Residence permit

EU Nationals and Nationals from Iceland, Liechtenstein and Norway

If you come from one of the above mentioned countries it is sufficient to hold a valid passport or identity card and the confirmation of address (Meldebescheinigung) issued by the Citizens’ Service. Registering your address is only obligatory if your stay in Germany is longer than three months.

Non-EU Nationals

Applying for a Residence Permit for the first time
You are not a national of a member state of the EU, Iceland, Liechtenstein or Norway and you have entered Germany with a visa entitling you to apply for a residence permit to remain in Germany for the purpose of study preparation programmes (such as “Deutschkurs”) or university studies (also PhD studies).

You must register your address with the Citizens’ Service (Bürgerservice) as soon as possible after your arrival. If you already have a room or a flat, please do it immediately!

- Please then go to the Immigration Office during the office hours two or three working days after the registration of your address in order to apply for a residence permit.

- If you do not manage to apply so early, please check the expiration date of your visa. It is highly recommended by the Immigration Office to apply for the residence permit in October or November, even if you have got a visa valid for 6 months (i.e. expiring at the end of the year or the beginning of the year). In case your visa is valid for three months, it is recommended by the Immigration Office to apply about four weeks before the visa expires.

It is essential that you apply for the residence permit before your visa expires!
Trips to countries in the Schengen Area: Please note that, until you have a residence permit, you may travel to other countries in the Schengen Area only if your visa allows multiple entries to Germany (see information on these countries here: http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index_en.htm).

- If you come from Australia, Canada, Israel, Japan, New Zealand, South Korea, the USA or Switzerland, you do not require a visa for study purposes to come to Germany. But you must go to the Immigration Office two or three working days after having registered your address with the Citizens’ Service in order to apply for a residence permit! The nationals of Switzerland will receive a residence card (Aufenthaltskarte) issued by the Immigration Office as well.
Extending your Residence Permit

It is essential that you possess a valid residence permit throughout your stay in Germany.

Since the residence permit is issued in the form of an electronic card and the procedure takes several weeks, it is strongly recommended to apply for an extension no later than 4 weeks before your permit expires.

As a rule this permit can be extended as long as your purpose of stay is still valid. If you have exceeded the nominal duration of studies (i.e. 6 or 7 semesters for a Bachelor and 4 semesters for a Master) you will usually need to supply a certificate of progress of studies (Studienverlaufsbescheinigung) issued by the departmental advisor (Fachstudienberatung) showing your current semester and previous achievements.

PhD students needing a certificate confirming the progress of their doctoral research and the expected date of graduation should ask their supervisor to issue this certificate for the Immigration Office.

Information on the certificate of progress of studies is available at:
Ms Dominika Dudzik
Templergraben 57, SuperC, room 326
Mon - Fri 9:30am - 12:30pm and Wed: 1:00pm - 4:00pm
Tel.: +49 (0)241 80-90833
or at the English version of http://www.rwth-aachen.de/go/id/cftx

If you have further questions please contact:
Info Service Center / International Office
Templergraben 57, SuperC, room 329
phone: +49 (0)241 80 90660
e-mail: international@rwth-aachen.de

Fees for the residence permit from 1 September 2011
The fee for issuing the first residence permit is 100 €. The fee for an extension is 93,00 € - 96,00 €. You can pay with your EC-card or cash.

General Information about Electronic Residence Permit (eAT):
http://www.bamf.de/EN/Willkommen/Aufenthalt/eAufenthaltstitel/e-aufenthaltstitel.html?nn=2529646

Please note!
The electronic residence permit can only be collected at the Immigration Office in Hackländerrstr. 1 (opposite train station) at the Info-point on the 3rd floor. Thank you for your understanding.

Office hours:
Mon, Tues: 8:00am - 03:00 pm
Wed: 8:00 - 12:15pm and 2:00am - 4.45pm
Fri: 8:00am - 12:00 noon