



## Visa or Residence Permit

### 1. Who needs a visa / residence permit?

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

**No visa / residence permit** required, just a valid passport or ID card:

**EU students:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

**Students from EEA countries:** Iceland, Liechtenstein, Norway.

### 2. When do you have to apply for a visa 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, but you have to apply for a residence permit at the local Foreigners' Registration Office (*Ausländerbehörde*) within three months.
- 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. Please submit the application 8 weeks before the visa expires.

**You do not have to present your visa/ residence status when enrolling.**

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 that holders of such a visa who wish to study in Germany must return to their home country and apply for a visa for study purposes there.

#### **Important note:**

First you must **report your address** to the registration office/citizen centre (*Einwohnermeldeamt/Bürgeramt*) in your place of residence. **Only then is it possible to apply** for a residence permit.

If you have **not yet found a permanent room** at the time of application for your residence permit, please refer to the Foreigners' Registration Office (*Ausländerbehörde*) in charge of the area where you currently reside.

### 3. Where can you apply for a residence permit?

Issues pertaining the entrance and residency in Germany are handled by the Foreigners' Registration Office (*Ausländerbehörde*). The current address at the time of your residence registration determines which office you'll have to contact. Please contact your foreigner's authority (list below) **8 weeks before your visa / residence permit expires**.

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 for citizens living in the **municipalities of the Rhein-Neckar-Kreis**.

### 4. Which documents do you need to prepare?

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

- Application form for a residence permit
- Letter of Admission from Heidelberg University or an enrolment certificate, stating the subject(s) and intended degree and current number of semesters
- Current health insurance certificate
- 1 biometric passport photo
- Passport with visa / entry stamp
- Proof of funding of **€ 992 per month**, e.g. officially certified financial statement, proof of scholarship, other (state funding from home country, blocked account).
- Residence registration

Other documents may be required in individual cases. This will be discussed when the application is submitted.

Fee: € 100 for a new residence permit,  
€ 93 extension of a residence permit

### 5. Who can I contact in case of questions?

The International Relations Office of Heidelberg University will be happy to inform you about the rules and regulations.

If you have any **questions with regard to residence permit and/or visa** – please contact **Ms. Kumler**, Dept. 7.2, e-mail: [andrea.kumler@zuv.uni-heidelberg.de](mailto:andrea.kumler@zuv.uni-heidelberg.de); phone: 0049-6221 54 12 724.

**Students with a refugee background** / students in the possession of one of the following permits – §23, §24, §25 or §60a AufenthG or §55 AsylVfG – please contact **Ms. Buchholz**, Dept. 7.2 before enrolling: [welcome@zuv.uni-heidelberg.de](mailto:welcome@zuv.uni-heidelberg.de); phone: 0049-6221 54 12 722.

**Exchange students from outside the EU and the EEA** who have a residence permit for study purposes in another EU country (exceptions: Denmark, Ireland) – please contact **Ms. Bugla**, Dept. 7.1, [alena.bugla@zuv.uni-heidelberg.de](mailto:alena.bugla@zuv.uni-heidelberg.de)

Students belonging to this group do not require a visa under certain conditions, but can apply for a so-called mobility certificate from the Federal Office for Migration and Refugees (BAMF) via Heidelberg University. This certificate entitles students to enter or stay in Germany and must be applied **for before the start of the semester** in Heidelberg.

**List of Foreigners' Registration Offices (*Ausländerbehörden*):**

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## List of Foreigners' Registration Offices (*Ausländerbehörden*):

