

## The International Office

# VISA PROCESS FOR INTERNSHIPS IN SELECTED COUNTRIES



We trust that the provided information will be beneficial in navigating the complexities of your international internship pursuits.

It's essential to recognize that the data presented here serves as a database reference and is not provided with any explicit guarantee.

We strongly advise you to seek more specific details through the official channels of the embassies and to contact the relevant authorities for the most current and accurate information. Our goal with this document is to provide comprehensive support throughout your visa application process.

Best wishes on your academic journey!

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<b>SPAIN</b>	
<b>EU citizens:</b>	Do not need a visa.
<b>Non-EU citizens:</b>	Do need a visa.
<b>Documentation to be submitted:</b>	<ol style="list-style-type: none"> <li>1. Visa Application Form (<u>Formular</u>): Each applicant, shall complete in all sections and sign a visa application.</li> <li>2. Passport (valid for the entire period of stay)</li> <li>3. Valid residence permit for Germany.</li> <li>4. Two photographs: A recent photograph, passport size, in color, with a white background, taken from the front, without dark glasses, reflections, or clothes that hide the oval of the face. (<u>Example</u>)</li> <li>5. Certificate of recent city registration (Meldebescheinigung not older than 3 months). No translation is required.</li> <li>6. Certificate of criminal record with an apostille from Germany and from each of the other countries in which you have resided in the last 2 years. The certificate with apostille must be translated into Spanish by an approved translator and the signature of the translator must also bear an apostille. <u>In this link is the list of translators recognized by the MAEC.</u></li> <li>7. Responsible declaration of no criminal record for the last five years, in Spanish.</li> <li>8. Residence permit for internships issued by the Government Delegation. For this point, firstly, you are going to need a contract with the institution offering you the internship to obtain a residence permit on your behalf. This applies if the practice lasts more than 90 days and should be requested in Spain, through the Government Subdelegation.</li> <li>9. Visa application fee: The visa fee may vary according to the nationality of the applicant.</li> </ol>
<b>Procedure:</b>	<p>The visa application shall be submitted in person by the applicant. Place of presentation: The application is submitted at the Consular Office. It is necessary to request an appointment by sending an e-mail to <a href="mailto:emb.berlin.sc@maec.es">emb.berlin.sc@maec.es</a>.</p> <p>Proof of delivery: The Consular Office will deliver to you a receipt of the application with a code that allows to verify the state of processing of the file through the link: <a href="https://sutramiteconsular.maec.es/">https://sutramiteconsular.maec.es/</a></p> <p>Correction of the application: The Consular Office may ask you to submit the missing documents, or to provide additional documents or data. It may also summon you to a personal interview.</p>



	<p>Deadline for decision is 10 days from the day following the date of submission of the application, but this deadline may be extended when additional documents or an interview is requested.</p> <p>Withdrawal of the visa: The visa must be withdrawn personally by the applicant, without the need for an appointment, within a maximum period of 1 month.</p>
<b>Visa Fee:</b>	<p>The visa fee is an amount equivalent to 80 euros.</p> <p>For nationals of Australia, Bangladesh, Canada, the United States of America, and the United Kingdom different rates are applied for reasons of reciprocity. In these cases, the amount of the fee must be consulted with the Consular Office.</p>
<b>Web Page:</b>	<p><u><a href="#">Consular services Spain - Website</a></u></p> <p><u><a href="#">Foreign Ministry Spain - Website</a></u></p> <p><u><a href="#">Spanish embassy in Germany- Website</a></u></p>

<u>ITALY</u>	
<b>EU citizens:</b>	Do not need a visa.
<b>Non-EU citizens:</b>	Do need a visa
<b>Documentation to be submitted:</b>	<ol style="list-style-type: none"> <li>1. Fill the Visa <u>application</u> form</li> <li>2. Photograph - passport size, in color, with a white background, taken from the front, without dark glasses, reflections, or clothes that hide the oval of the face. (<u>Example</u>)</li> <li>3. Valid travel document (Passport) whose expiry date is three months longer than that the requested visa.</li> <li>4. Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in <u>Table A</u></li> <li>5. Statement about the availability in Italy of suitable accommodation, as well as the sum needed for repatriation, which may be verified by submitting a return flight ticket.</li> <li>6. Health/insurance cover for medical and hospital admissions that should not entail limitations or exceptions.</li> <li>7. Internship documentation. Special agreement between the promoter and the hosting employer</li> </ol>
<b>Procedure:</b>	Fill in your personal data on the Webpage of the <u>Ministry of Foreign Italy</u> to see what is the legal status of your passport and you will receive a guided procedure for your visa application, according to your nationality you will be provided with all the information and forms necessary to submit your application.
<b>Visa Fee:</b>	€ 50.00
<b>Web Page:</b>	<u>Ministry of Foreign Italy</u>

