

## Residence permit

### EU Nationals and Nationals from Iceland, Liechtenstein and Norway

If you come from one of the above mentioned countries it is sufficient to hold a valid passport or identity card and the confirmation of address (Meldebescheinigung) issued by the Citizens' Service. Registering your address is only obligatory if your stay in Germany is longer than three months.

### Non-EU Nationals

#### **Applying for a Residence Permit for the first time**

You are not a national of a member state of the EU, Iceland, Liechtenstein or Norway and you have entered Germany with a visa entitling you to apply for a residence permit to remain in Germany for the purpose of study preparation programmes (such as "Deutschkurs") or university studies (also PhD studies).

You must register your address with the Citizens' Service (Bürgerservice) as soon as possible after your arrival. If you already have a room or a flat, please do it immediately!

Please then go to the Immigration Office during the office hours **two or three working days after the registration of your address** in order to apply for a residence permit.

- If you do not manage to apply so early, please check the expiration date of your visa. It is highly recommended by the Immigration Office to apply for the residence permit **in October or November 2016**, even if you have got a visa valid for 6 months (i.e. expiring at the end of 2016 or the beginning of 2017). **In case your visa is valid for three months**, it is recommended by the Immigration Office to apply **about four weeks before the visa expires**.

#### **It is essential that you apply for the residence permit before your visa expires!**

Trips to countries in the Schengen Area: Please note that, until you have a residence permit, you may travel to other countries in the Schengen Area only if your visa allows multiple entries to Germany (see information on these countries here: [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index_en.htm)).

- If you come from Australia, Canada, Israel, Japan, New Zealand, South Korea, the USA or Switzerland, you do not require a visa for study purposes to come to Germany. But you must go to the Immigration Office two or three working days after having registered your address with the Citizens' Service in order to apply for a residence permit! The nationals of Switzerland will receive a residence card (Aufenthaltskarte) issued by the Immigration Office as well.

## Where to apply for the Residence Permit

- All international students who newly arrived in Germany, who are studying at RWTH Aachen University and living in the StädteRegion Aachen must submit their application for a residence permit to the Branch of the Immigration Office (Ausländeramt) at RWTH Aachen University:

### Immigration Office at RWTH Aachen University

Templergraben 57, SuperC building (Room 421, 422)

phone: +49 (0)241 80 -90820, -90821, -90822

email: [info.auslaendische.studenten@staedteregion-aachen.de](mailto:info.auslaendische.studenten@staedteregion-aachen.de)

Office hours:

Mon, Tues: 8:00am - 12:15pm

Wed: 8:00 - 12:15pm and 2:00am - 4.45pm

Fri: 8:00am - 12:00pm.

See "Immigration Office Flyer" at the English version of the website <http://www.rwth-aachen.de/go/id/bpte>.

- Students who have got a residence permit in another city and now moved to Aachen for study purposes, must apply for a residence permit for the new study purpose and must - after the registration of their residence - contact the

### Immigration Office (Ausländeramt der StädteRegion Aachen)

**Hackländerstraße 1** (near the Main Railway Station)

or send an email to [auslaenderamt@staedteregion-aachen.de](mailto:auslaenderamt@staedteregion-aachen.de) in order to get an appointment.

## Validity of the Residence Permit

- The residence permit for non-EU-nationals is strictly bound to the exact purpose of residence stated when applying for an entry visa and is **always valid for a limited time**. Depending on the duration of the study purpose the first residence permit can be issued for up to two years provided that you present proof of sufficient financial means and health insurance for this period.

## How to apply for the Residence Permit

The application form is available at the Immigration Office.

The following documents must be supplied together with your application:

- your passport and your entry visa (or your electronic residence permit with the additional document called "Zusatzblatt" if applying for an extension)
- a recent biometric passport photo (conforming to the requirements of the Federal Printing Office: <http://tinyurl.com/l8zvjt2>)
- proof that you are enrolled as a student, i.e. a study certificate stating your study programme and your current semester. This certificate (Studienbescheinigung) can be printed from Campus Office: [https://www.campus.rwth-aachen.de/office/default.asp?sec\\_session](https://www.campus.rwth-aachen.de/office/default.asp?sec_session) (see Studierendensekretariat > Bescheinigung) PhD students need a confirmation of supervision issued by their Doktorvater/ Doktormutter as well as an employment contract or an official confirmation of employment from the Personnel department if they are employed as academic staff in the framework of their doctoral studies
- documents proving that you have sufficient financial means to support yourself (at least € 659 per month) - generally the same documents you provided when applying for an entry visa
- proof of health insurance.

## Extending your Residence Permit

**It is essential that you possess a valid residence permit throughout your stay in Germany.**

Since the residence permit is issued in the form of an electronic card and the procedure takes several weeks, it is strongly recommended **to apply for an extension no later than 4 weeks before your permit expires.**

As a rule this permit can be extended as long as your purpose of stay is still valid. If you have exceeded the nominal duration of studies (i.e. 6 or 7 semesters for a Bachelor and 4 semesters for a Master) you will usually need to supply a certificate of progress of studies (Studienverlaufsbescheinigung) issued by the departmental advisor (Fachstudienberatung) showing your current semester and previous achievements.

PhD students needing a certificate confirming the progress of their doctoral research and the expected date of graduation should ask their supervisor to issue this certificate for the Immigration Office.

Information on the certificate of progress of studies is available at:

### **Info Service Center of the International Office**

Templergraben 57, SuperC, room 329

Mon - Fri 9:30am - 12:30pm and Wed: 1:00pm - 4:00pm

Tel.: +49 (0)241 80-90660, -90661

or at the English version of <http://www.rwth-aachen.de/go/id/cftx>

If you have further questions please contact:

**Ms. Madeleine Grenier** / International Office

Templergraben 57, SuperC, room 524

phone: +49 (0)241 80 90678

email: [madeleine.grenier@zhv.rwth-aachen.de](mailto:madeleine.grenier@zhv.rwth-aachen.de)

### **Fees for the residence permit from 1 September 2011:**

The fee for issuing the first residence permit is 110€. The fee for an extension is 80€.

**General Information about Electronic Residence Permit (eAT):** <http://www.bamf.de/EN/Willkommen/Aufenthalt/eAufenthaltstitel/e-aufenthaltstitel.html?nn=2529646>

#### **Please note!**

**The electronic residence permit can only be collected at the Immigration Office in Hackländerstr. 1 (opposite train station) at the Info-point on the 3rd floor.**

**Thank you for your understanding.**

**Office hours: Mon, Tues: 8:00am - 3:00pm**

**Wed: 8:00am - 4:45pm**

**Thurs: 8:00am - 1:00pm**

**Fri: 8:00am - 12:00noon**