Guidelines to Apply for Work Authorization in Germany

Work Authorization Details

- It will take approximately 3-4 weeks to process your work authorization, once all necessary documents are received from you and your host company.
- You will be responsible for the $350 application fee. This will be billed to your Princeton University Student Account by Cultural Vistas after your application has been processed. The fee may be covered by your travel grant; please contact Angiras Arya <swp@princeton.edu> for details.
- Once Cultural Vistas obtains your work authorization, this will be mailed to your host company in Germany.

Visa Details

- US citizens do not need a visa. Citizens of other countries may need to apply for a visa. Cultural Vistas will inform you if you require a visa and will assist you with the visa application process.

Work Authorization Application Process & Requirements

You will complete most of the application online through the Cultural Vistas website. Please request a password to access the Cultural Vistas online application for the Independent Work Abroad Program in Germany.

These components can be completed/ uploaded online through the Cultural Vistas website:

1. Online application form
2. Copy of unofficial transcript
3. Resume in English or German
4. Copy of the picture page of your passport
5. Statement of Insurance Coverage
   Note: If you have Princeton’s Student Health Plan, this will cover you abroad. If you do not have Princeton’s Student Health Plan, you will need to obtain HTH Health Insurance, currently $55 a month through Cultural Vistas.
6. Completed Terms of Participation and Participant Code of Conduct Form
7. Completed financial obligation form. The top portion should be completed by your parent/guardian, the bottom portion should be completed by you, and your parent/guardian should sign the bottom of the form.

Submit as many application materials online as possible. However, should you encounter any difficulties in uploading your application materials, please feel free to send them via email to kholubova@culturalvistas.org or rrutherford@culturalvistas.org. You may preview and edit your application at any time until you have clicked on the “Submit” button. To preview your application, click “Print Version”. When editing your application, please be sure to click “Save” before exiting to ensure that all data is saved. We encourage you to print a copy of your completed application before submitting it. Please note that once an application has been submitted, it is considered final!

The original Certificate of Enrollment will be completed by Angiras Arya on your behalf.

Questions? Contact us:

Katerina Holubova: kholubova@culturalvistas.org or 212-497-3515
Contact Ronda Rutherford: rrutherford@culturalvistas.org or 212-497-3508