



## Information for foreign students

### basic information

You must always be in possession of a residence permit for your stay in Germany and **apply for it in good time**. Please always apply for an extension of your residence permit before your residence permit/visa/period free of residence expires and make an appointment for an interview, as staying in Germany without the required residence permit is a criminal offense.

### study preparation

Usually, a timeframe of two years is assumed for preparatory measures (preparatory language courses, preparatory college). Exceeding this period can only be justified if special circumstances and sufficient study progress are demonstrated. The preparatory institution is asked to provide a statement here.

### study

The residence permit is granted and extended on a regular basis, while you are still in the curriculum and the purpose of the stay has not been reached, but can still be achieved within a reasonable time. A proper course of study is available, if the average duration of the study program is not exceeded by more than three semesters. If you were unable to achieve sufficient progress in the study, this may lead to the refusal of further residence and, if necessary, to measures to end residence.

### study delays

If you are forced to temporarily interrupt your studies due to illness, pregnancy or other serious reasons or if these reasons lead to a delay in your studies, please inform your immigration office in good time. This will ensure that these periods of absence can be taken into account appropriately. Appropriate proof must be submitted.

### change of subject, postgraduate studies, doctorate

A change of your study program as well as the admission of a postgraduate course or start with a PhD study requires the prior approval of the Immigration Office. As a rule, a one-off change of subject within the first three semesters is possible. Please let the Foreigners Authority advise you before you decide to change your studies or to take up postgraduate studies or to obtain a doctorate.

### employment during the study

During the study visit, you are generally permitted to work (as an employee) for 140 working days per calendar year as well as a part-time student job (these are not counted) at the respective university. In principle, you should keep your own records in the form of a working day account. Any additional employment is generally out of the question. The employment must not interfere with your

studies, as this is the only reason for your residence in Germany. As a rule, self-employment is not permitted. However, you can submit an informal application in which you state the type of work and the planned number of hours. The prerequisite is that the university certifies that the activity is either beneficial to your studies or does not jeopardise your regular studies.

### **job search after graduation**

After successfully completing your studies, access to the local labour market is generally possible. You can apply for a residence permit for a period of up to 18 months, starting from the date of successful completion of your studies, in order to find a job appropriate to your degree. During this time, you will be allowed to take up any gainful employment to finance yourself until you have found a qualified job. The successful completion of your studies and financing, including sufficient health insurance cover, must also be documented for this period.

### **Obligation to co-operate according to § 82 Aufenthaltsgesetz (AufenthG)**

Pursuant to § 82 AufenthG you are obliged to assert your interests and circumstances favourable to you without delay, unless they are obvious or known, stating verifiable circumstances, and to provide evidence to the immigration authority. The Immigration Office may also set you a reasonable deadline for this.

In the event of premature termination of your study preparation or studies, you are obliged under § 82 Para. 6 AufenthG to notify the responsible immigration authority within two weeks of becoming aware of this.

### **documents to submit**

To enable us to process your request in the best possible way, please inform us immediately of any circumstances that are advantageous to you. We generally require the following documents in order to issue or extend your residence permit:

- ✓ passport
- ✓ a digital photo of the self-service terminal (fee 6€) Physical photos or submissions by e-mail cannot be accepted
- ✓ current enrollment / language course certificate
- ✓ proof of subsistence (for example scholarship, declaration of obligation under §68 AufenthG, bankaccount statement). Sufficient financial means of subsistence are available if you meet the BaföG funding ceiling (currently: 992, - € per month 11.904, - € per year).
- ✓ current health insurance certificate (insurance card is not enough)
- ✓ rental contract
- ✓ possibly current transcript of records

### **Fee**

Issuing a residence permit costs 100 euros, extending it costs 93 euros. If you receive a scholarship from public funds, the fee is waived for you.