

# Checklist for people interested in vocational training from non-EU countries

## How do I prepare to enter Germany?

### 1. Check conditions

- ✓ **For vocational training you need:** a recognised school-leaving-qualification.
- ✓ Get information on training places at [EURES](#).
- ✓ If you found a place to study or a place as a trainee, then start applying.



Take a language course: You need sufficient German language skills for your vocational training.

### 2. Visa

- ✓ As a citizen of **Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand, United Kingdom of Great Britain and Northern Ireland** or the **USA** you can enter Germany **without a visa**
- ✓ All other non-EU/EEA nationals require **a visa for entry**:
- ✓ Make a timely appointment at the German embassy.
- ✓ Bring the required documents for the visa application. Clarify beforehand the financing of your stay in Germany and bring the proof of financial means to the appointment.



If you stay longer than 3 months, you can apply for the necessary residence permit in Germany.

### 3. Entry / Arrival

- ✓ Your entry is sorted out? Book your journey to Germany.
- ✓ **From the first day** of your arrival, you need a valid [health care insurance](#). Take out a travel health insurance in your home country.
- ✓ Take some cash with you to get your first shoppings done

## Accommodations for trainees at the beginning

- ✓ Look for furnished apartments for subleasing.
- ✓ You didn't find a permanent residence? Try to find German shared flats in online portals.
- ✓ Let your local [Welcome Center](#) help you find an accommodation.
- ✓ Make it in Germany also provides tips on [looking for housing](#).

## 4. Registration of residence / Application of residence permit

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- ✓ A „reporting obligation“ („**Meldepflicht**“) exists in Germany. You have to register within **2 weeks** with the registration office.
- ✓ Make a timely appointment at the registration office and prepare the required documents: registration form, valid passport, lease or a confirmation from your landlord („**Wohnungsgeberebscheinigung**“).
- ✓ Make an appointment at the local foreign nationals' registration office. For the appointment you need:
  - filled and signed form
  - valid passport and visa
  - registration certificate
  - proof of financial means
  - valid health care insurance
  - fees up to 260 euros
  - Vocational training contract



Keep in mind, that a hotel address is not accepted everywhere.

## 5. Get settled

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- ✓ Make new friends in sports clubs or at public events.
- ✓ More opportunities on how to meet new friends in Germany are available on [Make it in Germany](#).

## Attachment: important documents at a glance

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You probably need the following documents down below. We recommend to bring certified copies or original documents (incl. certified translations) with you.

- **Valid Passport / ID**
- **Visa**
- **Credit or debit card**
- **Birth certificate (required for the registration with the registration office)**
- **Vocational training contract**
- **School-leaving-qualification**
- **Proof of German language skills or a planned participation in a language course**
- **Proof of funding your stay in Germany (for example: salary statements, it's necessary to grant a visa and for the residence permit)**
- **Proof of health insurance**