



**Checklist for Schengen visa**  
**- training / internship -**

Before submitting your application at your local Visa Application Centre or German Mission, please prepare the following documentation:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Valid <b>passport</b> (issued within the last 10 years and with at least 3 months validity left after the scheduled return; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
<input type="checkbox"/>	<b>Application form</b> & declarations duly signed
<input type="checkbox"/>	<b>1 copy of your passport's data page</b> (A4 size copy)
<input type="checkbox"/>	<b>Travel health insurance</b> (Kindly refer to <a href="http://www.india.diplo.de/visa">www.india.diplo.de/visa</a> to find out about the travel health insurances accepted)
<input type="checkbox"/>	<b>Personal covering letter</b> explaining the purpose of your training/internship
<input type="checkbox"/>	<b>Deputation/no-objection letter of your local employer</b>
<input type="checkbox"/>	<b>Approval letter</b> from German company confirming conditions of your stay in Germany, including payment
<input type="checkbox"/>	<b>Consent letter</b> from "Bundesagentur für Arbeit" (Federal Employment Agency / ZAV), if applicable
<input type="checkbox"/>	<b>Proof of qualification</b> (diploma, academic degree certificate or marksheets)
<input type="checkbox"/>	<b>Flight reservation</b> , rail tickets, others
<input type="checkbox"/>	<b>Proof of accomodation</b> for your entire stay in the Schengen area
<input type="checkbox"/>	<b>2 passport pictures</b> according to biometric specifications, not older than 6 months

All documents need to be presented in the given order in original. Should you wish to keep any originals, kindly provide a copy (A4 size). Please DO NOT staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a special visa interview may result in the rejection of your application.