



Internship

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Internships provide an insight into everyday working life. They serve either to prepare for a career choice or to gain work experience. The possibilities for internships in Germany are regulated under [§ 15 BeschV](#).

Study-related internships require the agreement as per § 15 Nr. 6 BeschV of the Federal Employment Agency. The agreement needs to be applied for by the German hosting institution/ company in advance ([guidance for the host is available here](#)).

If the duration of the internship does not exceed 3 months, positive citizens do not require a visa. [Overview of visa requirements](#)

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
- **Internship contract** or [employer's declaration](#) with one copy
- **Confirmation of agreement** by the Federal Employment Agency is necessary for a mandatory internship original with one copy
- **Training program** with one copy
- **Enrolment confirmation** at the university with one copy
- Proof of **Health insurance** for Germany with one copy
- 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.

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

The visa for a mandatory internship is typically processed within 2 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.



Botschaft
der Bundesrepublik Deutschland
Bern

The visa will be valid for the entire time of your internship but max. 12 month. This visa allows you to do your internship and to 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.