



Embassy
of the Federal Republic of Germany
New Delhi

Application for Visa for Training (Internship) (short and long term stay)

All Indian nationals who wish to go to the Federal Republic of Germany for Training or an Internship require a visa prior to their departure.

An application may only be filed at the German Embassy New Delhi under the provision that the applicant

- has permanent residence in the area of jurisdiction of the Embassy which includes the states of Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Sikkim, Uttar Pradesh, Uttaranchal, Union Territories Chandigarh, Delhi, Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amini.

Application procedure for a short term stay (up to 90 days maximum):

Prior to the submission of an application at the German Embassy, all applicants need to get their application cross verified at either of the following German Visa Application Centers:

[Germany Visa Application Center](#)

No 1-26 Block E 2nd Floor
International Trade Tower
Nehru Place, New Delhi – 110019

or

[Germany Visa Application Center](#)

SCO 165 - 166
Sector 8 C, MADHYA MARG
CHANDIGARH - 160018

At the Visa Application Center each applicant will be booked for an appointment for personal appearance at the German Embassy. Submission of the application at the Visa Application Center and arranging the necessary appointment may be done by the applicant himself or any authorized third person.

For information concerning VFS service charges and the mode of payment please contact VFS directly. For details call up (011) 4253-0000 or check out the website: www.vfs-germany.co.in

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late will consequently result in scheduling a new appointment.

The personal appearance of the applicant is mandatory at the German Embassy New Delhi at the time of submitting the application. Minors have to be accompanied by the legal guardians or any authorized person carrying proof in form of a written authorization attested by a notary public and a photo ID.

An exception to the rule of personal appearance at the German Embassy does only apply to those applicants who either

- have been furnished with at least two Schengen visa within the last 24 months prior to the date of application and have travelled on the visa and returned to India on or before the date of expiry of the visa

or

- have been furnished with a visa with a validity of one, two or five years and have travelled on this visa within the last 24 months according to the Schengen regulations (max. stay in the Schengen area of 90 days per 6 months) prior to the date of application

However, if deemed necessary the personal appearance of the a.m. persons may also be asked for!

Furthermore, the Embassy would clearly state, ***that a short term visa cannot be changed into residence permit after arrival in Germany.***

Application procedure for a long term stay (more than 90 days):

Personal appearance at the German Embassy is mandatory for all applicants applying for a Residence Permit.

With effect from March 17, 2008 all applicants have to schedule an appointment for personal appearance at the German Embassy. These appointments have to be scheduled with [VFS Global Services Pvt. Ltd.](#), managing the German Application Centers. For further details regarding opening hours of the Visa Application Centers and service charges of VFS, please call up (011) 4253-0000 or visit the website: www.vfs-germany.co.in/

Admission to the Visa Section of the German Embassy will only be granted at the time of the scheduled appointment. Being late will consequently result in scheduling a new appointment.

The visa application must be supported by all the necessary documents as only visa applications with complete documentation can be accepted.

Applications for Training / Internship Visa may only be submitted to and processed by the German Embassy under the provision that the following original documents along with a translation in the English language are submitted at the time of application (copies have to be provided in DIN-A 4 size only):

1. [Schengen Visa Application Form](#) (duly filled out and signed)

or – in case of a long term stay:

2 copies of [Long-Term Visa Application Forms](#) (please make sure that both forms are duly filled out and signed indicating especially the address of your future residence in Germany – (question 15) as well as your complete address in India including telephone No. and E-Mail-address)
2. [Declaration on True and Complete Information](#)
3. Valid Passport along with two copies of all printed pages. The date of expiry of the passport has to exceed the intended date of return by at least 3 months.
4. 3 passport pictures according to [biometric specifications](#) (in case you can not click the given link, please refer to our homepage)
5. [Visa fee](#) to be paid through Demand Draft made out to the “Embassy of the Federal Republic of Germany” in New Delhi (in case you can not click the given link, please refer to our homepage)
6. Travel Health Insurance covering the intended duration of stay along with one copy. In case a multiple entry visa is applied for, a [Declaration on Travel Health Insurance](#) has to be provided.
Please note: Travel Health Insurance is only required for those applicants travelling for a maximum stay of 90 days.
7. Cover Letter from applicant
8. Deputation/Non-Objection Letter from your local employer
9. Approval letter from German company including information with regard to conditions of your stay including payment
10. Consent Letter from “Bundesagentur für Arbeit”

The German Embassy reserves the right to ask for additional documents!

Processing of a visa application will take at least three working days from the day of application at the German Embassy.

Please note that in case of incomplete documents the application will not be accepted and processed by the Embassy. Consequently a new appointment has to be scheduled!

Please click to download the following required forms / declarations for applying your visa:

- [Short-Term Visa Application Form \[pdf; 90 k\]](#)

- [Long-Term Visa Application Form \[pdf; 322.15k\]](#)
- [Declaration on True and Complete Information \[pdf; 27.09 k\]](#)
- [Declaration on Travel Health Insurance \[pdf; 25.8 k\]](#)

The above given forms / declarations can also be downloaded from the homepage of the German Embassy at www.new-delhi.diplo.de.