



Aachen, January 2023

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 100,00 €

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 93,00 € und 96,00 €. 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 8 weeks, 3 months at the earliest 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 120 full days or 240 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

According to the regulations of the Federal Republic Germany, adequate means of support (including health insurance coverage) for the participation in a language course or a study are required.

Sufficient financial means equivalent to the BAföG support benchmark (934,00 €).

The following documents are required and must be submitted:

- + **Scholarships from German public funds or scholarships of an accepted foreign funding organization. Scholarships from public funds of the country of origin, if the Department of State, the DAAD or another German fund giving organization arranged the transaction with the German University.**
- + **Letter of commitment according to § 68 Aufenthaltsgesetz, (income or other financial resources) from the parents or other guarantors must be presented.**
- + **security deposit in a blocked account in Germany. The amount of the security deposit corresponding to the BAföG support benchmark (934,00 € x 12 months = 11.208,00 € total).**

Furthermore the following documents are required:

- + **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).**

The residence permit is issued only for the time that financial support (including health insurance coverage) is secured.

The following documents are not accepted:

- **cash/cheques**
- **balance of bank account without proof of regular deposits or without stated purpose**
- **sole income of a secondary employment**