



Visa for vocational training

Last update: January 2024

You can do vocational training in Germany if you have a training place in a company and German language skills (B1 for qualified vocational training, otherwise as a rule at least A2). If you are less proficient in German, you can however also do a language course before starting your training. You can find more about living and working in Germany at www.make-it-in-germany.com

Applications can be submitted in person, with prior [appointment](#) and the following application documents:

- Personally signed **passport** (original with one copy of the passport data page), with at least two completely empty pages and sufficient validity
- Valid **Swiss residence** permit with one copy
- **Application form** fully completed and signed including declaration to section 54 residence Act: [application form](#) with one copy
- One passport sized **photo** – no older than three months, according to biometric standards
- Detailed **Letter of motivation**
- Original **training contract** (where applicable recognised by the Chamber of Industry and Commerce) signed by the employer and the trainee with one copy
- **Training plan** with one copy
- Proof of language **qualification** Proof of German language skills (at least B1 for qualified vocational training, otherwise as a rule at least A2) or proof of registration for a preparatory intensive language course with one copy
- Proof of adequate **financial means** with one copy:
Proof of financing of at least 939 € gross per month for the first year. If an unpaid preparatory German language course is being completed or if the trainee wage is lower, provision of the monthly shortfall of funds must be proven separately, for example, in the form of a [blocked account](#)
- **Proof of health insurance** cover with one copy: If as a trainee you are subject to mandatory statutory health insurance, you must bear in mind that this insurance can only begin when you take up residence in Germany and begin your training. If you enter Germany beforehand, private health insurance must be taken out for the period prior to beginning your training and prior to being eligible for statutory health insurance. In its terms and conditions, travel health insurance can exclude protection if a long-term or permanent stay is planned. So-called incoming travel insurance can also contain such exclusions.
- Detailed **curriculum vitae** in German or English language with one copy
- Postage expenses of 7 Swiss Francs
- Visa fee of 75 Euro payable by cash in Swiss Francs, by Visa or MasterCard (information [here](#))

Please prepare the originals with **one set** of copies of all the indicated documents. Original documents will be return to you while a copy per set will be required. Missing documentation delays the procedure and can result in your application being rejected.



Botschaft
der Bundesrepublik Deutschland
Bern

The German Embassy Bern reserve the right to ask for additional documents at any time during the processing of your application.

In this visa category, most applications are typically processed within 5 weeks. Please do not contact the mission abroad to check the status of your application during the normal processing period. Such inquiries are extremely time-consuming for the visa department and cannot be answered. We will contact you by email as soon as the decision has been made.

The visa will be valid for 12 month and allows you to start working. You can travel in the entire Schengen area for 90 days per half year.

Please note: Although the information in this information sheet has been prepared with utmost care, we cannot accept any responsibility for inaccuracies contained herein.