



## Visa or Residence Permit

**Students who are citizens of a member state of the EU (European Union) and the EEA (European Economic Area, i.e. Iceland, Liechtenstein, Norway) do not need a visa or residence permit.**

**All international students from outside the EU and the EEA generally need a visa or a residence permit in order to study at Heidelberg University.**

**Students with a refugee background / students in the possession of one of the following permits – §23, §24, §25 or §60a AufenthG or §55 AsylVfG – are strongly recommended to contact the Student Advisory Service of the university's International Relations Office / Ms. Herting before enrolling:**  
Tel.: 06221 54 12722; email: [maria.herting@zuv.uni-heidelberg.de](mailto:maria.herting@zuv.uni-heidelberg.de)

### When do you have to apply for a visa and/or a residence permit?

- a) Students from **Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland, United Kingdom and the United States** may enter Germany without a visa. If students are planning on staying longer than three months, they will have to apply for a residence/study permit at the local Foreigners' Registration Office (*Ausländerbehörde*).
- b) Students from **all other countries** must obtain a visa (for study purposes) before departing for Germany. The application for a visa for study purposes must be made at the German Embassy/Consulate in the student's home country. After arrival, students have to apply for an extension of their stay in form of a residence permit at the Foreigners' Registration Office.

Entry into Germany is only permitted, if you have a valid residence status. **You do not have to present a visa / residence title when enrolling. However, after your enrolment you should clarify your legal situation with the local Foreigners Registration office.**

**Important!** First you must report your address to the registration office/citizen centre (*Einwohnermeldeamt/Bürgeramt*) in your city of residence. Only after this is it possible to apply for an extension of your visa.

**Please note:** If you have not found a permanent room at the time of application of your residence permit, please refer to that Foreigners' Registration Office (*Ausländerbehörde*) in charge of the area where your current accommodation lies.

**The following visas cannot be extended or changed into a study visa by the local foreigners Registration Office in Germany:**

**Tourist visa, visa according to the Schengen Agreement, business visa.** This means students must return to their home country and apply for another visa.

The Student Advisory Service of the university's International Relations Office will be happy to inform you about the rules and regulations. If you have any questions, please do not hesitate to contact Ms. Monzel: Tel.: 06221 54 12724; email: [monzel@zuv.uni-heidelberg.de](mailto:monzel@zuv.uni-heidelberg.de)

### Where can you apply for the residence permit?

Issues pertaining the entrance and residency in Germany are handled by the Foreigners' Registration Office (*Ausländerbehörde*). Your current address at the time of your residence registration will determine which office you have to contact. The addresses and office hours of the Foreigners' Registration Offices in and around Heidelberg are listed on the next page.

Please note: There are two Foreigners' Registration offices in Heidelberg. One is responsible for the citizens living in the city / municipality of Heidelberg, the other one for citizens living in the municipalities of the Rhein-Neckar-Kreis.

## Which documents do you need to prepare?

When you apply for a residence/study permit or extension, you must bring the following documents:

- Application form for a residence permit (to be obtained at the Foreigners' Registration Office or online at <http://www.heidelberg.de/hd/Lde/HD/Rathaus/Formulare> → „Ausländerrecht - Antrag auf Erteilung einer Aufenthaltserlaubnis“)
- Letter of Admission/Enrolment from Heidelberg University or an enrolment certificate, stating the subject(s) and intended degree (please bring the original and a copy)
- Proof of medical insurance (please bring the original and a copy)
- 1 biometric passport photo
- Passport (please bring the original and a copy)
- Proof of the applicant's ability to fund his/her living expenses and studies while staying in Germany (e.g. copies of bank statements for the last three months prior to applying, notarized letter stating financial support from parents/legal guardians, etc.).

In certain cases, the Foreigners' Registration Office will ask for additional documents. This will be discussed at the time of application.

