



Visa or Residence Permit

1. Who needs a visa / residence permit?

All international students from outside the EU and the EEA generally **need either a valid visa or a valid residence permit with supplementary sheet** for the whole duration of their studies 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.
- **Students from Switzerland:** For stays of more than 90 days, a *declaratory residence permit* should be applied for at the German Foreigners' Registration Office (*Ausländerbehörde*) responsible for your place of residence.

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, United Kingdom and the United States do not require a visa to enter Germany, but must apply for a residence permit at the local Foreigners' Registration Office (*Ausländerbehörde*) **within three months of entry**.
- 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, for example online: <https://digital.diplo.de/studium>. After arrival, students must apply for an extension of their stay in the form of a residence permit at the local Foreigners' Registration Office (*Ausländerbehörde*) approx. **8 weeks before the visa expires**.

If you need to specify **a contact person at Heidelberg University for the visa application**, you can enter the following data: Ms. Andrea Kumler, Universität Heidelberg, International Relations Office, Seminarstr. 2, room 29, 69117 Heidelberg, phone: +49 6221 54-12724, E-Mail: andrea.kumler@zuv.uni-heidelberg.de. Further details of the contact person are not required for the visa application - please leave the other fields blank.

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;

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; 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. Gmirek**, Dept. 7.1, incoming-erasmus@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*):

See next page

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