



Certificate of study status for the immigration office Information on Bachelor's/Master's degree programmes

The immigration authorities often expect international students to submit a certificate of study progress/study forecast after a few semesters of study in order to extend their residence permit. This is issued by the International Relations Department.

For this we require the following information:

1. Details of the academic advisors/ programme coordinators (see next page)

- Total number of CPs required; number of CPs already completed; number of CPs still to be completed (including interdisciplinary competences and final examination)
- What is the earliest date by which the remaining work can be completed?
- **For Bachelor's degree programmes:** Has the orientation examination already been taken?

OR

- **For Master's programmes:** Confirmation from the Examination Office that the Master's thesis has been registered or submitted- in this case, no further proof is required and the form does not have to be completed additionally.

2. Details of the Student – **signed** by the academic advisor/ programme coordinator (see chart)

- Tabular list of the semesters in which the missing credits are to be completed.
- Period in which the Bachelor's or Master's thesis is planned.

3. Please send the completed and signed documents by e-mail to

andrea.kumler@zuv.uni-heidelberg.de

or **come by during the office hours:**

Tuesdays from 10am to 12pm or Wednesdays from 1:30pm – 3:30pm.

Dezernat Internationale Beziehungen

(International Relations Department)

Andrea Kumler

Seminarstraße 2, Room 29

<https://www.uni-heidelberg.de/einrichtungen/verwaltung/internationales/team.html#kumler>

1) Details provided by the academic advisors/programme coordinators

Surname, First Name:

Matriculation number: Full-time studies Part-time studies

Field of study:

Degree: Bachelor Master Semester:

Study status 1st subject (main subject):		
Total credits to be earned (incl. interdisciplinary competences):		
Of which for final thesis/examination:		
CPs already earned (incl. interdisciplinary competences and Master's accompanying subject):		
For Bachelor's degree programmes: Orientation examination completed? yes no		
Outstanding CP:		
What is the earliest date by which the outstanding CP can be completed (incl. final thesis/exam)?		
.....
Date	Signature of academic advisor	Stamp

Study status 2nd subject:		
Total credits to be earned (incl. interdisciplinary competences):.....		
Of which for final thesis/examination:		
CPs already achieved (incl. interdisciplinary competences):		
For Bachelor's degree programmes: Orientation examination completed? yes no		
Outstanding CP:		
What is the earliest date by which the outstanding CP can be completed (incl. final thesis/exam)?		
.....
Date	Signature of academic advisor	Stamp

2) Chart list of the student's missing/outstanding achievements signed by the academic advisor/programme coordinator

Semester e.g. WS 24/25	Name of the event	Month, year/ type of Exam e.g. June 2025/ retreat	Number of credit points
Total number of credit points			

Bachelor's/Master's thesis planned in the period fromuntil.....

Date:

Matriculation Nr.:

.....
Signature of student

.....
E-mail student

Seen: Date Signature of academic advisor Stamp
