

Dear students,
Dear doctoral candidates,

In this brochure we would like to give you an overview of important legal regulations regarding your entry and stay in Germany. Here you can find answers to the following questions:

How do I get a study visa for Germany?

Can I enter Germany without a visa?

Where do I need to register?

When and where do I apply for a residence permit?

What is an electronic residence permit?

Am I allowed to work while I study?

Are there any special regulations I need to remember if I would like to do an internship?

Can I go abroad during my degree program?

I would like to work in Germany after I complete my degree. How can I get a residence permit to look for a job?

We are happy to answer **initial questions** about immigration regulations in connection with your studies during our office hours. Our office hours are:

Mon + Wed 1 p.m. – 3 p.m.

Tues + Thurs 10 - noon

Outside the office hours you can reach us by telephone (+ 49 (0)711-459-24206) or by email (degreestudents@verwaltung.uni-hohenheim.de).

For **binding information** on questions relating to foreigners and immigration, please contact the **Foreigners' Office (Ausländerbehörde)**.

IMPORTANT NOTE:

Despite careful review, we cannot accept any liability for the correctness of the information contained in this brochure. Any liability for the currentness and completeness of the content is excluded. Content is subject to changes.

Your Office of International Affairs
Entry and visa requirements

The **entry requirements** for the Federal Republic of Germany vary according to the country of origin. Therefore, first check which of the following four country groups you belong to.

EU/EEA countries

Belgium
Bulgaria
Croatia
Germany
Denmark
Estonia
Finland
France
Greece
Ireland
Iceland
Italy
Latvia
Lithuania
Liechtenstein
Luxembourg
Malta
Netherlands
Norway
Austria
Poland
Portugal
Romania
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
Czech Republic
Hungary
United Kingdom
Cyprus

Citizens of the European Economic Area (EEA), i.e. member states of the European Union (EU) as well as Liechtenstein, Iceland, Norway, and Switzerland, do not require a visa for entry, but only a valid identity card.

Non-EU states

1 Countries not requiring visas

Andorra
Australia
Brazil
El Salvador
Honduras

Israel
Japan
Canada
Monaco
New Zealand
Republic of Korea
San Marino
United States of America

If you are a citizen of one of the above-mentioned countries, you do not need a visa but only **a valid passport**. You can apply for a residence permit after you have entered the country without a visa.

2. Countries not requiring visas

(but: stay in the Federal Republic of Germany may not exceed three months)

Antigua and Barbuda
Argentina
Bahamas
Barbados
Brunei Darussalam
Chile
Costa Rica Guatemala
Malaysia
Mauritius
Mexico
Nicaragua
Panama
Paraguay
Seychelles
Singapore
Taiwan
Uruguay
Vatican City
Venezuela

If you are a citizen of one of the above-mentioned countries and your stay in the Federal Republic of Germany will not exceed three months, you do not need a visa to enter but only **a valid passport**.

However, if you wish to stay in Germany for longer than three months, you must enter the country on a study visa. Those who enter Germany without a visa must leave Germany after three months and apply for a study visa in their home country.

3. Countries requiring visas

Citizens of all other countries need a study visa to enter the Federal Republic of Germany.

The study visa must be applied for personally at the German representation abroad (German Embassy or Consulate) in the respective home country. It can take up to three

months from when you submit your application to when the visa is issued, sometimes even longer. Applicants should therefore apply for a study visa as soon as they receive the notification of admission.

Typically, the following documents are necessary for the **application**

- Application for a study visa (the German embassy in the country of origin specifies the language in which the application must be completed)
- Passport photo
- Notification of admission from the university or the confirmation of supervision for doctoral candidates
- Proof of health insurance coverage
In order to enroll, you must take out a German health insurance policy, therefore a travel health insurance policy is usually sufficient for the visa application.
- Proof of financing
You must prove that you have at least 10,236 euros available for the first 12 months of your study stay in Germany. This corresponds to € 853 per month according to the BAFöG maximum rate since 1 Oct 2019. The German mission abroad determines the form in which proof must be furnished, e.g. scholarship certificate, bank guarantee.
- Certificates of previous education
- Proof of German language proficiency. If the degree program in Germany is conducted in English, then this proof is not necessary.

Information is also available on the website of the Federal Foreign Office, but only in German:

<https://www.auswaertiges-amt.de/de/einreiseundaufenthalt/visabestimmungen-node>
as well as on the website of the German Embassy in your home country

Do not enter Germany as a tourist under any circumstances. A tourist visa or a Schengen visa cannot be converted into a visa for study purposes. You will then have to return to your home country and apply for a study visa.

Registration obligation and residence permit

Registration of residence (police registration)

Within the first week after your arrival in Germany, you must register your place of residence with the Resident Registration Office (Einwohnermeldeamt / Bürgerbüro) of the city or municipality in which you live. This obligation applies to everyone, including Germans.

