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.

2. Visa

✓ As a citizen of Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand 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. Clearify beforehand the financing of your stay in Germany and bring the proof of financial means to the appointment.

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 shopings done.
Accomodations for trainees at the beginning

✓ Look for furnished appartments 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

✓ 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 adress is not accepted everywhere.

5. Get settled

✓ 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

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 neccessary to grant a visa and for the residence permit)
- Proof of health insurance