<p><b>City of Heidelberg</b>  <b>Bürger-u. Ordnungsamt</b>          Zuwanderungsrecht          Bergheimer Str. 147          Landfriedgebäude          Eingang B          69115 Heidelberg          Phone: 06221/58 17 520  <a href="mailto:Zuwanderung-servicepoint@heidelberg.de">Zuwanderung-servicepoint@heidelberg.de</a></p>	<p><b>Application form online at:</b>  <a href="https://www.heidelberg.de/HD/Rathaus/online-antraege+zuwanderung.html/#bueOverview">https://www.heidelberg.de/HD/Rathaus/online-antraege+zuwanderung.html/#bueOverview</a>          You can submit the completed application for the issue/renewal of the residence permit online, by e-mail, by post or via the house letterbox.</p> <p><b>Please find further information here:</b>  <a href="https://www.heidelberg.de/english,Len/Home/immigration.html">https://www.heidelberg.de/english,Len/Home/immigration.html</a></p>
<p><b>Landratsamt</b>  <b>Rhein-Neckar-Kreis</b>          Kurfürstenanlage 38-40          69115 Heidelberg          Phone: 06221/522 14 78  <a href="mailto:auslaenderamt@rhein-neckar-kreis.de">auslaenderamt@rhein-neckar-kreis.de</a></p>	<p>The <b>Landratsamt Rhein-Neckar-Kreis</b> is responsible for the following <b>municipalities</b>:          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>Application form online at:</b>  <a href="https://www.rhein-neckar-kreis.de/start/landratsamt/aufenthaltstitel.html/#bueOverview">https://www.rhein-neckar-kreis.de/start/landratsamt/aufenthaltstitel.html/#bueOverview</a>          You can submit the completed application for the issue/renewal of the residence permit online, by e-mail, by post or via the house letterbox.</p> <p><b>Please find further information here:</b>  <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><b>Leimen:</b>          Ausländeramt          Rathausstraße 1-3          69181 Leimen          Phone: 06224/704 0  <a href="mailto:auslaenderamt@leimen.de">auslaenderamt@leimen.de</a></p>	<p>Please download the application for issue/renewal of the residence permit from the homepage: <a href="https://buergerserviceportal.leimen.de/online-dienste/dienstleistungen/1727/elektronischen-aufenthaltstitel-eat-beantragen">https://buergerserviceportal.leimen.de/online-dienste/dienstleistungen/1727/elektronischen-aufenthaltstitel-eat-beantragen</a> and submit it together with the relevant documents. After having checked your documents, the Foreigners' Registration Office will contact you.</p>
<p><b>City of Mannheim:</b>          Zuwanderung/ Integration          K7, 2<sup>nd</sup> floor          68159 Mannheim          Phone: 0621/293-2692  <a href="mailto:auslaenderbehoerde@mannheim.de">auslaenderbehoerde@mannheim.de</a></p>	<p><b>Application form online at:</b>  <a href="https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuergderung/dienstleistungen/digitale-antraege/#bueOverview">https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuergderung/dienstleistungen/digitale-antraege/#bueOverview</a> .          You can submit the completed application for the issue/renewal of the residence permit online, by e-mail, by post or via the house letterbox.</p> <p><b>Please find further information here:</b>  <a href="https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuergderung/dienstleistungen/aufenthaltserlaubnis">https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuergderung/dienstleistungen/aufenthaltserlaubnis</a></p>
<p><b>City of Ludwigshafen:</b>          Ausländeramt          Mottstraße 1          67063 Ludwigshafen          Phone:0621/504-0  <a href="mailto:aufenthaltsrecht@ludwigshafen.de">aufenthaltsrecht@ludwigshafen.de</a></p>	<p><b>Application form online at:</b>  <a href="https://ludwigshafen.de/buergerservice/dienstleistungen/aufenthaltstitel-elektronischer-aufenthaltstitel">https://ludwigshafen.de/buergerservice/dienstleistungen/aufenthaltstitel-elektronischer-aufenthaltstitel</a> the link below. You can submit the completed application for the issue/renewal of the residence permit online, by e-mail, by post or via the house letterbox.</p> <p><b>Please find further information here:</b>  <a href="https://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler">https://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler</a></p>
<p><b>City of Wiesloch</b>          Ausländeramt          Marktstr. 13          69168 Wiesloch          Phone: 06222/84 334  <a href="mailto:auslaenderamt@wiesloch.de">auslaenderamt@wiesloch.de</a></p>	<p><b>For information and the online form</b>, please refer to the link below.  <a href="https://www.wiesloch.de/-/dienstleistungen/elektronischen-aufenthaltstitel-eat-beantragen/vbid1727">https://www.wiesloch.de/-/dienstleistungen/elektronischen-aufenthaltstitel-eat-beantragen/vbid1727</a></p>