Fee: between €93 (extension for more than 3 months) and €100 (for a residence permit)

## The Foreigners Registration Offices (*Ausländerbehörden*):

<p><b>City of Heidelberg</b>  <b>Bürger-u. Ordnungsamt</b>          Zuwanderungsrecht          Bergheimer Str. 147          Landfriedgebäude          Eingang          B</p> <p>69115 Heidelberg          Phone: 06221/58 17 520</p>	<p><b>Contact via online appointment scheduling:</b>  <a href="https://tevis-online.heidelberg.de/">https://tevis-online.heidelberg.de/</a></p> <p><b>Further information:</b>  <a href="https://www.heidelberg.de/hd/HD/Rathaus/Zuwanderung.html">https://www.heidelberg.de/hd/HD/Rathaus/Zuwanderung.html</a></p>
<p><b>Landratsamt</b>  <b>Rhein-Neckar-Kreis</b>          Kurfürstenanlage 38-40          69115 Heidelberg          Phone: 06221/5221478</p> <p><a href="https://www.rhein-neckar-kreis.de/Lde/start/landratsamt/auslaenderamt.html">https://www.rhein-neckar-kreis.de/Lde/start/landratsamt/auslaenderamt.html</a></p> <p>The <i>Landratsamt</i> is responsible for the following municipalities:          Bammental, Brühl, Dossenheim, Edingen-Neckarhausen, Eberbach, Eppelheim, Epfenbach, Eschelbronn, Gaiberg, Helmstadt-Bargen, Heddesbach, Heddesheim, Heiligkreuzsteinach, Hemsbach, Hirschberg, Ilvesheim, Ketsch, Ladenburg, Laudenbach, Lobbach, Malsch, Mauer, Meckesheim, Neckargemünd, Neckarbischofsheim, Nußloch, Oftersheim, Plankstadt, Reichartshausen, Sandhausen, St. Leon Rot, Schönau, Schönbrunn, Schriesheim, Spechbach, Walldorf, Wilhelmsfeld, Wiesenbach, Waibstadt</p>	<p><b>Office hours</b>          Mo, Tue, Thu, Fr: 7.30am – 12 pm          Wed: 7.30am- 5pm          Only by appointment</p>
<p><b>Leimen:</b>          Ausländeramt          Rathausstraße 1-3          69181 Leimen          Phone: 06224/704-0</p>	<p><b>Office hours:</b>          Mo, Tue, Thu, Fri: 8 a.m. – 12 p.m.          Tue: 8 a.m. - 12 p.m. and 2:30 – 6:30 p.m.          Thu: 8 a.m. – 12 p.m. and 1:30 – 5 p.m.          No office hours on Wednesdays  <a href="https://www.leimen.de">https://www.leimen.de</a></p>
<p><b>City of Mannheim:</b>          Zuwanderung/ Integration          K7, 2<sup>nd</sup> floor          68159 Mannheim          Phone: 0621/293-2692</p>	<p><b>Please make an appointment</b>  <a href="https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuengerung">https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuengerung</a></p>
<p><b>City of Ludwigshafen:</b>          Ausländeramt          Marienstraße 8          67063 Ludwigshafen          Phone: 0621/504-4325          Email:  <a href="mailto:aufenthaltsrecht@ludwigshafen.de">aufenthaltsrecht@ludwigshafen.de</a></p>	<p><b>Please make an appointment</b>          For contact details see:  <a href="http://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthaltstitel-aufenthaltsurlaubnis/">http://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthaltstitel-aufenthaltsurlaubnis/</a></p> <p>The telephone number depends on the first letter of your surname.</p>
<p><b>City of Wiesloch</b>          Ausländeramt          Marktstr. 13          69168 Wiesloch          Phone: 06222/84 322</p>	<p><b>Please make an appointment by phone</b>  <a href="https://www.wiesloch.de/pb/-/Modul_Verwaltungsportal/oe6016119">https://www.wiesloch.de/pb/-/Modul_Verwaltungsportal/oe6016119</a></p>