<b>FRANCE</b>	
<b>EU citizens:</b>	<p>EU, Monaco and Andorra, for all territories, Citizens of the European Economic Area (EEA) and Switzerland.</p> <p>Do not need a Visa.</p>
<b>Non-EU citizens:</b>	<p>Do need a Visa.</p>
<b>Documentation to be submitted:</b>	<p>Your project must be part of a training course organized in your country of residence (school curriculum, university degree, or qualification) or an EU cooperation program or an intergovernmental scheme in the fields of education, training, youth or culture.</p> <p>If the duration of your work placement does not exceed 90 days, you will be issued a <u>short-stay visa</u>;</p> <p>If the duration of your work placement exceeds 90 days, you will be issued a <u>long-stay visa</u>, equivalent to a residence permit, which you will have to have validated <u>following your arrival in France</u>.</p> <p><b>Documents to submit:</b></p> <ol style="list-style-type: none"> <li>1. Passport (original + copy in color), issued less than 10 years ago, which is valid for at least three months after the date of the expiration of the requested visa for internship.</li> <li>2. Two recent ID pictures (<u>Example</u>)</li> <li>3. The supporting documents (originals and copy)</li> </ol> <p><b>Important:</b> Documents in languages other than French or English may be required to be translated into French.</p> <p><b>Supporting documentation</b></p> <p>In addition to the supporting documentation related to your personal situation, you must include the <u>training agreement (pdf - in French only)</u> concluded between yourself, the training establishment, and the host company in France.</p> <p>If the duration of the work placement exceeds 90 days, the agreement must first be validated by the French authorities following a request from your host company or training establishment. <b>NB:</b> Canadian nationals coming to France to take part in a work placement scheme are not required to have their agreement signed by the Préfecture (police station).</p> <p><b>Details about financial resource conditions</b> You must be able to prove that you receive the equivalent of the basic monthly maintenance allowance paid to French Government scholarship holders, i.e. 615 Euros, the allowance paid to you by the company will be taken into account when evaluating your financial</p>

	<p>situation. <b>NB:</b> Interns taking part in a European Union cooperation programme or an intergovernmental scheme do not need to prove their financial resources.</p>
<p><b>Procedure:</b></p>	<p>Step 1 - Gather information on your situation.</p> <p><i>Seek information and check if you need a visa or not.</i></p> <p>This <a href="#">visa wizard</a> will help you determine your situation, the visa requirements, as well as the visa fees and required supporting documents.</p> <p>If you have stayed in the Schengen Area within the past 6 months please use the Visa Calculator tool to determine the precise number of days remaining for your authorized stay (<a href="#">online calculator</a>).</p> <p><i>Determine which authority is approved to receive your application.</i></p> <p>In addition to providing important general information, this link offers <a href="#">specific pages related to your place of residence</a>, so that you can access the most accurate information for your visa application.</p> <p>STEP 2 - Set up my online application.</p> <p><i>Fill out the visa application form.</i></p> <p>If your home country is eligible, you must fill out the online application form.</p> <p>Tutorial : <a href="#">Completing your visa application online</a></p> <p>Before validating and printing out your application, you will be asked to create a personal account that includes your email address After this step, you will receive the list of required supporting documents and have the opportunity to book your appointment.</p> <p>Tutorial : <a href="#">How to create your account</a></p> <p>If your country is not eligible, please check the appropriate procedure on your <a href="#">country of application page</a>.</p> <p>Step 3 - Book your appointment.</p> <p><i>Make an appointment with the visa application center.</i></p> <p>Make sure you allow enough time before your departure date to schedule an appointment to have your application reviewed.</p> <p>Check on the average appointment waiting time to ensure that you are able to submit your application three months to two weeks prior to your departure date for a long stay visa, and 6 months to two weeks prior to your departure date for a short stay visa.</p>



