

How to apply a residence permit

Ausländeramt / Immigration Office
StädteRegion Aachen



Informations for European Citizens

- ▶ Citizens from european countries do not need a residence permit !
- ▶ Only residence registration required
- ▶ Before your return please de-register yourself at city registration office

Informations for Non-European Citizens

MULTIPLE
ENTRANCES



First steps

- ▶ Residence registration
- ▶ Enrollement at RWTH Aachen
- ▶ Applying residence permit

Residence permit for studying in Germany

- ▶ application form
- ▶ passport
- ▶ photo with biometric features
- ▶ study certificate (print out via RWTH ONLINE)
- ▶ health insurance
- ▶ proof of financial support
- ▶ fee: 100,- € (for extension 93,-€)*

* cash or by EC-card

Biometric Photo

size 35 x 45 mm
size of face 32 x 36 mm !

- look straight into the camera
- do not laugh
- closed lips
- uncovered eyes
- not older than 6 months



Financial support

- ▶ monthly 720,- €
- ▶ scholarship
- ▶ blocked account
- ▶ declaration of commitment in line with § 68 Residence Act
- ▶ regular money transfers of the parents or other supporting persons (bank account statements of the last three months with appropriate proof need to be submitted; cashdeposits without proof of origin and limitation of purpose cannot be accepted)

Additional Paper



- 6 - Nebenbestimmungen: Nebenbestimmungen:

Zusatzblatt zum Aufenthaltstitel zur Aufenthaltskarte zur Aufenthaltserlaubnis*

No. _____

7 Bundesdruckerei AG, Köln, 51103

*Nicht-Zustellort: Köln, 51103

- 7 - W0000000

Name: _____

W0000000

Dieses Dokument gilt als Zusatzblatt zum/ zur Aufenthaltstitel/Aufenthaltskarte/Aufenthaltserlaubnis*

No. _____

bis zum _____

Ausstellungsort (Stempel): _____

Ort: _____

In Auftrag _____

Stempel _____

*Nicht-Zustellort: Köln, 51103

Fiktionsbescheinigung / Temporary Visa



Jobbing / Work permit

Range of work permit that is automatically included in your residence permit

(§ 16 Abs. 3 AufenthG):

„Beschäftigung bis zu 120 Tage oder 240 halbe Tage im Jahr sowie Ausübung studentischer Nebentätigkeit erlaubt“

meaning:

You are allowed to work 120 full days (up to 8-hour-day)/ 240 half days (up to 4-hour-day) wherever you want, that is outside the university. Jobs at the university, so-called HiWi-jobs (student assistant) in an institute are allowed up to max. 19 hours weekly.

Duration of residence permit for purpose of studying

Nominal duration of studies

(Bachelor 6–7 semesters, Master 4 semesters)

plus 3 semesters = max. duration of stay for achievement of the final degree

After the nominal duration of studies you have to present a proof of study results with prognosis about period of time needed for completion of studies (=study history certificate). A special form has to be filled in by your study advisor for this purpose. The form can be obtained at the ISC.

Also note, that all parts of your studies (e.g. Bachelor, Master, PhD) have to be completed within the maximum time of 10 years.

Going abroad/ Staying outside Germany

- ▶ as a rule: max. duration of 6 months of stay
- ▶ after this deadline: automatic expiry of your German residence permit
- ▶ only exception from this rule: A stay abroad longer than 6 months is for study reasons (e.g. mandatory internships, thesis work)

and the Immigration Office has consented to it before you go abroad!

Branch Office in SuperC Room 4.21 – 4.22

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- ▶ Mr Beilebens phone: 5198 3369
- ▶ Mr Morawe phone: 5198 3368

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- ▶ <https://youtu.be/azNQ8BwLK4U>

- ▶ Opening hours:
monday, tuesday 8.00 a.m – 12.15 a. m.
wednesday 8.00 a.m.– 12.15 a. m. and
 2.00 p.m.– 04.45 p. m.

friday 8.00 a.m – 12.00 a. m.



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