



## VISA D APPLICATION – TRAINEESHIP IN FLANDERS AS AN OBLIGATORY PART OF YOUR STUDIES IN GERMANY

**IMPORTANT:** This checklist is only applicable for a visa application for a traineeship in the Region of Flanders.

Please note that the procedure is different if you do a traineeship in the Region of Brussels or Wallonia: in this case prior to the visa application, a Belgian single permit needs to be issued to you by the regional authorities in Belgium. The Belgium-based employer, or his representative, needs to apply for this single permit at the competent regional authority which is either Brussels, Wallonia or East Belgium (German speaking Community). In case the applicant is exempted from the work permit, the relevant certificate needs to be provided. For more information: please contact the regional authority involved:

- Brussels Capital Region: : <http://werk-economie-emploi.brussels>
- German speaking region: [www.ostbelgienlive.be/](http://www.ostbelgienlive.be/)
- Wallonia: <http://emploi.wallonie.be>

Embassy check	Applicant check	Document number	Original and/or copy	Description of the document
		1.	original	This checklist, with boxes 'applicant check' ticked and documents in the sequence of this checklist in two separate sets.
		2.	2 originals	<a href="#">visa application form</a> duly completed. Signed and dated in field 36+37 as well as on the last page of the form.
		3.	2 originals	<b>Recent passport-sized photo (not older than 6 months)</b> according to the <a href="#">ICAO regulations</a> .
		4.	2 copies	A <b>copy of the first three pages of your valid passport</b> , including the page with your name and the expiry date and a copy of all the pages containing visa and entry-exit stamps. A valid passport: must be issued less than 10 years ago, contain at least two facing empty visa pages, and is valid for at least 12 more months at the moment of your visa application.
		5.	2 copies	A copy of your <b>German resident permit</b> (Aufenthaltstitel/Fiktionsbescheinigung/Blue Card or equivalent), if applicable a copy of the front and back side any extra paper provided with your residence permit (Zusatzblatt).
		6.	Original + 1 copy	<b>Original certificate of good conduct</b> , issued less than 6 months ago, covering the past 12 months. If necessary from different countries where you lived for the past 12 months. The German certificate of good conduct ( <i>Führungszeugnis</i> ) can be applied for at the local German town hall of your place of residence or at the Federal Office of Justice ( <i>Bundesamt für Justiz</i> ). German documents don't need to be translated, nor legalized/bear an apostille.
		7.	Original + 1 copy	Original <a href="#">medical certificate</a> , issued less than 6 months ago, attesting that you are not carrying any of the diseases which might endanger public health. The specific form must be properly completed, signed and stamped by a doctor of  OR a copy of your <b>medical certificate for work permit</b> .

		8.	Original +1 copy	<p>Proof of payment of <a href="#">the contribution fee</a> to be transferred to the account of the Ministry of Interior in Brussels . To be paid prior to sending of the visa application. The amount paid must cover both the administrative fee <u>and any bank charges</u> (please check with your banking institution before paying the fee). The Immigration office will check whether the amount received fully covers the administrative fee. This contribution is to be paid on top of the handling fee.</p> <p>Bank details: Bpost n.v., Muntcentrum, B-1000 Brussel. Beneficiary: FOD Binnenlandse zaken, Dienst Vreemdelingenzaken, Antwerpsesteenweg 59B, B-100 Brussel. Account Information: IBAN: BE57 6792 0060 9235 BIC: PCHQBEBB, Reference: Family name &amp; First name of applicant (as mentioned in the passport), nationality, date of birth: day (DD)-month (MM)-year (YYYY).</p>
		9.	Original + 1 copy	<p>Proof of payment of the <b>visa handling fee of 180 € to be transferred to the bank account of the Belgian Embassy in Berlin</b>. To be paid prior to sending your visa application. The amount paid must cover both the handling fee and <u>any bank charges</u> (please check with your banking institution).</p> <p>Bank Details: Berliner bank. Beneficiary: Belgian Embassy Berlin, Jägerstraße 52-53, 10117 Berlin. Account Information: IBAN: DE57 1007 0848 0512630500 BIC: DEUTDEDB110 Reference: Family name and first name of applicant, nationality.</p>
		10.	Original + 1 copy	Documents relating to your activity in Belgium (e.g. copy of the traineeship agreement and/or invitation letter with information regarding the duration of the traineeship, work hours and remuneration,...)
		11.	Original + 1 copy	A proof from your Germany university/school that you are subscribed as a student and that this traineeship is an obligatory part of your studies (with reference to your name, the period in which the traineeship is to take place ).
		12.	Original + 1 copy	A proof of financial means, for the whole period of your stay in Belgium, covering at least <b>910,52 € (01.09.2018) NET</b> per month. This can be a proof of scholarship of at least 910,52 € per month, a remuneration of at least 910,52 € per month or a legalized pledge of financial support ( <a href="#">Annex 3Bis</a> ). Money on a bank account is not accepted as proof of sufficient financial means.

**I HAVE BEEN INFORMED THAT:**

- My application will only be eligible for processing when the submitted file is complete.
- Additional documents may be requested.
- Visa applications can only be submitted via regular registered post.
- ALL documents included cannot be older than 6 months.
- Official documents issued abroad must be legalized or bear an apostille, depending on the country whence they originated, unless a treaty provides for exemption from this process. More information on the legalization of documents, can be found under [here](#). Documents issued abroad in a language other than Dutch, English, French or German must be translated by a sworn translator.
- All applicants aged 6 and more, applying for a long-term visa (D) to stay in Belgium, will need to have their biometric data (10 fingerprints + digital picture) registered at the Belgian embassy in Berlin before the visa can be issued.
- As you are exempt from the work permit, the application will be forwarded to the Belgian Immigration authorities for approval.
- You will receive an appointment to fetch the visa as soon as your application is approved by the Immigration Office in Belgium.

**Applicant's signature:**