above or further documents required within a set period of time is likely to lead to refusal of the application. Deadlines set may be extended after consultation with the officer in charge.**

All photocopies must be fully legible and will be refused in case they are not.

**It is expected that an applicant is reachable through the cell phone number and email address provided on the application form.**



Embassy  
of the Federal Republic of Germany  
Dhaka

All documents in Bengali (or other language) have to be supported by an English or German translation.

Please do not submit documents in both English and German. Preferable submit the German version of the document.

Please note that the German Missions reserve the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.

Submission of the above-mentioned documents does not guarantee that a visa is granted.

**The regulations have been issued by the Embassy of the Federal Republic of Germany and are subject to change without prior notice.**