

## Information sheet: National visa

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

#### Basic information

- For general information please see our website <https://lusaka.diplo.de/zm-en/service> and our Visa Navigator <https://visa.diplo.de/en/#/vib>
- Documents not in the German/ English language must be submitted with a certified German translation. A translation of the personal data page of the passport is not required.
- All documents must be presented as original, certificates must be presented with apostille/legalisation. Your original documents will be returned to you once your application has been processed.
- **Processing time is approx. 4-8 weeks** but can take longer in individual cases.
- Flight reservations are not required to apply for a visa – please book your flights only 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**.

<b>Visa application checklist</b>	
The following documents are to be submitted in full with every application.	
	<b>Missing</b>
Two (2) fully completed and signed applications including declarations pursuant to Section 54 Residence Act	
Where applicable, two (2) declarations fully completed and signed regarding contact details and power of attorney	
Two (2) recent biometric passport photos (see specimen photos)	
Valid passport (personally signed and with at least two (2) completely empty pages)	
Two (2) uncertified copies of the data page of your valid passport	
Letter of motivation with one (1) extra copy	
Training contract in German (where applicable recognised by the Chamber of Industry and Commerce) signed by the employer and the trainee (original with two (2) copies)	
Two (2) copies of the training plan	
<p>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) <i>or</i> Proof of registration for a preparatory intensive language course</p> <p>Sufficient to prove your knowledge is submitting a language certificate which has been acquired on the basis of the standards of the Association of Language Testers in Europe (ALTE standard). These ALTE standards apply to certificates issued by any Goethe Institute (GI) for the A1 language examination "Start Deutsch 1" (or a higher certificate of the Goethe Institute). Certificates from other language schools not meeting the ALTE standards cannot be accepted.</p> <p>As there is currently no Goethe Institute or certified Institute in Zambia or Malawi to take specific Language Test, we suggest to contact the Goethe Institutes in the neighbouring countries:</p> <p>Goethe-Zentrum in Harare, located at the Zimbabwe German Society, 51 Lawson Avenue, Milton Park, Harare, Contacts: Tel.: +263 4 705753 / +263 773 222 314 / E-Mail: <a href="mailto:info@goetheharare.org">info@goetheharare.org</a> Goethe-Institut in Johannesburg, South Africa, 119 Jan Smuts Avenue, Parkwood 2193, Postadresse: Private Bag X18, Parkview 2122 Tel. +27 11 4423232, Fax +27 11 4423738, <a href="mailto:Info-Johannesburg@goethe.de">Info-Johannesburg@goethe.de</a> Goethe-Institut Namibia, 1–5 Fidel Castro Street, P.O.B. 12 08, Windhoek, Tel. +264 61 225700, Fax +264 61 221256, <a href="mailto:info.windhoek@goethe.de">info.windhoek@goethe.de</a></p> <p>Additionally you may consider online courses or self-learn language courses via internet, books and/or CDs on the market.</p>	
Proof of adequate financial means	
<p><u>Financing</u> Proof of financing of at least 744 € net /929 € gross ( as of 2020: 752€ net/</p>	



	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.	
	Where applicable, authorisation to take up employment issued by the Federal Employment Agency/Central Placement Office of the Federal Employment Agency (ZAV) <i>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.</i>	
	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.	
<b>Applicant of a nationality other than Zambian</b>		
	Zambian residence permit	
<b>Fee</b>		
	Visa fee of 75 €. Payable in ZMW and cash only.	
<b>Completeness of application</b>		
The application is complete: <input type="checkbox"/> Yes <input type="checkbox"/> No, the information/documents indicated above are lacking.		
<b>Declaration when applications are not complete:</b> I have been informed that my application is not complete. I am aware that submitting an incomplete application can lead to the application being rejected. I would like to submit my application nevertheless.  _____ place, date, signature		