

RWTH ONLINE WELCOME WEEKS
GETTING AND EXTENDING YOUR RESIDENCE PERMIT
14 SEPTEMBER 2020
QUESTIONS ASKED AND ANSWERED

The following basic questions about getting and extending your residence permit are answered in the **presentation prepared by the Immigration office of Städteregion Aachen** available on [our Latecomer page](#).

- What documents do I need to provide for the residence permit application?
- What are the working and traveling conditions of my residence permit?
- How do I contact the Immigration Office?

QUESTIONS YOU NEED TO ASK AT THE EMBASSY (NOT THE IMMIGRATION OFFICE):

Please contact the responsible embassy via email. You can find an overview of all German embassies worldwide at: <https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>

- **Can I visit another EU country before coming to Germany with my Visa?**
If your visa has multiple entrances, yes you can for a max. period of 90 days. If you have a one entrance visa, this is not possible.
- **Can the Immigration Office help me get my visa at the embassy faster?**
No. The Immigration Office has no influence whatsoever on the processes and regulations of the embassy and therefore can neither help speed up the process, nor help you get a visa.

QUESTIONS FOR WHICH THE IMMIGRATION OFFICE IS RESPONSIBLE

- **How long before my visa expires should I apply for residence permit?**
It does not matter how long you have been staying in Germany already. You need to apply for residence permit six weeks before the end of your current visa. Please note that you can only apply if you are already registered as a resident in Aachen. The registration of your address is not possible from your home country but only in person at the Citizen's office.
- **Is it possible to receive my residence permit without being in Aachen?**
No if you are not a resident in Aachen yet. If you have registered your address in Aachen at Bürgeramt but you are away and cannot pick up your residence permit yourself, someone can pick it up for you in person with an authorization letter from you and your passport. It is not possible to send to residence permit by post.
- **I have an address in Cologne, is it possible that I register this address?**
Yes, but you will have to apply for residence permit in Cologne as well then, not in Aachen. This applies if you live in another city than Aachen or Cologne. You need to apply at the immigration office of the city you are registered at.
- **Is there any obligatory quarantine for non-EU students after arriving to Germany or even NRW? How do we do the address registration within two weeks in that case?**
Students from high-risk areas need to stay in quarantine two weeks after arriving in Germany except if the Public health department exempts them from quarantine after a negative COVID-19 test.
If you are in Aachen and need to register your address but you are in quarantine, please send the confirmation from your landlord with a photo of your passport to the Citizens' Office via email in order to ask if a virtual registration is possible or if they can extend the two weeks registration deadline in your case.

- Where can I get the application form for the residence permit?**
 When the Super C building is open, you can fetch it at the Immigration Office directly (4th floor).
 Currently you can download it at <https://bportal.staedteregion-aachen.de/staedteregion-a-z/-/egov-bis-search/service/15000> or send an email to info.auslaendische.studenten@staedteregion-aachen.de to receive it via email.
- Is my blocked account statement sufficient as a proof of financial support?**
 The blocked account statement is mostly necessary for visa application at the embassy but is also sufficient for the residence permit. For the application for residence permit, regular German bank account statements showing regular monthly bank transfers over at least three months from one identifiable person are also sufficient. Non retraceable cash deposits cannot be accepted. You can also use the Verpflichtungserklärung you have provided for visa to apply for residence permit, if you have one, since they are usually valid for five years.
- Is it mandatory for all students to have a blocked account? E.g. For Master students who have completed their Bachelor degree in Germany?**
 If you have other means of proving your financial support (see list provided in the presentation of the immigration office), then you do not need a blocked account. If you do not have other means to prove financial support, yes, you will have to have a blocked account.
- Can I combine different proofs of financial support to fulfil the requirements for residence permit (for example Scholarship letter and bank statements)?**
 Yes, that is possible as long as the total amounts to the min. requirements of 853€ per month. Please note that only bank statements from German bank accounts can be accepted.
- If I am able to transfer money to the bank, is it possible that I open a blocked account from my home country?**
 Please ask the German embassy in your home country how you should proceed best. Normally, you can open the blocked account in your home country and have the money transferred to a German bank account once you are in Aachen.
- Can I show my father account statements or my 6 month account statement?**
 No, it is not sufficient to show your parents or relatives' account statement for the application for residence permit. You either need to provide three bank statements from your bank account proving regular transfers from one person or provide a declaration of commitment.
- I need a document from the Immigration office to activate my blocked account. How can I get it?**
 Please send an email to info.auslaendische.studenten@staedteregion-aachen.de so that they can send you the required document via email.
- Where can I get the study certificate which is required for the application for residence permit?**
 You can download it directly from your RWTHonline account by clicking on the button "Certificates" in the main menu, when you will have completely enrolled and activated your network services, so once you will have your credentials (TIM-ID and password).
- About the fee of residence permit, to which bank account and how should we pay this amount?**
 You will have to pay the fee for the residence permit directly at the Immigration Office, either by cash or by EC-Card.
- What is a Fiktionsbescheinigung? What do I need it for? How can I apply for it?**
 The Fiktionsbescheinigung (temporary visa) is the document you get if your application for residence permit (for example proof of financial support) is not sufficient. You only need to apply for residence permit regularly and the Immigration Office will decide if they can give you the residence permit or a temporary visa.
- What happens if the residence permit processing time is not over before my visa expires?**
 The Immigration Office will then issue a confirmation that your residence permit is on its way. However, please note that you cannot go to another country with this temporary confirmation.

