

Informative Note/Merkblatt 46F: Erasmus+ Internship/Erasmuspraktikum

Note for navigation in the document/Hinweis zur Navigation im Dokument:

For the Turkish language version, see the letter A;

Deutsche Sprachversion: siehe Buchstabe B;

A. Turkish Language Version

What documents do I need?

- 2 application forms: You can find the application form [here](#). Alternatively, you can print it out using the [Online Application Form](#). Those who have reached the age of 18 must personally sign the application form; The child's form is signed by the custodian.
- Valid passport and 2 photocopies of the page with personal information (page with photo) in the passport.
- 2 passport size pictures: The passports must be biometric, not older than 6 months and must be 35 x 45 millimetres in size. You can find detailed information about biometric photography [here](#).

Please also bring the original and two photocopies of the following documents with you. German translations of Turkish documents are also required.

- Confirmation letter in German or English from the university in your hometown where you are studying
- Completely completed internship contract “Learning Agreement for Traineeships” (important: **“Table B” part must be filled in clearly and only, only the fields applicable to your situation must be filled**).
- Internship contract or invitation from the employer in Germany
- Documents proving how you will make a living:
 - 1) Document showing the scholarship amount **and/or** intern salary
AND
 - 2) Document how the missing amount between the monthly scholarship/salary received for the period of stay and the amount determined by the Federal Education Incentive Law (BAföG) will be financed [Note: For the required funding limits, you can get information from the website <https://tuerkei.diplo.de/tr-de/service/05-VisaEinreise/-/2307308>]. You can choose one of the following options:
 - ◆ Guarantee payment to a blocked account in a bank in Germany (“Sperrkonto”, https://tuerkei.diplo.de/tr-de/service/05-VisaEinreise/-/2307308#content_4).

- ◆ Submitted to a Foreigners Office in Germany, Articles 66-68 of the Residence Act. an undertaking according to its articles (Verpflichtungserklärung). The commitment must include the phrase "Bonität nachgewiesen" (proven solvency) and specify "Studium" (University education) or "Sprachkurs und Studium" (Language course and university education) as the purpose of stay in Germany.
- Foreign health insurance certificate (A/T 11 certificate) issued by SGK in Turkey or health insurance covering the entire internship period.
- For internships in Germany, the minimum wage payment generally applies to the Minimum Wage Act.

There is an **exception to the minimum wage application** in the following cases (Minimum Wage Law, Article 22, Paragraph 1).

-You are doing a kind of internship called “compulsory internship”. In this case, please submit the document that you will receive from the university in Turkey showing that there is an internship obligation. Clearly filling in the "Table B" table in the "Learning Agreement" document is sufficient as proof of the internship obligation.

-You are doing a voluntary internship in a field related to your education and you have not yet completed your internship at the employer. In this case, an exemption from the **minimum wage** can only be granted for an internship of up to three months.

If there are no exceptions, you must prove that your internship provider pays the legal minimum wage. The minimum wage must be paid by your internship provider and cannot be covered by your own financial means, contributions from third parties, or scholarships.

You can find more information about the minimum wage for internships on the website of the Federal Ministry of Labor and Social Affairs:

<https://www.bmas.de/DE/Arbeit/Arbeitsrecht/Mindestlohn/mindestlohn-praktikum.html>