



## Visa or Residence Permit

**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.

**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.

**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 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, 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.

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

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 International Relations Office of Heidelberg University will be happy to inform you about the rules and regulations. If you have any questions, please do not hesitate to contact Ms Monzel, phone: 06221 54 12 724, email: [monzel@zuv.uni-heidelberg.de](mailto:monzel@zuv.uni-heidelberg.de)

**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.

### 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. Please contact your foreigners authority (list below) 6 weeks before your visa / residence title 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 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
- Letter of Admission from Heidelberg University or an enrolment certificate, stating the subject(s) and intended degree and current number of semester
- Current health insurance certificate
- 1 biometric passport photo
- Passport with visa / entry stamp
- Proof of funding of €934 per month (or €1,081 from the age of 30), e.g. officially certified financial statement, proof of scholarship, other (state funding from home country, blocked account).
- Residence registration

In certain cases, the Foreigners' Registration Office will ask for additional documents. You will be informed about it at the time of application.

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

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

See next page

## 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>Application form online at:  <a href="https://www.heidelberg.de/hd/HD/Rathaus/Aufenthaltsitel.html">https://www.heidelberg.de/hd/HD/Rathaus/Aufenthaltsitel.html</a></p> <p>You can submit the completed application form for the issue/renewal of the residence permit online, by e-mail, by post or via the house letterbox. Afterwards, please request an appointment online. Appointments are available for 8 weeks in advance, but not longer in advance. Please use <a href="https://tevis-online.heidelberg.de/">https://tevis-online.heidelberg.de/</a></p> <p>To make an appointment.  Further information can be found here:  <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: 06221/522 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 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 forms are available in the town halls or online via the link below. Submit the documents by post, via the house letterbox or by e-mail. You will then receive a reply by e-mail.  Further information can be found here:  <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 issuance/renewal of the residence permit from the homepage <a href="https://buergerserviceportal.leimen.de/online-dienste/formulare/formulare-stadt-leimen">https://buergerserviceportal.leimen.de/online-dienste/formulare/formulare-stadt-leimen</a></p> <p>and submit it with the relevant documents. After checking 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>Information and the online form can be found below.  Please send your application documents by post. In the course of the procedure, you will receive an appointment for a personal interview at the Foreigners' Registration Office.  <a href="https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuengerung/dienstleistungen/aufenthaltsurlaub">https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuengerung/dienstleistungen/aufenthaltsurlaub</a></p>
<p><b>City of Ludwigshafen:</b>  Ausländeramt  Mottstraße 1  67063 Ludwigshafen  Phone:0621/504-4325  <a href="mailto:aufenthaltsrecht@ludwigshafen.de">aufenthaltsrecht@ludwigshafen.de</a></p>	<p>Information and the online form can be found below.  Drop the documents in the letterbox at the entrance to the Residence Rights Department at Mottstraße 1, in 67063 Ludwigshafen or send them by post. An additional e-mail or telephone call is not necessary.  <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 4555  <a href="mailto:auslaenderamt@wiesloch.de">auslaenderamt@wiesloch.de</a></p>	<p>Information, the online form and how to make an appointment can be found here:  <a href="https://www.wiesloch.de/pb/Home/Rathaus/online-terminvergabe+auslaenderamt.html">https://www.wiesloch.de/pb/Home/Rathaus/online-terminvergabe+auslaenderamt.html</a></p>