



Information for newly arrived foreign students (not for nationals from EU countries)

1. What is to be done?

After your arrival you have to register at the address registration office by presenting your passport (best within a week of your entry). Before your visa expires you need to apply for a residence permit at the foreigner's office.

Necessary documents:

- application form
- valid passport (if applicable with visa)
- biometric passport photo
- certificate of studies (e.g. admission certificate, study certificate)
- provide documents to prove that your subsistence is guaranteed (if you are still in your study preparation
you also need to provide proof of your health insurance)
- Charge 110,00 €

2. Residence permit, Issue, Extension

The residence permit is regularly issued and extended for 2 years. Exceptions are for example university preparatory courses, where the period of validity is matched with the duration of the particular preparatory course. The residence permit is not granted or extended over the expiry date of your passport. The charge for the extension is 80.00 Euro. For the extension of your residence permit you will also need to present your study certificate and if changes have occurred in your financial situation, also current documents on your finances. You should apply for an extension 6 – 8 weeks before your permit expires.

For necessary trips abroad, which would exceed the expiry date of your residence permit, an exception can be made, if the necessary proof for the need of this trip (for example a practical work experience in your home country) is provided. In this case the residence permit can be extended further in advance.

3. Preparation and duration of study / certification of Study progress

The attendance of a language course must not exceed 12 months and only in exceptional cases can it be 18 months. Altogether the study preparation (language courses and study lectures) may not exceed 2 years. If the average study time is exceeded you need to provide a so-called study progress certificate for the application of an extension of your residence permit. This means that for each individual case the university certifies the foreign student's

- proper course of studies
- the predicted length of the studies and
- assesses the success of the studies

4. Change in the reason for the residence/change of study subject

The reason for the residence is determined by the study subject which is entered in the residence permit. Because the permit can not be extended when the reason for residence has changed without permission by the foreigner's office it is advisable to seek counselling prior to a planned change so that an individual solution can be found. As a rule it can be said it is not a change in the residence reason, if:

- the course of studies is changed within the first 18 months after the start of studies
- a one-semester so-called practical work experience is being served

A change in your study subject is only permissible if your studies can be completed within a total of 10 years. In any change of the study subject the obligation of your residence permit has to be amended by the foreigners office.

5. Conditions/Jobs

The residence permit entitles you to study. Taking up work is prohibited. Study-related laboratories are permitted. Additional occupations up to 90 full days or 180 half days are regularly permitted with the beginning of your special study.

6. Joining families

The student's family (spouse and underage children) may only join the student if maintenance and health insurance are guaranteed.

7. Proof of sufficient financial means for residence as a Student

Issuing a residence permit requires a guaranteed subsistence and health insurance.

The monthly amount of funds which have to be substantiated for secured means of subsistence are equivalent to the German Financial Student Aid Program (BaFöG). Currently this means a monthly amount of 659,00 €. If the apartment rent including all additional charges is less than 224,00 € per month, the detected amount will be reduced accordingly.

In detail you can attest your subsistence in the following ways:

- formal financial obligation, usually by parents (Income and savings of parents or other obligor have to be shown)
- deposit of a security (at least the annual need of subsistence) in a blocked account (only 1/12 of the annual need can be paid out per month) in Germany
- Bank guarantee - to be renewed every year. The amount of the bank guarantee should at least be the annual need of subsistence

- Scholarships of German public funds or scholarships of in Germany officially recognized sponsorship organisations. Public founded scholarships from your home country can be accepted, if the Federal Department of Foreign Affairs, the German Academic Exchange Service (DAAD) or another German scholarship-awarding organisation has taken over the placement to the German university.
- regularly incomes of permitted jobs

The following will not be recognised as a guarantee for subsistence

- cash or cheques
- savings on usual bank accounts

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(Remain subject to regulatory changes)