



September 2021

## Information about Visa for Internship

*Note: All information is based on findings and experiences of the Embassy at the time of writing. Despite all care, no guarantee can be given for completeness and accuracy.*

**Kindly note that the Visa Section of the German Embassy in Budapest does not offer consultation over the phone. Address yourself via e-mail to the Embassy.**

### General Information

In most cases, a visa is issued for the following types of internships:

- "EU study-related internship"
- Internship for the purpose of school education or study which is a required part of the education or which is necessary to achieve the educational objective
- Within the framework of a program funded by the European Union or for bilateral development cooperation
- With a duration of up to one year as part of an exchange program of associations, public institutions or student organizations to students or graduates of foreign universities in agreement with the Federal Employment Agency
- To specialists and executives who receive a scholarship from public German funds, funds of the European Union or funds of international intergovernmental organizations, or
- With a duration of up to one year during a course of study at a foreign university, which is carried out after the fourth semester in accordance with the Federal Employment Agency.

### Documents to be submitted:

- 2 completely filled out visa application forms
- 2 current biometric passport photos (available at the Embassy for 2.000 HUF)
- Valid passport (original + 2 copies of the data card and all pages with entries, visa and stamps) with following requirements:
  - its validity should exceed the duration of intended stay in Germany by at least 3 months
  - it must contain at least 2 blank pages
  - it must have been issued within the previous 10 years
- Hungarian Lakcím (residence) card (original + 2 copies)
- Valid Hungarian residence permit (original + 2 copies)
- Contract of internship (original + 2 copies), including information on
  - Occupational activity
  - Salary
  - Working time
- Form „Declaration about the employment“ (Erklärung zum Beschäftigungsverhältnis) 2 copies – This form is to be completed by the prospective employer

- Current school or study certificate (original + 2 copies)
- Letter of motivation (original + 2 copies)
- Proof of qualification/foreign diploma (original + 2 copies), including German translation if documents are not German or English
- Curriculum vitae ( 2 copies)
- Proof of health insurance with coverage for Germany (original + 2 copies)
- if applicable: approval of the Federal Employment Agency (original + 2 copies)
- 75,- EUR payable in cash or credit card( Visa/-Mastercard) in HUF.  
Cash payments in EUR are not accepted.

**IMPORTANT INFORMATION:**

- Visa applications are accepted by appointment only. For appointments please use our [online appointment system](http://www.budapest.diplo.de/termin) that you find on our website at [www.budapest.diplo.de/termin](http://www.budapest.diplo.de/termin)
- All documents that are not in German or English must be submitted with a German translation.
- Please be informed that in case of incomplete documentation your application cannot be accepted and a new appointment has to be booked.
- Kindly come to the Embassy at least 15 minutes before the beginning of your appointed time-slot and bring the already filled in application forms and all necessary documents mentioned above as original including two copies. If you arrive later than 15 minutes after the beginning of your appointed time or without filled in application forms or documentation, you won't be admitted and have to get a new appointment.

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