

# 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

# Informations for Non-European Citizens

MULTIPLE  
ENTRANCES



# First steps

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

# Residence permit for studying in Germany

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

\* cash or by debit-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
- ▶ declaration of commitment in line with § 68 Residence Act
- ▶ blocked account ( 720 ,- € x 12 months = 8640,- €)
- ▶ 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; cash deposits without proof of origin and limitation of purpose cannot be accepted)

\* monthly 853,- € starting from 01.01.2020







# Additional Paper



- 6 - Nebenbestimmungen: Nebenbestimmungen:

**Zusatzblatt  
zum Aufenthaltstitel  
zur Aufenthaltserlaubnis\***

No. \_\_\_\_\_

W0000000

- 7 -

Name: \_\_\_\_\_

W0000000

W0000000

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

No. \_\_\_\_\_

bis zum \_\_\_\_\_

Aussteller: \_\_\_\_\_ (Bezeichnung)

Ort: \_\_\_\_\_

In Auftrag \_\_\_\_\_

Stempel \_\_\_\_\_

Stichtag: \_\_\_\_\_

\*Nicht Zuständige Info eintragen

# Jobbing / Work permit

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

**„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.

# 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!

# Fiktionsbescheinigung / Temporary Visa



# Travelling

If you want to travel to Schengen countries\*, please take the following documents with you:

- ✓ Passport
- ✓ Electronic Residence Permit and
- ✓ Temporary Visa (if issued)

\*Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland

# 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 (= Academic Progress Certificate). A special form has to be filled in by your study advisor for this purpose. The form can be obtained at the ISC. In addition print out your transcript of records (via [RWTH online](#))

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

## Job-Seeking Residence Permit

For qualified job search you can apply for an interim residence permit for a max. period of 1, 5 years ( § 16 Abs. 5 AufenthG). The period of 18 months starts with the day of the graduation. During the period of search you get an unlimited work permit.



# Found a job?

**Great! You can apply for a residence permit if your work and salary suits your academic background.**

**(employment in accordance with § 18 Para. 4 AufenthG or Blue Card EU in accordance with § 19a AufenthG).**

**You are eligible for a settlement permit after two years of employment. Then you will need to provide a B1 German language certificate and speak it at this time.**

# Branch Office in SuperC Room 4.21 – 4.22



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- ▶ 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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