



TLSCONTACT VISA APPLICATION CENTRE – EGYPT

LIST OF DOCUMENTS

INTERNSHIP/HOSTPITATION VISA

You wish to go to Germany for internship/hostpitation purposes and will stay no longer than 90 days

Note: *Visa Applications can only be accepted with complete documents*

You are kindly requested to submit the documents in the same order indicated below, as the following list will help you check whether all documents are fulfilled or not.

GENERAL DOCUMENTS

☐ **Valid passport**

- *Issued not earlier than 10 years ago;*
- *Valid for 3 months at least after the expiry date of the required visa;*
- *Containing 2 blank pages at least;*
- *Signed by the passport holder.*

☐ **Old passport**

☐ **Photocopies**

- *For both passports - all the pages (except all blank pages)*

☐ **[Visa application form](#)**

- *Duly filled and signed by the applicant in person*

☐ **[VIDEX Application form](#)**

☐ **[Questionnaire](#)**

- *Which has to be signed additionally by each applicant*

☐ **One identity photo**

- *Taken at most 6 months ago;*
- *Fulfilling the biometric standard;*
- *On a white background.*
- *Dimensions 5*5*

☐ **Medical insurance**

- *Valid for Schengen Area if you apply for short stay visa;*
- *Must cover medical fees and repatriation costs up to 30,000 Euro;*



- *Must cover the whole period of your stay.*

☐ **Mogamma certificate (movement certificate for the past 7 years)***

- **Only applicable for individuals older than 16 years old that never traveled to the Schengen area OR, applicants who lost their last passports.*

Note: Movement Certificate is still required if you have a Schengen Visa issued more than 7 years ago.

☐ **Parental authorization [form](#) for minors (under 18 years old)**

- *Should be signed by both parents or the legal guardian with proof from court;*
- *Should be signed at the Embassy itself or notarized at the Notary register office.*

DOCUMENTS RELATED TO THE PURPOSE OF VISIT AND THE FINANCE OF STAY:

☐ **Internship agreement**

☐ **AND/OR Acceptance letter from the German entity indicating** *The field of training, the purpose and duration of the internship*

☐ **Certificate of competence** *proving the qualification of the applicant for the internship such as:*

- *Previous internships or university certificates, letter from current or previous employer...*

☐ **Financing of the stay in Germany such as:**

- *Proof of remuneration compensation paid by the German entity during the internship **and/or***
- *Proof of personal financial ability (ie: recent bank statement or other assets...). **Or***
- ***A declaration of commitment** by the inviting company or a third person in Germany to bear the costs (by virtue of articles no. 66 and 68 of the German residence law). The form related to this article can be obtained from the foreign affairs department (Ausländerbehörde or municipality) in whose jurisdiction the inviting company's premise is located. **Or***
- *A blocked amount of 8,640 € on a German bank account; or maximum limit of 735€ per month*

☐ **Hotel reservation or proof of another accommodation** *(Including the specific address and telephone number)*

☐ **Round trip flight booking**

DOCUMENTS PROVING THE APPLICANT'S FINANCIAL TIES WITH EGYPT:

☐ **Bank documents**

- *Bank statement of the past six months with transactions in English;*
- *Saving accounts or other assets.*



☐ Occupation documents

For liberal professionals and/or business man:

- *An official transcript of the Commercial registration and Tax Card;*
- *A bank statement belonging to the company or the employer.*

For employees of the private or the public sector:

- **Bank statements of the company** (only for employees of the private sector);
- **Letter of the employer** including the following details:
 - *Company details : Address, fax & telephone number, e-mail address;*
 - *A contact person (to be contacted when needed);*
 - *Name and position of the person signing the letter;*
 - *Full name of the employee applying for the visa, job grade, monthly or yearly salary and start date of employment;*
 - *Indication whether the employment is temporary or permanent;*
 - *Reason for traveling to Germany and the duration of stay;*
 - *An indication on who will bear the cost.*

For students: School or University certificate of enrolment.

General information concerning your visa application

Any original document must be submitted with a photocopy.

*For the following documents, the **original** - if submitted - **will not be returned, but kept at the Embassy** with the application file:*

- *Mogamma Certificate;*
- *Invitation Letter;*
- *Employment Certificate or School or University Certificate of Enrollment;*
- *Bank Statements.*

Any original document submitted in Arabic must be translated into German or English by a certified translator (except the movement certificate is issued by the Mogamma).

[List of certified translators by the Embassy of Germany in Cairo.](#)

A list of certified English translators is available on the website of the [British Embassy](#) or the [American Embassy](#).

The Embassy reserves its right to suspend, in certain cases, the visa decision depending on the submission of additional documents requested.



Additional information on the visa procedures:

Children under the age of 12 years old are **not allowed** to enter the center.

The Embassy of Germany in Cairo only processes visa requests of people **residing in Egypt**.

Each applicant **must come in person** in order to proceed to the biometric data capture. Personal appearance is mandatory for all visa applicants unless you are exempted from biometric data capturing. If you are exempted from biometric data capture, a representative can apply on your behalf. The representative has to provide a signed letter of authorization as well as the original and copy of his /her ID card. The representative cannot be a minor. Only applicants who are within the following categories are **exempted**:

- *Children under the age of 12.*
- *Applicants who have had a previous Schengen visa delivered within the past 59 months. Applicants need to provide a photocopy of this visa sticker as a proof. However, the local consular authority may request you to submit the biometric data again.*

Your visa application will not be accepted unless your **main destination is Germany**. If this is not the case or in case of incorrect documents submitted your visa request will be refused.

- *If you intend to visit several Schengen countries, you must apply for a visa at the Embassy or Consulate of the country in which you will stay the **longest duration**.*
- *If you intend to visit several Schengen countries but do not have a main destination (i.e. the duration of your stay is the same in different countries), you should apply for a visa at the Embassy or Consulate of the country that is your **first point of entry**.*

With the introduction on the 5 of April 2010 of the new Visakodex system, **the validity of the visa** in the Schengen Area may be prolonged by the Visa Section for 15 additional days. This additional period is aimed to provide the traveler certain flexibility with regard to their final travel dates. The granting of this additional period is, however, permitted only if the applicant submits a corresponding travel insurance.

The travel insurance shall **either** cover the scheduled period of stay (without additional period) if the period of stay from the day of entry in Germany is up to 10 days maximum, or cover the scheduled period of stay plus the additional 15 days.

Note: the above mentioned extension refers only to the **validity of the visa**, not the allowed period of stay.

The visa processing time varies between 9 to 11 days depending on the completeness of the applications. This delay is not guaranteed and can be extended depending on each case.

Fees of the visa:

- *The visa fee is 60 € (to be paid in national currency).*
- *Children under 6 years are free of charge.*
- *Children between 6 and 12 years are charged 35 EUR.*
- *The **application form** is free of charge.*



- *TLSccontact service fee shall be paid for all visa application. For more details about all fees, please visit the Application fees [page](#).*

VIDEX Application form has to be filled online through the VIDEX portal. Your file can then be saved and printed. Further details can be found on: <https://videx.diplo.de/>

Family member of EU citizens. According to the directives concerning the freedom of movement and the law on the free movement of persons among the **European Union** countries, family members of **EU citizens (not including family members of German nationals travelling to Germany)** can apply without booking an appointment at TLSccontact and benefit from facilitated process. Are considered family member of EU citizens their spouses, their life partners and the line descendants (children and grandchildren under the age of 21 years old) and line ascendants (parents and grandparents) of the EU citizen.

More information can be found on TLSccontact [FAQ](#) page.