



## Visa for vocational training (Section 16a Residence Act)

### General information

You apply for a visa **in person at the Embassy in Stockholm**, with all documents stated below. Applications are accepted by appointment only, which is to be booked **online, via the link on our homepage**. Please note that the processing of your application usually takes several weeks. You need to present your original passport when you apply.

### Basic information

- Documents not in the German language must be submitted with a certified German translation. A translation of the personal data page of the passport is, however, not required.
- Certificates, diplomas, etc. must be presented in the original with apostille/legalization. Your original documents will be returned to you once your application has been processed.
- As a rule, visa applications must be approved by the competent foreigners authority or the Federal Employment Agency in Germany. The visa can only be issued when this approval has been received.
- **Processing time is as a rule ca. 4 – 6 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please only book when you have received your visa.
- The embassy reserves the right to request further documents.
- Missing documentation delays the procedure and can result in your application being rejected.
- **Please do not contact the embassy to check the status of your application during the normal processing period.** Such inquiries are extremely time-consuming for the visa section and can thus not be answered.

### General information

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 out more about living and working in Germany at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).

Use the following checklist to make sure your application documents are complete. All documents listed here are to be submitted in the requested **form and order**.



### Visa application checklist

The following documents are to be submitted in full with every application.

- One fully completed and signed applications including declarations pursuant to Section 54 Residence Act
- One recent biometric passport photo (see specimen photos)
- Valid passport (personally signed and with at least two (2) completely empty pages)
- One uncertified copy of the data page of your valid passport
- A valid Swedish residence permit (original + 1 copy): *Uppehållstillstånd*-card
- Extract of the population register *Personbevis (familjebevis)* in English, issued, sealed and signed by the Swedish tax authority *Skatteverket*
- Application fee, at the moment **800,- SEK**, depending on exchange rate (originally **€ 75,-**). The fee can be paid with credit/debit card (MasterCard/VISA only) or in cash (Swedish kronor only)
- Postage fee 140,- SEK for registered mail return of your passport when the visa has been issued.
- Letter of motivation with one copy
- Training contract in German (where applicable recognised by the Chamber of Industry and Commerce) signed by the employer and the trainee (original with one copy) If stated in the deficit notification: registration for theoretical courses, in-company training measures (with further training plan) or exam preparation courses (original and one copy)
- One copy of the training plan
- Where not otherwise confirmed by the training centre:  
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
- Proof of adequate financial means  
  
Financing  
Proof of financing of at least 752 € net/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.  
Information about opening a blocked account you will find here [➔](#)



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- Where applicable, authorisation to take up employment issued by the Federal Employment Agency/Central Placement Office of the Federal Employment Agency (ZAV)  
*Note: German employers can apply for the authorisation needed for the visa application directly from the Federal Employment Agency/ZAV by presenting the training contract. If this authorisation is presented with the visa application, the visa section can process the application much more quickly.*

- Proof of adequate health insurance cover

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.

Please check our information sheet here →

**Please note:** The embassy reserves the right to ask for additional documents or information deemed necessary for processing your application at any time during the process and assumes no responsibility for applications submitted too close to your planned departure. Submission of the above-mentioned documents does **not** guarantee that a visa is granted.

**Please note:** The Visa Section is not able to **provide individual advice** or **pre-screening** of documents. In case of further **inquiries that are not being answered on our website**, you may contact the **Visa Section via** Email at [visa@stoc.diplo.de](mailto:visa@stoc.diplo.de)