

Document Checklist

First Profile Analysis Call

Applicant name: _____ Date: _____

Please send the documents below **before your call**. This helps us understand your profile and plan the best next steps for you.

No.	Document	Requirements	Ready
01	CV	Up to date, clear and easy to read. 1-2 pages.	☐
02	Motivation Letter	Explain why you want to do an Ausbildung in Germany.	☐
03	Passport	Photo page and any pages with your details. Must be valid.	☐
04	Birth Certificate	Full copy of your birth certificate.	☐
05	Educational Qualifications	School and college certificates and mark sheets.	☐
06	Work Experience	Experience or internship letters (if you have any).	☐
07	Language Certificate	German (A1, A2, B1...) or English, if you have one.	☐
08	Vaccination Certificate	Must show: Measles, Rubella, Hepatitis A, Hepatitis B and Corona (COVID-19).	☐
09	Passport-size Photo	Recent photo with a plain light background. Send as JPG.	☐

Translation Requirements

1. Documents must be in **English or German**.
2. Documents in any other language (for example Malayalam or Hindi) need a **translation**.
3. Use a **certified translator**. Please do not translate documents yourself.
4. The translation must carry the translator's **stamp and signature**.
5. Send the **original document and its translation together**, in one file.
6. Names, dates and numbers must **match your passport exactly**.

Submission Format

Send clear scans or photos (PDF or JPG) with all four corners visible. Use one file per document and name it clearly, for example *Passport_YourName.pdf*.

Need Assistance?

Document Translation

For help translating your documents

Peter P Geevarghese
+91 9544973662

CV & Motivation Letter

For help preparing your CV and letter

Felix Johny
+91 7356287524