



Status Report on Student Progress for the Local Immigration Office ("Studienstandsbescheinigung") – bachelor's / master's programmes

After a few semesters, the immigration authorities expect frequent reports/forecasts on the status of your university studies in order to extend your residence permit. As a rule they are issued by the International Relations Office.

In order to provide these reports, we need the following information:

From the student **Tabular list** when he/she is planning to obtain the remaining credits
(cf. attached form)

and

From the departmental student advisor / programme coordinator (cf. next page)

- **Total of ECTS** required, **ECTS acquired so far**, ECTS still to be acquired
- **When** can these credits be acquired at the earliest?
- Bachelor's programmes: Has the ***Orientierungsprüfung*** been passed?

or

Master-programmes: registration for master-final examination signed by the examination office
with the day your thesis starts or has been handed in –

if presented, no other certification is necessary

Please send the complete documents via email or come with the two completed documents
below to the consultation hours of Ms Kumler / International Relations Office, room 29,
Seminarstr. 2.

Office hours:

Tuesday 10 AM - 12 PM (in person - no registration necessary)

Wednesday 1:30 PM - 3:30 PM (online via heiCONF – registration necessary)

Thursday 1:30 PM - 3:30 PM (in person - no registration necessary)

<https://www.uni-heidelberg.de/institutions/administration/international/contacts.html>

<https://www.uni-heidelberg.de/en/study/management-studies/download-center/international-students-information-forms-and-fact-sheets>

**To be filled in by the departmental student advisor / programme coordinator
for the International Relations Office**

Last name, first name:

Student number: full-time study ☐ part-time study ☐

Subjects:

Intended degree: ☐ bachelor's ☐ master's

Studienstand 1. Studienfach:

Insgesamt zu erbringende LP (inkl.fachübergreifende Kompetenzen):

Davon für Abschlussarbeit/-Prüfung:
.....

Bereits erbrachte LP (inkl.fachübergreifende Kompetenzen und Masterbegleitfach):
.....

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ☐ ja ☐ nein

Noch ausstehende LP:
.....

Bis wann können die ausstehenden LP frühestens erbracht werden (inkl. Abschlussarbeit/-prfg.)?
.....

.....
Datum

.....
Unterschrift Fachstudienberater

.....
Stempel

Studienstand 2. Studienfach:

Insgesamt zu erbringende LP (ggf. inkl.fachübergreifende Kompetenzen) :

Davon für Abschlussarbeit/-Prüfung:
.....

Bereits erbrachte LP (ggf. inkl.fachübergreifende Kompetenzen):

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ☐ ja ☐ nein

Noch ausstehende LP:
.....

Bis wann können die ausstehenden LP frühestens erbracht werden (inkl. Abschlussprüfung)?
.....

.....
Datum

.....
Unterschrift Fachstudienberater

.....
Stempel

Status report of student's progress for the International Relations Office

Information provided by the student. Open credits listed in tabular form

Please keep a copy for yourself

Semester e.g. WS 19/20	Title of lecture/seminar	Month, year / type of exam e.g. June 2018 / term paper	Number of credits for this

Total credits:

Master thesis is planned from ... until ...:

Date:

Number of enrolment:

.....
student's signature

.....
Student's e-mail

seen:

Date

.....
Signature academic advisor

Stamp