

STANDARD DOCUMENTS

- **Passport**
(The passport must be valid at least 3 months after expiry of the visa applied for)
- **Travel Health Insurance (when non-EU)**
From ADAC, Allianz, Barmer
(The minimum coverage amount of the travel health insurance must be 30,000 € and must be valid in all Schengen countries. It is advised that the insurance covers all illness situations, 1 day before your journey begins and 1 day after your trip ends.)
- **Internship documents**
(Learning Agreement, Acceptance Letter, Motivation Letter, CV, Criminal Records)
Please utilize the format:
Curriculum-Vitae-Name-Last Name´23,
Motivation-Letter-Name-Last Name´23
Erasmus Traineeship Learning Agreement Letter Name-Last Name´23
(Before sending the document to be filled in and signed, make sure all your personal/school information, all our public information and the dates are correctly filled.)
- **Student Certification**
(A state of education certificate of the applicant provided by his/her studying school is required.)
- **Scholarship Grant Certificate**
(Documents referring to the applicant's means of living during his/her stay in Germany. (e.g.: a document about the scholarship of the trainee, the scholarship amount and period of the scholarship.)
- **Visa Appointment and Visa Documents**
Update of your visa appointment and visa status on 14-day intervals.
-Please make sure to start your visa process min. 2 months before your internship start date.
-Make sure to start your accommodation search as soon as possible, please be aware and careful of possible scammers.
- **(If from Turkey, euro account from Teb Bank to use in Germany without extra exchange costs.)**

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