	<p>You will find all the necessary details to make an appointment on the <a href="#">country of application page</a>.</p> <p>Step 4 - Submit your application.</p> <p><i>Go to the appointment with your application.</i></p> <p>You must attend your appointment with <b>all the required documents</b>.</p> <p>Step 5 - Track your application.</p> <p><i>Tracking your application and collecting your passport</i></p> <p>Your application is monitored by the visa center where you applied. For details, go to our track the progress of your application page.</p> <p>You will be notified when your passport is ready for collection from the visa center where you applied. Visa applications are generally processed within 15 days. This period can be extended up to 45 days in particular cases if the examination of the application justifies it.</p> <p>In some instances, the passport can be sent by postal services.</p>
<b>Visa Fee:</b>	<p>Visa application fees are composed of:</p> <p>The administrative costs incurred for the processing of your application. The amount paid is kept by the administration, even in cases where visas are denied. For more details, please refer to the <a href="#">table of application fees by visa type (pdf)</a>.</p> <p>The service fee may differ from one country to another, but may not exceed € 40 per visa application.</p>
<b>Web Page:</b>	<p><a href="#">Official Website for Visa application</a></p> <p><a href="#">Official Website of French administration</a></p> <p><a href="#">Directory of French embassies and consulate</a></p>



<b>NETHERLANDS</b>	
<b>EU citizens</b>	Do not need a visa.
<b>Non-EU citizens</b>	You may need a residence permit in order to live in the Netherlands. Sometimes you will also need an authorization for temporary stay (MVV).
<b>Documentation to be submitted:</b>	The exact visa you need depends on your nationality and the duration of your study programme or internship. Use the <a href="#">Visa Advisor</a> to find out if you need a residence permit or MVV.
<b>Procedure:</b>	<p>If you are coming to the Netherlands for more than 4 months for a study programme or internship, you must register with the Dutch municipality where you are living. Your information will then be entered into the <a href="#">Personal Records Database (BRP)</a>. If you are staying less than 4 months, you must register at an RNI municipality and your information will be entered into the <a href="#">Non-residents Records Database (RNI)</a>.</p> <p>When you register in the Personal Records Database (BRP) or Non-residents Records Database (RNI) you will be given a citizen service number (BSN). You need a BSN if you want to arrange something with the Dutch authorities.</p> <p><a href="#">Taking out insurance</a></p>
<b>Visa Price:</b>	€ 80
<b>Web Page:</b>	<p><a href="#">Studying and internship in the Netherlands</a></p> <p><a href="#">Holland Embassy in Germany</a></p>



<u>USA</u>	
<b>Foreign citizens:</b>	Generally, a citizen of a foreign country who wishes to enter the United States must first obtain a visa, either a nonimmigrant visa for temporary stay, or an immigrant visa for permanent residence. Exchange visitor (J) visas are nonimmigrant visas for individuals approved to participate in exchange visitor programs in the United States.
<b>Documentation to be submitted:</b>	Some requirements vary by country, check the web site for your nationality. <a href="https://www.usembassy.gov/">https://www.usembassy.gov/</a>
<b>Procedure:</b>	<p>The first step is to apply for and be accepted into an exchange visitor program through a designated sponsoring organization in the United States. Visit the Department of State <a href="#">J-1 Visa Exchange Visitor Program</a> website to learn about program requirements, regulations, and more.</p> <p>After the exchange visitor program accepts your participation, <a href="#">Students and Exchange Visitor Information System (SEVIS)</a> you will be registered and must pay the SEVIS I-901 fee (except in certain cases – consult your exchange visitor program sponsor). Visit the U.S. Immigration and Customs Enforcement (ICE) <a href="#">Student and Exchange Visitor Program</a> website to learn more about SEVIS and the SEVIS I-901 Fee.</p> <p><b>GUIDE</b></p> <p><a href="#">How to Apply to the Exchange Visitor Program.</a></p> <p><a href="#">Intern Program Visa info</a></p>
<b>Visa Fee:</b>	160 \$ - 185 \$
<b>Web Page:</b>	<a href="#">Student and Exchange Visitor Information System</a> <a href="#">Websites of U.S. Embassies, Consulates, Diplomatic Missions, and Offices Providing Consular Services</a>