Residence permit

If you are a **national of an EEA/EU member state or come from Liechtenstein, Iceland, Norway, or Switzerland**, you do **not need a residence permit**. On request, the Foreigners' Office can issue a free movement certificate for EU citizens.

Citizens of all other countries need a residence permit if they want to stay in Germany for longer three months.

Application for the first residence permit:

You can apply for a residence permit to study or do a doctorate at the Foreigners' Office in your place of residence.

The following regulations apply to the **Foreigners' Office in Stuttgart**:

For the first issue of a residence permit, please contact any Bürgerbüro (citizens services) in the city area. There you can register your place of residence (police registration), receive the certificate for the Studi-Ticket, and take care of getting the **first issue of your residence permit** in one visit.

You will need to submit the following documents:

- Registration form (residence in Stuttgart!)
- Valid entry visa for studies or language course with subsequent studies
- Valid national passport
- Notification of admission
- Proof of health insurance
- 1 biometric passport photo, see **photo sample board** on the website of the Stuttgart Foreigners' Office <http://www.stuttgart.de/item/show/305805/1/publ/8206?>

For the residence permit, which is initially granted for **one year**, you have to pay a fee of €50.

Renewal of the residence permit

The **extension of the residence permit** is also applied for at the Foreigners' Office of your place of residence.

For foreign students and doctoral candidates **residing in Stuttgart**, the following regulations of the **Foreigners' Office in Stuttgart** apply:

In order to extend your residence permit, you will receive a letter from the Ausländerbehörde Stuttgart in good time before it expires. The letter will include a list of the documents you need to bring. At the same time, you will receive an appointment for an appointment. If you have not received this letter in time before your residence permit expires, you should contact the Foreigners' Office as soon as possible to **make an appointment**: <http://www.stuttgart.de/item/show/318412/1>

The following documents must be submitted to the Foreigners' Office Stuttgart:

- Current certificate of enrollment (online printout)
- Proof of funding your costs of living

- Bank statements of the last three months with regular incoming payments, or
- current bank statement or
- current declaration of commitment or
- current scholarship certificate
- Valid national passport with valid residence permit
- Proof of existing health insurance coverage
- In the case of doctoral students, additional proof of the status of the doctoral examination process
- After completing your degree, proof that you are looking for a job if applicable
- 1 biometric passport photo, see **photo sample board** on the website of the Stuttgart Foreigners' Office <http://www.stuttgart.de/item/show/305805/1/publ/8206> ?

For the extension, which is usually for two years, a fee of € 30 must be paid.

When applying for or extending your residence permit, please note that it can only be processed if you submit **all the necessary documents**.

Typically, the staff of the Foreigners' Offices speak only German. If you have little or no knowledge of German yourself, ask the program coordinators or the supervisor of your doctoral thesis whether German-speaking support, e.g. a student assistant, can be provided.

What else do I need to take into account?

Your passport (residence permit) must always state the university or the place of study and the degree program in which you are enrolled. If you want to change your study program, you need the approval of the Foreigners' Office.

Your residence permit entitles you to **travel to other Schengen states** and to stay for **up to three months**.

- Belgium
- Denmark
- Germany
- Estonia
- Finland
- France
- Greece
- Iceland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Austria
- Poland
- Portugal

- Sweden
- Switzerland
- Slovak Republic
- Slovenia
- Spain
- Czech Republic
- Hungary

For states other than those listed, you will need a visa. Information can be obtained from the embassy of the respective country.

New residence permit for foreigners Electronic residence permit (eAT)

Since September 2011, there has been a new residence permit for foreigners (**non-EU citizens**) in credit card format (**eAT**). The electronic residence permit replaces the previous residence permit that was put in the passport as an adhesive label.

Please note the following:

The electronic residence permit is produced by Bundesdruckerei. Delivery time is approx. 4 weeks.

You will receive a letter from the Bundesdruckerei that includes a PIN. The letter includes important data and information such as the PIN code. **Keep this letter in a safe place.** The **eAT** must be collected from the responsible Foreigners' Office once they notify you that they have it.

A **fee of €100** must be paid for the issue of the new residence permit.

The application for the **eAT** is made in **person**. **You'll have to give two fingerprints and submit biometric photos.**

You will receive an additional sheet containing other provisions such as changes of residence.

As a non-EU citizen, you must carry your national passport, electronic residence permit and an additional sheet with you in Germany.

The **eAT** has an online identity function. You can use this function to use electronic services from banks or public authorities, for example.

The **eAT** is valid for a maximum of 10 years and is issued for a maximum of the validity period of the national passport.

Good to know:

Students from **countries that do not require a visa** will receive a label enabling them to enroll for the period between applying for and issuing an electronic residence permit.

The previous residence permits in passports are only valid until 30 April 2021 at the latest.

