

OFFICE LOCATION

13 Berlin Street

Ramallah

POSTAL ADDRESS

POB 25166, Jerusalem

INTERNET: www.ramallah.diplo.de

E-MAIL: visa@rama.diplo.de

TEL + 972 (0)2 - 297 76 30

FAX + 972 (0)2 - 298 47 86

VISA FOR INTERSHIP/TRAINEESHIP

Only by appointment booked online on our website at

www.ramallah.diplo.de/appointments

(stay for more than 3 months)

or

<https://visa.vfsglobal.com/pse/en/deu>

(stay for less than 3 months)

General information:

A study-related internship can only be done if you are enrolled at a university. As proof, you need an original certificate of enrollment from the university. If you are not studying at a university in the Palestinian Territories, the Representative Office in Ramallah is not responsible for your application. Please contact the German Embassy in the country where you are studying.

A study-related internship is only possible if you have already completed at least 4 semesters. The intended internship must be directly related to your studies. It is limited to a maximum period of 12 months.

The remuneration for the internship must be the statutory minimum wage or the collectively agreed minimum wage. If no salary or a lower salary is paid (only possible for internships lasting less than three months), you will need a formal obligation ('Verpflichtungserklärung') or proof of sufficient funds to support yourself.

Since an internship is considered employment according to the German law, prior consent from the Federal Employment Agency ('Bundesagentur für Arbeit', BA) regarding the employment is required - even in the case of an unpaid internship.

Your internship provider in Germany has to submit the application for the approval of the BA to the employment agency ('Agentur für Arbeit') in Cologne. Your employer can find the application form, information about the procedure and the necessary documents as well as the contact address of the employment agency on the BA website at www.arbeitsagentur.de/unternehmen/arbeitskraefte/fachkraefte-ausland/praktika-auslaendische-studierende.

Exception: Internships funded by Germany or the EU and internships as part of official exchange programs, internships for specialists and managers who receive a scholarship out of public German funds or which are funded within the framework of official EU programs such as ERASMUS, DAAD, DJINDJIC, DFG etc., as well as internships as part of international exchange programs of federations and public institutions or student organizations do not require the consent of the BA.

An '**Hospitation**' (work shadowing) is characterized by gathering knowledge and experience in an area of activity without specifying time or content and without legal and actual integration into the company. It is therefore not an internship and does not require the consent of the BA; however, it is plausibly only intended for a short period of time.

The '**Famulatur**' (clinical traineeship) is a practical internship lasting several months at hospitals or in doctor's practices that is required by the licensing regulations for doctors and which medical students must complete during their studies. The 'Famulatur' for medical students from foreign universities is therefore considered an internship and must meet the same requirements, in particular the consent of the BA.

Please Note: Although the information on this website has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.

Application documents

Please print out this information sheet and bring it to your visa appointment. Please **sort** your application documents in the following order and tick the box on the left to certify that you are submitting the document. Documents have to be submitted in original with two copies, Arabic documents have to be submitted together with a German translation. English translation may not be sufficient and result in additional costs for you. Arabic documents without translation cannot be considered.

	Required documents	Available
1	2 application forms for a National Visa (for stays of more than 90 days) https://videx.diplo.de/videx/visum-erfassung/videx-kurzfristiger-aufenthalt Completed and signed <u>OR</u> 1 application form for a Schengen Visa (for stays of less than 90 days)	
2	Passport (Valid, signed, at least 2 empty pages, not older than 10 years) ID Card	
3	2 passport photos light background, biometric, (see here), not older than 3 months	
4	Purpose of stay <ul style="list-style-type: none"> - Work contract <u>AND</u> <ul style="list-style-type: none"> - Consent of the ‘Bundesagentur für Arbeit‘ (if applicable) 	
5	Proof of sufficient qualification <ul style="list-style-type: none"> - University certification of enrollment (including information about the number of semesters studied and the subject, if applicable in what way the internship is necessary for the completion of the studies) <u>AND/OR</u> <ul style="list-style-type: none"> - Proof of employment, diplomas, or similar 	
6	Proof of financing <ul style="list-style-type: none"> - Proof of sufficient own financial resources (bank statements, minimum monthly amount of 934 euros) <u>OR</u> <ul style="list-style-type: none"> - Declaration of assumption of costs by an inviting party in Germany: Formal obligation (‘Verpflichtungserklärung’) (not older than 6 months) to the aliens’ authority stating that the signatory is responsible for all costs in accordance with §§ 66 - 68 of the Residence Act <u>OR</u> <ul style="list-style-type: none"> - Proof of blocked account (minimum monthly amount of 934 euros) (see note on our website) <u>OR</u> <ul style="list-style-type: none"> - Employment contract with salary details 	
7	Proof of Accommodation (rental contract, invitation) in Germany	

Upon collection of the visa:		
8	Sufficient (travel) health insurance minimum 30.000 € -coverage of medical expenses	

Please Note: Although the information on this website has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.

Please note:

- The fee is dependent on the time spent in Germany and between 75 and 90 Euro and the equivalent amount in Israeli Shekel has to be paid in cash at the time of application.
- The visa can only be issued if the relevant German authorities have given their consent.
- Only complete applications can be accepted; non-submission of necessary documentation may lead to a refusal.
- Applicants are required to appear in person.
- Additional documents might be requested on submitting the application.
- The application form is free of charge.
- Original documents might be requested upon arrival at the airport.
- Upon submission of your application as well as of all required documents the processing will take approx. 4 (minimum) to 12 weeks.
- Please do not call, as no questions concerning your application will be answered. The Representative Office will inform you when the visa is ready.
- Please bring your receipt when collecting your decision.