

## Contact

Immigration Office StädteRegion Aachen  
branch at the RWTH Aachen  
Templergraben 57, 52070 Aachen  
Phone 0241 5198-3430  
Fax 0241 5198-3306  
E-mail [info.auslaendische.studenten@staedteregion-aachen.de](mailto:info.auslaendische.studenten@staedteregion-aachen.de)

Please address mail to:  
Immigration Office StädteRegion Aachen  
52090 Aachen

## Contact person

Herr Bohnengel room 422  
Phone 0241 5198-3367  
Frau Hafers room 420  
Phone 0241 5198-3368  
Frau Jahic room 421  
Phone 0241 5198-3369  
Herr Plum room 420/421  
Phone 0241 5198-3426  
Frau Özer Infopoint SuperC in the foyer  
Phone 0241 5198-3430

## General opening hours by appointment

Monday	08.00 – 12.15
Tuesday	08.00 – 12.15
Wednesday	08.00 – 12.15 and 14.00 – 16.45
Thursday	08.00 – 12.15
Friday	08.00 – 12.15



## 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 Hackländerstr. 1 (next to central railway station) on the 3rd floor.

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

[www.bamf.de](http://www.bamf.de)

(Type in „elektronischer Aufenthaltstitel“ as search item)



# Residence permit



druckerei staedteregion aachen/A\_33/RWTH/English 07.22  
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## Wir gestalten Zukunft!

[www.staedteregion-aachen.de](http://www.staedteregion-aachen.de)

StädteRegion Aachen  
Der Städteregionsrat  
A 33 | Ausländeramt  
52090 Aachen

Telefon +49 241 5198-0  
E-Mail [info@staedteregion-aachen.de](mailto:info@staedteregion-aachen.de)  
Internet [www.staedteregion-aachen.de](http://www.staedteregion-aachen.de)

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 [@SR\\_Aachen\\_News](https://twitter.com/SR_Aachen_News)  [StaedteRegionAachen](https://www.youtube.com/StaedteRegionAachen)

## How to apply for (the extension of) a residence permit?

Informations, Contact person and opening hours



**Biometric photo**

**Step 1**

**Residence registration in StädteRegion Aachen**

**Living in Aachen**

**Administrative building Bahnhofplatz**  
 Verwaltungsgebäude Bahnhofplatz  
 Hackländerstraße 1 · 52064 Aachen  
 Bus stop: Hauptbahnhof

**Administrative building Katschhof**  
 Johannes-Paul-II.-Straße 1  
 52062 Aachen  
 Bus stop: Eisenbrunnen

**Find more information at**  
[www.aachen.de](http://www.aachen.de)  
 Phone 0241 / 432-0  
 E-mail [buergerservice@mail.aachen.de](mailto:buergerservice@mail.aachen.de)

**Step 2**

**Residence permit for students**

- › application form
- › passport
- › biometric passport photograph
- › student certificate (print out from RWTH-online)
- › 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 €