Further information on the electronic residence permit is available on the website of the Federal Office for Migration and Refugees: www.bamf.de/eAufenthaltstitel and from your Foreigners' Office.

Gainful employment while studying or doing a doctorate

EU/EEA countries

Students from the European Economic Area (member states of the European Union as well as Liechtenstein, Iceland, Norway and Switzerland) do not require a work permit and, like German students, may work a maximum of 20 hours per week.

Since May 2011, **students from Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, the Czech Republic, and Hungary** have also been able to work under the same conditions as German students while studying. For **citizens of Bulgaria and Romania**, the restrictions of the 90/180-day rule continue to apply. If you need to prove to an employer that you can work 90 full days or 180 half days a year, you should request this confirmation from the Employment Agency.

Non-EU states

Non-EU nationals may work a maximum of 120 full days or 240 half days per year. Study-related work, e.g. student assistants, up to 20 hours per week is also possible, but must be permitted in the passport as a condition. The Foreigners' Office in Stuttgart automatically grants approval for the study-related activity (HiWi) with the residence permit for studying. Students who do not live in Stuttgart may have to apply for permission to work in a study-related capacity at the Foreigners' Office responsible for them.

Study-related work, e.g. student assistants, up to 20 hours per week is also possible in addition to the 90/180 day rule. Work as a student assistant is without time limit. It is possible, however, that the Human Resources Department of the University will ask you to confirm from the Employment Agency that you are allowed to work in this capacity!

Semester abroad

In general, the following applies:

If you leave Germany for more than six months, e.g. for field research or study abroad, your residence permit loses its validity. You must apply for a new study visa to enter the country.

If you submit a confirmation from the university, the Foreigners' Office permits a **study-related stay abroad of up to one year**. The supervisor of your Master's or doctoral thesis can provide you with a confirmation of the field research; in the case of a semester abroad, the Office of International Affairs or the relevant coordination office can provide you with this. Non-EU citizens must apply in good time to the competent Foreigners' Office for an extension of the residence permit for the remaining duration of their studies as well as for a so-called "**certificate of non-extinction**" (**Nichterlöschungsbescheinigung**). A certificate is issued for the non-extinction of the residence permit and these subject to a fee. The requirement is that the residence permit is still valid at least until the planned re-entry.

Internships

An **internship** that is a **mandatory part of the course of study** is generally approved by the Foreigners' Office. However, it is possible for the internship to be approved separately. Request the approval from the Foreigners' Office.

You must submit the following documents: -

- internship contract and
- Confirmation from the university that the internship is compulsory.

A **voluntary internship** (paid or unpaid), which is only recommended but not compulsory, is considered to be gainful employment and is counted towards the 90 days. If you have already worked 90 full days, you must present the approval of the Foreigners' Office and the Employment Agency for an internship. For the approval of a voluntary internship you have to submit your internship contract and the internship plan to the Foreigners' Office. If you will not be paid for the internship, the reasons why payment is unusual must be given in writing.

Looking for a job and working in Germany after completing your studies

EU/EEA countries

Students from the European Economic Area (member states of the European Union as well as Liechtenstein, Iceland, Norway, and Switzerland) do not require a work permit and at the same access to the job market as Germans.

University graduates with EU citizenship automatically have the right of residence in Germany, even if they are not studying - for example, to look for a job here.

Students from the EU member states **Romania and Bulgaria** have the same residence status as other EU citizens. However, they do not yet enjoy full freedom of movement for workers under the accession treaties. They are therefore subject to similar regulations as students from "non-EU states".

Non-EU states

The following regulations apply to graduates of Bachelor's, Master's and doctoral programs at a German university. They apply regardless of the field of study.

Looking for a job

- Foreign students have **18 months** to find a job **after completing their studies** (date of graduation certificate or written notification of passing the final examination and the examination result). The necessary residence permit for the job search is issued by the responsible Foreigners' Office.
- During this "search phase," **gainful employment** for 90 full days or 180 half days as well as student part-time jobs are permitted.
- A stay to find a job is possible for a **maximum of 18 months**. It is not possible to extend the residence permit for finding a job beyond that.
- One year to look for a job can **only** be used directly after **graduation**. It is not possible to enter Germany to look for a job! However, it is possible to enter with a **visa for the purpose of gainful employment**. This requires a specific job or employment contract.

Working in Germany

- Since 2005, foreign students from non-EU countries have been allowed to take up **employment corresponding to their education** after completing their studies in Germany.

- Once a job is found that is appropriate for the qualification, there is no need to check whether preferential workers from EU countries are available.
- If you work for five years, it is possible to obtain an unlimited right of residence.

Information can also be found on the website of the German Academic Exchange Service
www.daad.de

Or at

http://www.gesetze-im-internet.de/aufenthg_2004/ <http://www.gesetze-im-internet.de/beschv/index.html>