

## Visum for search of apprenticeship position

### 1. General information

Your visa-application can only be processed once all documentation was presented completely. The documentation is to be presented in original **plus two copies each**. Documents in foreign language have to be **officially translated into German language**.

Please note that you have to apply in person at the Embassy. Applications via post are not possible.

The General Consulates of Germany in Krakow, Wroclaw and Gdansk do not issue any visas and do not offer information concerning applications for visa. The **visa section** of the German Embassy in Warsaw is in charge **for all of Poland**.

This kind of visa offers interested citizens of third countries, who are younger than 25 years, can prove German language skills of at least B2 and are in the possession of a university entrance qualification the possibility to travel to Germany for max. 6 months and search for an apprenticeship position to start an apprenticeship.

General information concerning skilled person migration can be found in the skilled employment-portal [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

### 2. Fees

For the processing of a visa application for the search of an apprenticeship position, a fee of 75,- € is charged. **The fee has to be paid at the time of application in cash in polish Zloty**. The fee is a processing fee. If an application is revoked or refused, the fee will not be refunded.

### 3. Process

The processing time takes about 6 weeks. As soon as a decision is available, the applicant will be informed by the Embassy immediately. In order to disburden the visa section, it is adjured to refrain from status-questions, since this would disrupt the workflow and may result in a delay of the visa process.

In case you sign an apprenticeship contract during the validity of your visa in Germany, the residence permit can be applied for directly at the local alien's authority in Germany. You would not have to leave Germany for this purpose.

#### 4. Documentation

- Two completely in German language filled out and personally signed application forms (the forms are available [here](#))
- 2 recent biometric passport pictures ([photo sample chart](#))
- passport with adequate validity (at least 6 months after the planned return from Germany), issued within the last 10 years
- Polish residence card**, valid since at least 3 months
- personal data sheet including professional background with proof of university entrance qualification (school leaving certificate with relevant translation), as well as (if applicable) **confirmation about university entrance qualification from ZAB at the Kultusministerkonferenz**

The proven university entrance qualification is a basic requirement for the application of a visa for the search of an apprenticeship position. The qualification can be checked on [ANABIN](#).

Please note that it might be necessary to initiate the process of diploma recognition.

- Letter of motivation with details to plans of the planned search for an apprenticeship position (industry, region, planned place of residence / accommodation, etc.) in German or English language
- If already available: further proof about preparation of search for apprenticeship position (f.e. interview-invitations)
- Proof of financing the stay. This can either be done with a formal obligation according to §§66 to 68 AufenthG, in which a third person obligates himself in written to take over all occurring costs. Alternatively an sum of at least 5.682,- € with a monthly credit limit of 947,- € can be deposited at a German bank in terms of a blocked account.

Further information about opening a blocked account in Germany can be reviewed on our homepage under „opening of a blocked account in Germany“. However, the institutions mentioned there are currently not offering blocked accounts for job- and apprenticeship-seekers.

- Proof of a health insurance for Germany (minimum coverage: 30.000,- €)

**The Embassy reserves the right to request further documentation.**