



Information for Incoming International Students (For non-EU citizens)

1. What to do?

Registration:

After your arrival it is required to register at the Citizens Registration Office by presenting your passport. The registration should be carried out within a week after the arrival.

Residence permit:

Before the visa expiration, an application for issuing a residence permit should be filed to the Immigration's Office.

Required documents:

- Application form (white)
- Valid passport (including a visa if any)
- Up-to-date biometric passport photo
- Certificate of enrollment
- Proof of sufficient funds for study and living costs
- Proof of sufficient health insurance
- Fee of 100,00 €

2. Residence permit for purposes of study, issuing and extending the residence permit

The residence permit is regularly issued and extended for a period of 2 years. Exceptions can be made, for instance in cases of study preparation, where the validity of the particular measure is adjusted. The residence permit cannot be issued or extended to a date overlapping the passport validity. The validity of the current health insurance is decisive for issuing/extending the residence permit. The extension fee is 93,00 € – 96,00 €.

With the application for a residence permit extension a certification of enrollment is to be presented (a print out from Campus Office System).

With each extension of the residence permit it is required to present valid and up-to-date proofs of sufficient funds for living costs!

The extension of the residence permit should be applied for within a period of 8 weeks before its expiration, yet at the earliest 2 months in advance.

In case of an urgent trip abroad which lasts longer than the validity of the residence permit, the latter can be exceptionally extended earlier if the corresponding proof is provided (e.g. proof of internship in your home country). In case of necessary temporary stay abroad within the study period, for purposes of complementary studies, the Immigration's Office is to be informed in time. In case the stay abroad is longer than 6 months, the residence permit can be cancelled, which could lead to problems re-entering Germany and staying on the territory of the country.

3. Study preparations / Study period / Study progress certificate

Attending a language course for the purpose of study preparation is allowed for a period of up to 18 months. The study preparation (language course and Studienkolleg – a preparatory year) should not exceed 2 years in total. In case the average duration of study in the subsequent studies is exceeded, a so called study progress certificate has to be enclosed to the residence permit application, i.e. under the individual circumstances the University confirms the following:

- orderly progress of the study
- the approximate study duration
- furthermore, the University estimates the prospects of success.

4. Change of residence purposes / Change of the field of study

The content of the residence purposes is generally determined by the field of study which is stated in the residence permit. The residence permit cannot be extended if the residence purpose is changed without the permission of the Immigration's Office. In any case a prior consultation is required, so that the individual circumstances can be taken into account. A change of the study field can usually be allowed only in case the study course is changed in the first 18 months after the beginning of the studies.

Later change of the study field requires individual examination. Individual reasons are to be considered as well as estimation that the studies will be completed within a total period of 10 years. In case of study field change, a modification of the official regulations is required without exception.

5. Official regulations / Secondary job

The residence permit entitles to studying. Accordingly, being employed or self-employed on the territory of Germany is not permitted. Study-related internships as well as completing a Bachelor or a Master thesis are permitted. Secondary jobs up to 120 days or 240 half-days per year as well as student secondary jobs are regularly allowed from the beginning of the studies.

6. Family reunification

Family reunification (residence of spouse and minor children) is only possible if living expenses are covered and there is a sufficient health insurance.

7. Evidence of sufficient funds for studying

In order to be granted a residence permit it is required to ensure that the living expenses will be covered. Sufficient health insurance is also required.

The amount of monthly funds that have to be proven in order to ensure the living expenses is based on the demand determined by the Federal Training Assistance Act (BAföG). Currently, the minimum monthly fee is **720.00 €**.

Specifically, the proof of sufficient funds for living expenses can be:

- A declaration of commitment according to § 68 Act of Residence e.g. from the parents (income and financial status of the parents or another committed person have to be proven)
- A security payment (at least in the amount of the calculated annual demand in order to ensure sufficient funds for living expenses) to a blocked account in Germany from which monthly an amount of 1/12 out of the annual demand can be withdrawn,
- A deposit of an annually renewable loan guarantee equivalent to the calculated annual demand,
- Internships from German public funds or from a funding agency recognized in Germany. Internships from public funds of the home country can be recognized in case the foreign federal office, DAAD (German Academic Exchange Service) or another German scholarship provider takes over the mediation to the German University.

Except for that, the following are recognized by the Immigration's Office of the District of Aachen:

- Regular money transfers of the parents or another supporting person (statements of account with the corresponding proofs of the last three months are to be presented. Cash payments of no proven origin and no hypothecation cannot be taken into account).

The following cannot be taken into account as proofs of sufficient funds for living expenses:

- Cheques or cash money
- Credit balance in an account
- Individual income from secondary jobs.