- How soon can I get the residence permit after I submit the required documents?**
Usually it takes about six weeks to get the residence permit.
- I still have my student residence permit from my previous university. Do I have to change anything if it not expire yet? Do I need to provide a proof of financial support again? (VERY IMPORTANT)**
It is extremely important that you inform the Immigration Office at the latest two weeks after you have switched universities or courses of studies that you have changed it. Send a copy of your passport and new study certificate with this information. The Immigration Office will change the name of your University and/or course of studies on your residence permit. You do not need to provide a new proof of financial support.
If you do not do that, please note that you risk a fine of up to 1000€.
- I have a Dutch visa for living in Kerkrade / Heerlen (Netherlands). Can I work in Germany? Do I need a German or Dutch bank account? Can I move to Germany later on during my studies?**
If you have a Dutch visa, you are not allowed to work in Germany. For that you need a *Grenzgängerbescheinigung*, which you can request at the Immigration Office located at the main train station (Hackländerstraße).
You will need a Dutch bank account to apply for Dutch residence permit.
You can move to Germany during your studies if your Dutch residence permit is still valid at that time. After having moved to Aachen and registered your address, you will need to apply for residence permit at the Immigration Office in Aachen.
- I need to sign a job contract but my Visa expires soon. What should I do?**
You cannot sign a work contract with your visa. You need a residence permit for that. If you have one which expires soon, Please send an email with your name and your birthdate to info.auslaendische.studenten@staedteregion-aachen.de. The Immigration Office will be able to confirm in a letter that your residence permit and the working regulations included in it are still valid so that your employer can make you sign the working contract.
- Are there any specific rules for internship(s) for Students?**
If your internship is mandatory for your studies and is in Germany, you can do it without additional working permission. If the internship is not mandatory, then it counts in the 120 full-days you are allowed to work per year with your residence permit. In case these are not sufficient, you can ask the Immigration Office for an extension of these working days and provide proof that the extension is necessary.
If you internship is outside Germany, you are bound to max. six months with a permission from the Immigration Office. An extension also needs to be requested at the Immigration Office.
- If I am in my fourth semester and I need to extend my residence permit, do I need to provide a Study Progress Assessment document?**
For the extension request, you will need to bring your Transcript of Records to the Immigration Office to see how many credit points you have gotten. If this is not enough and you struggling with your studies (for personal or health reasons), then you will require a Study Progress Assessment certificate, which also gives you the chance to ask for help with your studies at your academic advisor (www.rwth-aachen.de/Fachstudienberatung). The academic advisor can confirm in the certificate that you need one or two further semester to finish your studies. In this case, the Immigration Office knows the reasons for your delay and can extend your residence permit.
If you feel like you need some help, you can always contact the Mentoring service of your faculty at: www.rwth-aachen.de/mentoring
- What would happen if I could not find a long-term accommodation to register with the city of Aachen?**
If you have not found accommodation, you need to contact our Housing Advice Service at housing@rwth-aachen.de to get support in finding accommodation. Also check out the Housing website at www.rwth-aachen.de/housing.
Please note that you cannot use a booking confirmation for Airbnb, Hostel or Hotel to do the city registration. You need a lease contract and a confirmation from your landlord, no matter how long you will be staying at the accommodation (Boarding House, sublease or long-term housing). Until

you have found an accommodation suitable to register your address, you will not be able to apply for residence permit.

- **How much money needs to be on my blocked account?**

For the first application for residence permit as degree student, you will need to have the full 10,236€ on your blocked account (853€ x 12months). When applying for an extension, you need to have the amount corresponding to the time you would like your permit to be extended for (6 months: 6x853; 12 months: 12x853; two years (max. duration): 24x853).
The bank you are opening your blocked account at is not important. The amount of money on your blocked account is the most important thing.

- **How can I get my money back from my blocked account in case I need to cancel my studies in Aachen?**

Contact the embassy, they will issue letter for you.

- **Can I get a permanent residence permit in Germany after my study?**

Once you will have graduated, you can get a residence permit for 18 months to search for a suitable job in your field of studies. After two years of working in this qualified job, you can apply for permanent residence.

- **How will change resident permit for family member. For example I am Master student and my wife would like to work in Germany. In that case, can she get work permit in Germany?**

Yes, your wife can request a work permit at the Immigration Office.

QUESTIONS ABOUT HEALTH INSURANCE NEED TO BE ASKED AT THE HEALTH INSURANCE COMPANY DIRECTLY.

QUESTIONS ABOUT HOUSING NEED TO BE ASKED AT HOUSING@RWTH-AACHEN.DE.