

Visa for an internship (for a period longer than 3 months)

Please prepare the following documents for your visa (**original + 1 copy per document**):

- application form, duly completed and signed (see on our website)
- valid national passport
- valid Belgium residence card
- a residence certificate from Belgian authorities (*Certificat de résidence - historique/Getuigschrift van woonst - historiek*)
- a curriculum vitae in table format
- proof of current studies and, if already graduated, of acquired academic degree
- if available: proof of knowledge of the German/English language, e.g. language certificates
- an agreement with the host institution with the following contents:
 - a description of the internship's programme, including the educational goal or the learning components
 - specification of the duration of the internship
 - the conditions for the internship and the terms of the intern's supervision
 - the intern's working hours
 - the legal relationship between the intern and the host institution
 - remuneration
- depending on the individual case:
 - agreement of the Federal Employment Agency (Bundesagentur für Arbeit)
 - proof that the internship is mandatory within the framework of the study programme
 - proof of grant, scholarship or participation in an exchange programme
 - if remuneration or grant is not sufficient to cover the cost of living, proof of other financial means
 - declaration of commitment by the host institution to assume all costs incurred by public bodies up to six months after the termination of the internship agreement for the intern's subsistence during an unauthorised stay in the Federal Republic of Germany and a deportation of the intern (Residence Act, Section 16e, Paragraph 1, No. 5)
- proof of health insurance for Germany
- 1 biometrical passport photograph (not older than 6 months)
- Visa fee of 75,00 € (cash or by Visa-/Mastercard, Bancontact is not possible)

If your diplomas are not in English, German, French or Dutch, please provide a translation. In some cases, the submission of additional documents may be required.

To hand in your application, please book an appointment on our website via this [link](#).

The scope of legal bases for an internship visa is very broad. Please contact us if you are not sure which documents to provide.

Consultation by phone is available on Tuesdays and Thursdays between 2 p.m. and 3 p.m.

You can reach us via the following contact details:

phone: 02-787.18.18

fax: 02-787.28.18

email: rk-115-di@bruessel.diplo.de

This information sheet has been prepared with utmost care. It is intended to provide a point of reference to our clients but may not be fully applicable to every individual case. We cannot accept any responsibility for inaccuracies contained in this information sheet.