

Information

Extension of the Residence Permit Study History Certificate (*Studienverlaufsbescheinigung*)

The Foreigners' Registration Office may ask you to submit a study history certificate (*Studienverlaufsbescheinigung*) in order to extend your residence permit, if:

- You have exceeded your nominal duration of studies
- You are changing your study course or university after the third semester.

Please get in touch with the **Foreigners' Registration Office at RWTH Aachen University** before your permit expires in order to find out whether you need to present a **study history certificate**:

Ausländeramt Städteregion Aachen – RWTH Außenstelle

Templergraben 57, Raum 421, 422, Tel. 0241/80 90 820, -821, - 822

e-mail: info.auslaendische.studenten@staedteregion-aachen.de

If you need the **study history certificate**, please do the following:

1. Gather all proof of academic performance completed at RWTH Aachen University, e.g. intermediate diplomas, academic transcript (*Notenspiegel* from CAMPUS or from the Central Examination Office ZPA), all other certificates and statements. In some study subjects (e.g. Medicine, Chemistry or Civil Engineering), you do not need an academic transcript from CAMPUS Office or ZPA, because all academic achievements are recorded and administered by the respective faculty.
2. Please present these documents to your study subject advisor and ask him/her to fill in the form „**Bescheinigung der Fachstudienberatung zum Studienverlauf**“ (Certificate of the Study Subject Advisory on the Study History). You will find the form on the internet at International Office > International Students > Studying at RWTH > Extending your Residence Permit:
<http://www.international.rwth-aachen.de/go/id/tcx>
and a complete list of study subject advisors at enrolled students > studying at RWTH > Your Study Advisors:
<http://www.rwth-aachen.de/go/id/hld>
3. An additional certificate issued by the International Office is required **only if** your study advisor answered “yes” to point 4.2 on page 3 of the certificate form. If you require this additional certificate, please arrange an appointment with the International Office and present the certificate issued by your study advisor as well as proof of academic performance completed at RWTH Aachen University.

Please contact:

Ms. Madeleine GRENIER

R 527, Phone: 0241/80-90 678

madeleine.grenier@zhv.rwth-aachen.de

Our advice:

Apply for the permit extension at least two weeks prior to its expiration in order to make time for the completion of the certificates!