

## Biometric photo



## Important information

Please keep in mind that there is a waiting period of 4 – 6 weeks between application and delivery of your residence permit.

Collection at the information point in the Immigration Office at Aachen Arkaden, Trierer Straße 1, 52078 Aachen (groundfloor).

For further information concerning your electronic residence title please contact the „Bundesamt für Migration und Flüchtlinge(BAMF)“:

<http://www.bamf.de/>

(Type „elektronischer Aufenthaltstitel“ as search item)



#GEMEINSAM  
ZUKUNFT  
GESTALTEN

How to apply for  
(the extension of)  
a residence permit?  
information, contact  
and office hours



## Step 1

### Residence registration in StädteRegion Aachen

#### Living in Aachen

##### Administrative building Bahnhofplatz

Hackländerstraße 1 · 52064 Aachen  
Bus stop: Hauptbahnhof

##### Administrative building Katschhof

Johannes-Paul-II.-Straße 1  
52062 Aachen  
Bus stop: Elisenbrunnen

#### Find more information at:

[www.aachen.de](http://www.aachen.de)  
Phone: 0241 / 432-0  
Mail: [buergerservice@mail.aachen.de](mailto:buergerservice@mail.aachen.de)

## Step 2

### Residence permit for students

- application form
- passport
- biometric passport photograph
- student certificate
- certificate health insurance
- proof of funding

### Residence permit for research associates

- application form
- passport
- biometric passport photograph
- contract of employment or employment confirmation (for first application: job description by the institute and employment confirmation by the staff department)



### Family members

- application form
- passport
- biometric passport photograph
- certificate of marriage or birth
- certificate health insurance
- personal interview

### Fees

- First grant 100,00 €
- Extension 93,00 € – 96,00 €

## Contact

### Immigration Office StädteRegion Aachen

Hackländerstraße 1  
52064 Aachen  
phone: 0241 / 5198-5600  
fax: 0241 / 5198-83306  
[info.auslaendische.studenten@staedteregion-aachen.de](mailto:info.auslaendische.studenten@staedteregion-aachen.de)  
or: [auslaenderamt@staedteregion-aachen.de](mailto:auslaenderamt@staedteregion-aachen.de)  
Please address mail to:  
Immigration Office StädteRegion Aachen  
52090 Aachen

### Contact person

**Mrs. März**  
phone: +49(241)5198-3363  
room: 215

### Office hours

Monday	08.00 – 12.00 13.30 – 15.00
Wednesday	08.00 – 12.00

It is necessary to arrange an appointment



## StädteRegion Aachen

Der Städteregionsrat	Telefon + 49 241 5198 0
Postanschrift	E-Mail <a href="mailto:info@staedteregion-aachen.de">info@staedteregion-aachen.de</a>
StädteRegion Aachen	Internet <a href="http://staedteregion-aachen.de">staedteregion-aachen.de</a>
52090 Aachen	Mehr von uns auf

