



**Checklist for a Schengen visa for a
Short-term internship or fellowship**

A	Personal details of the applicant		
	Name:	_____	
	Surname:	_____	
	Date of birth:	_____	
	Passport number:	_____	
B	Required documents		
	(if not otherwise noted, submittal of copies of the original document are sufficient. Please note that the Visa Section does not return original documents if you do not provide a copy)		
	Please mark on the right column if you submitted the document / form or not!		
			YES
			NO
1	Completely filled out and signed Schengen visa application form. Please use the VIDEX website to fill out the application online. Please ensure to print and submit all pages of the application form including the barcodes.		
2	Signed declaration of True and Complete Information		
3	Signed declaration of travel with valid medical insurance		
	Valid passport (issued within the last 10 years and with at least 3 months' validity after the scheduled return); passports with observations regarding the front data page will not be accepted; passport must have at least two empty pages to affix visa		
4	Copy of the biometric & address page of the passport (DIN A4)		
	Min. 1 biometric passport picture (35x45mm white background, 70%-80% face coverage), not older than six months		
5	(Pre-) Approval of the Federal Employment Agency (Zustimmung bzw. Einvernehmen der Bundesagentur für Arbeit), kindly see remarks under G) for details		
6	Personal covering letter/ Proof of intended means of transport and itinerary - Motivation letter of the applicant describing the motivation to go to Germany and details of the planned tasks		
7	Covering letter from the inviting institution in Germany on the institution's letterhead including details of: - name of traveler and - passport number of traveler and - purpose of trip and duration of stay and - What activities are planned OR <input type="checkbox"/> Certificate of admission OR <input type="checkbox"/> Registration at an educational establishment for the purpose of attending academic or vocational courses		

		YES	NO
8	Original signed sending letter from the Indian institution on institution letterhead including: <ul style="list-style-type: none"> - name of traveler and - passport number of traveler and - details of purpose of trip and duration of stay and - details concerning financing of the trip 		
9	Proof of finance of the entire trip (if not included in the sending / invitation letter)		
10	Full copy of the contract for the internship or fellowship between the applicant and the inviting institution. <ul style="list-style-type: none"> - If a contract was not signed: detailed information about the internship / fellowship has to be provided in the invitation letter such as detailed description of the tasks and obligation of the applicant and the inviting institution, payments the applicant will receive; in case of internships or fellowships in medical institutions such as hospitals: detailed description which contacts with patients the applicant will have and which tasks he/she will have to perform 		
11	Proof of accommodation: <ul style="list-style-type: none"> <input type="checkbox"/> Hotel reservations, rental of holiday home or campus residence reservation <i>or</i> <input type="checkbox"/> If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host, confirmation of the third person with signature, proof of address and copy of passport or German ID card <input type="checkbox"/> If the applicant is travelling to several Member States, proof of accommodation in each of them. 		
12	For Indian students: confirmation of the current enrollment and the status of the study (subject, degree to be obtained, mark sheet) by the Indian university		
13	Sponsor documentation - proof of financial means if trip is sponsored by a third party <ul style="list-style-type: none"> <i>a) if you are sponsored by an Indian resident</i> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor <i>and</i> <input type="checkbox"/> Sponsor's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i> <input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i> <input type="checkbox"/> If sponsor is your parent - birth certificate <i>b) if you are sponsored by a German/EU resident</i> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen) <i>and</i> <input type="checkbox"/> If provided: Verpflichtungserklärung (formal obligation letter) of your sponsor <i>and</i> <input type="checkbox"/> If sponsor is your spouse - marriage certificate <i>or</i> <input type="checkbox"/> If sponsor is your parent - birth certificate 		

		YES	NO
14	<p><i>c) if you are sponsored by a company in India</i> in addition to point 7 & 8: <input type="checkbox"/> Acknowledgement of the company's ITR Returns for the last three years (latest first, for example, 2022-2020)</p> <p><i>d) if you are sponsored by a company in Germany</i> <input type="checkbox"/> Sponsor letter with a passport copy of the sponsor and copy of the German residence permit (if sponsor is residing in Germany and not a German Citizen)</p> <p>Traveler documentation - proof of economic status of the applicant (also necessary if the trip is sponsored)</p> <p><i>a) If you are employed:</i> <input type="checkbox"/> Pay slips for the last three months <i>and</i> <input type="checkbox"/> employment contract <i>and</i> <input type="checkbox"/> employers' statement on approval for holidays (Leave Sanction letter from applicant's company) <i>and</i> <input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.) <i>and</i> <input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary)</p> <p><i>b) If you are a company owner or self-employed:</i> <input type="checkbox"/> certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India <i>and</i> <input type="checkbox"/> Indian income tax return (ITR) acknowledgment for the last two assessment years <u>OR</u> Form 16 (Certificate of Income Tax deducted at the source of salary) <i>and</i> <input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p> <p><i>c) If you are retired:</i> <input type="checkbox"/> pension statements for the last three months <i>and/or</i> <input type="checkbox"/> proof of regular income generated by ownership of property or business <i>and</i> <input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p> <p><i>d) if you are a student:</i> <input type="checkbox"/> certificates of the establishment at which you are enrolled <i>and</i> <input type="checkbox"/> no objection certificate from School / University <i>and</i> <input type="checkbox"/> for university students: Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p>		

