NATIONAL VISA - TRAINEESHIP

Sr. #	Documents Required	submitted
1	**Application form and Appendix 16** — available online free of charge One application form and appendix is duly completed and signed by applicant.	
2	**Passport:** • Validity of a minimum of Six months from the date of expiry of the requested Visa • Signed by passport holder • Passport not older than 10 years (issued within the last 10 years) • A minimum of two blank pages to be used for visas	
3	**QID:** • Valid Qatar residence permit	
4	One recent biometric passport sized **photograph** (3.5x4,5 cm) with white background. Note: (not older than 6 months) • Not tilted picture (portrait style) showing both edges of face clearly. • Close up of the head and top of the shoulders so that the face takes up 70–80% of the photograph. • Photo in sharp focus and clear.	
5	**Overseas medical insurance** • Valid for the first month • Minimum coverage 30,000.00 € incl. repatriation.	
6	**Flight reservation** • Valid & confirmed flight reservation • Return ticket must be included	
7	**Accommodation** Must be provided: • Hotel booking for the first month; • or Lease Agreement signed by both parties ; • or Proof of ownership of the residential property.	
8	**Proof of the purpose of residence** • Traineeship contract with the host organization *** The contract must include: description of the traineeship programme, the duration of the programme, the number of practical hours, a description of the legal relationship between the trainee and the host organisation, and a declaration that the host organisation will be responsible for the third-country national's subsistence and accommodation costs for the entire duration of the applicant's stay in the territory of Hungary.**	
9	**Proof of financial means – Bank statement** • Originally stamped and signed personal bank statements for all banks (current and savings) with salary income (minimum last 6 months) UpToDate (not older than 1 month from the date of submission). *Must be submitted by one or both parents (or oneself if applicable)	
10	**Language skill** • Proof of linguistic knowledge (language certificate, diploma in English or certificate from university)	

REMARKS to be filled out VFS staff (please tick what is applicable):

- **Applicant travels**

  □ **alone**

  □ **with family member/s**

Family members can only apply after the approval of the visa!

- **Applicant's documents are** □ **complete**

  □ **NOT complete - applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application.**

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Remarks:

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SIGNATURES and AGREEMENT

a) for Visa Applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE:

…… ……

CITY AND DATE **SIGNATURE OF THE APPLICANT**

b) for VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT)

…… ……

CITY AND DATE **SIGNATURE OF THE VFS STAFF.**