

# How to apply a residence permit

Ausländeramt / Immigration Office  
StädteRegion Aachen



# Branch Office in SuperC

## Room 4.21 – 4.22



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- ▶ Opening hours:  

Monday and tuesday	8.00 a.m – 12.15 p. m.
wednesday	8.00 a.m.– 12.15 p. m. <u>and</u> 2.00 p.m.– 04.45 p. m.
friday	8.00 a.m – 12.15 p. m.

# Informations for European Citizens

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

# Informations for Non-European-Citizens

MULTIPLE  
ENTRANCES



# Residence permit for studying in Germany

- ▶ application form
- ▶ passport
- ▶ photo 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



- 6 - Nebenbestimmungen: Nebenbestimmungen:

**Zusatzblatt  
zum Aufenthaltstitel  
zur Aufenthaltserlaubnis\***

No. \_\_\_\_\_

W0000000

- 7 -

Name: \_\_\_\_\_

W0000000

- 8 -

W0000000

Dieses Dokument gilt als Zusatzblatt zum/ zur Aufenthaltstitel/Aufenthaltserlaubnis/Aufenthaltserlaubnis\*

No. \_\_\_\_\_

bis zum \_\_\_\_\_

Aussteller (Stempel) \_\_\_\_\_

Ort \_\_\_\_\_

Im Auftrag \_\_\_\_\_

Stempel \_\_\_\_\_

Stichtag \_\_\_\_\_

Stempel \_\_\_\_\_

\*Nicht-Zuständige bitte beachten

# Fiktionsbescheinigung / Temporary Visa



# Duration of residence permit for purpose of studying

Nominal duration of studies: 4 semesters  
plus 3 semesters = max. duration of stay  
for achievement of the final degree

After the nominal duration of studies you have to present a proof of study results with prognosis about period of time needed for completion of studies (=study history certificate). A special form has to be filled in by your study advisor for this purpose. The form can be obtained at the ISC.

Also note, that all parts of your studies (e.g. German language course, Bachelor, Master, PhD) have to be completed within the maximum time of 10 years.

# Going abroad / Staying outside Germany

- ▶ as a rule: max. duration of 6 months of stay
- ▶ after this deadline: automatic expiry of your German residence permit
- ▶ only exception from this rule: A stay abroad longer than 6 months is for study reasons  
(e.g. mandatory internships, thesis work)  
**and** the Immigration Office has consented to it before you go abroad!

# 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 (8-hour-day) / 240 half days (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.

# After final degree

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- ▶ start a PhD
- or
- ▶ look out for qualified jobs

For qualified job search you can apply for an interim residence permit for a max. period of 18 months. During the period of search you get an unlimited work permit.

# Blue Card EU

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The Blue Card EU for Germany is  
a special residence permit  
for highly skilled foreign immigrants  
with a qualified job/job-offer  
and a special gross annual compensation.

Find more informations:

<http://www.bluecard-eu.de/eu-blue-card-germany>

# Settlement permit

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- ▶ After 33 months of working and paying „mandatory contributions for pension insurance“
- ▶ After 21 months of working and paying „mandatory contributions for pension insurance“ and German language test B1





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