		YES	NO
	<p><i>e) if you are unemployed</i></p> <p><input type="checkbox"/> Applicant's bank statements for the last 3 months stamped by the bank (If the pages are in continuation, kindly separate the pages; passbook copies are not accepted.)</p>		
15	<p>Proof of civil status:</p> <ul style="list-style-type: none"> - if single: nothing else required - if applicable Marriage certificate <i>or</i> - if applicable Divorce decree/ custody decree <i>or</i> - if applicable Birth certificate of children <i>or</i> - if applicable Death certificate of spouse 		
16	Flight reservation		
17	<p>Overseas travel medical insurance that is valid for all Schengen countries and <u>covers the entire duration of the Schengen trip as per your application</u>, minimum coverage for medical expenses: EUR 30,000</p> <p>Please note: German Missions accept Indian Travel Medical Insurances only from approved Indian Travel Insurance companies, you can find more information here: https://india.diplo.de/in-en/service/-/1984578</p>		

C Additional documents the applicant wants to submit (please note that VFS is not authorized to refuse acceptance of documents the applicant wants to submit but are not mentioned on the checklist)

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D Information about biometric data

<p>Were the fingerprints of the applicant collected in the last 59 months for applying for a Schengen visa in India? If yes, please mention month and year of collection: Please note that fingerprints should be taken if the applicant submits his application in person even if the last submittal was within the last 59 months!</p>
<p>Was the applicant excused from giving fingerprints for biometrics? If so, please specify why!</p>

E Additional document if application is not submitted by the applicant directly

	Signed authorization letter for the travel agent or the representative		
	Copy of passport of the person submitting the application		

F General remarks of the German mission for submittal of a Schengen visa application

<ul style="list-style-type: none"> ➤ The German Missions reserve the right to ask for additional documents. ➤ Submission of the above-mentioned documents does not guarantee that a visa is granted.
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- Submission of incomplete documentation may result in the rejection of an application. The visa section is not obliged to ask for submittal of documents already mentioned on this list before denying an application.
 - Applications have to be submitted not earlier than six months before and not later than 15 working days before the intended date of travel.
 - Applications are processed within 15 working days from the day of arrival at the visa section. When submitting your application via VFS application center, please keep in mind that the visa application will need up to two working days to reach the visa section. Public holidays of the German missions as announced on our website will not count as working days.
 - Please note that individual status inquiries cannot be answered within the standard processing time of 15 working days.
 - A booked flight ticket does not result in a preferred processing of the application.
 - All documents, forms and declarations have to be submitted either in German or English. All documents, forms and declarations not in German or English have to be submitted with proper German or English translation. Failing to provide proper translation will result in the document, form or declaration considered “missing”
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G Special remarks of the German mission for submittal of a Schengen visa application in the respective category

- A fellowship (German translation: Hospitation) is only allowed for observational purposes and is legally not considered as “work”. Detailed information as described under B) is required to determine if this requirement is met or if the legal purpose of the trip is an internship. Failing to provide proper and complete information may result in a denial of the application due to missing proof of travel purpose. Please note that it might have legal consequences for the applicant as well as the hosting institution in Germany if proper permits especially of the Federal Employment Agency are not obtained.
 - Internships are generally considered as “work” and require special approvals of the Federal Employment Agency (Bundesagentur für Arbeit) in Germany also for short term stays
 - The (Pre-)approval of the Federal Employment Agency (Einvernehmen und / oder Zustimmung der Bundesagentur für Arbeit) has to be obtained by the hosting company / institution directly at the Federal Employment Agency and has to be presented when submitting the visa application. The visa section cannot apply for these documents.
 - Exemptions of the requirement of a (pre-)approval of the Federal Employment Agency may apply for internships of students in connection with their study in India if they
 - Either have already obtained an academic degree (Bachelor, Master or PhD or equivalent in case of a foreign degree) and are doing a research internship at a German university or an acknowledged or public research institute (please apply for a guest scientist visa in that case)
 - Or if they will be enrolled at a university **in Germany** for the duration of the stay in Germany (proper confirmation of the enrollment have to be submitted with the application)
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- Exemption of the requirement of a (pre-)approval of the Federal Employment Agency may also apply for internships for skilled workers or managers organized by GIZ
 - The regular Schengen visa fees apply. Recipients of public German scholarships from the inviting institution may be exempt from the visa fee if detailed information about the scholarship (amount, expenses covered, funding of the scholarship) are provided with the application. Failing to provide the required details when submitting the application will result in the visa fees being charged. The visa section is legally not obliged to reimburse the visa fees if the necessary documentation is submitted later.
 - Accompanying family members have to apply for tourist visas
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H Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor or by the representative at the VFS VAC on the day of submittal)

I have taken note of the general and special remarks as mentioned under F and G on this checklist.

I have been informed that VFS Global does not have any influence on the decision about a visa application

I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the German mission. I am aware that original documents not submitted with a copy will be kept by the visa section.

Date:

Name, Surname of the applicant or representative:

Signature of the applicant or representative:

I Confirmation of VFS on the day of submittal

Date of submittal: _____

VFS VAC in _____

Application submitted: by the applicant / the parents as holders of the custody of minor applications / a representative with proper authorization *(please cross what is not applicable)*

I confirm that above this checklist has been filled out together with and signed in front of me by the applicant or his / her duly authorized representative at today's appointment at the above VAC.

VFS Officer, Full Name : Signature:
