

# How to apply a residence permit

Ausländeramt / Immigration Office  
StädteRegion Aachen



# Branch Office in SuperC Room 4.21 – 4.22

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- ▶ web: [www.staedteregion-aachen.de](http://www.staedteregion-aachen.de)
  
- ▶ Opening hours:  
  
          monday, tuesday                    8.00 a.m – 12.15 a. m.  
          wednesday                         8.00 a.m.– 12.15 a. m. and  
  2.00 p.m.– 04.45 p. m.  
          friday                                 8.00 a.m – 12.00 a. m.

# Informations for European Citizens

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- ▶ Citizens from european countries do not need a residence permit !
- ▶ Only residence registration required (Bürgerservice)

# Informations for Non-European Citizens

MULTIPLE  
ENTRANCES



# First steps

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- ▶ Residence registration
- ▶ Enrollement at RWTH Aachen
- ▶ Applying residence permit

# Residence permit for studying in Germany

- ▶ application form
- ▶ passport
- ▶ 2 photos with biometrical signs
- ▶ study certificate (print out via campus office)
- ▶ health insurance
- ▶ proof of financial support
- ▶ fee: 110,- € (for extension 80,-€)

# Biometrical Photo

size                      35 x 45 mm  
size of face            32 x 36 mm

- look straight into the camera
- do not laugh
- closed lips
- uncovered eyes
- not older than 6 months



# Financial support

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- ▶ monthly 659,- €
- ▶ scholarship
- ▶ declaration of commitment  
in line with § 68 Residence Act
- ▶ blocked account





# Additional Paper



# Jobbing / Work permit

Range of work permit that is automatically included in your residence permit:

**„Beschäftigung bis zu 120 Tage oder 240 halbe Tage im Jahr sowie Ausübung studentischer Nebentätigkeit erlaubt“**

meaning:

You are allowed to work 120 full days (up to 8-hour-day) / 240 half days (up to 4-hour-day) wherever you want, that is outside the university. Jobs at the university, so-called HiWi-jobs (student assistant) in an institute are allowed up to max. 19 hours weekly.



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