How to apply a residence permit

Ausländeramt / Immigration Office
StädteRegion Aachen
Informations for European Citizens

- Citizens from European countries do **not** need a residence permit!
- Only residence registration required
- Before your return please de-register yourself at city registration office
Informations for Non-European Citizens

MULTIPLE ENTRANCES
First steps

- Residence registration
- Enrollement at RWTH Aachen
- Applying residence permit
Residence permit for studying in Germany

- application form
- passport
- photo with biometrical signs
- study certificate (print out via campus office)
- health insurance
- proof of financial support
- fee: 100,– € (for extension 93,–€)
Biometrical Photo

size 35 x 45 mm
size of face 32 x 36 mm

- look straight into the camera
- do not laugh
- closed lips
- uncovered eyes
- not older than 6 months
Financial support

- monthly 720,- €
- Scholarship
- blocked account
- declaration of commitment in line with § 68 Residence Act
- regular money transfers of the parents or other supporting persons (bank account statements of the last three months with appropriate proof need to be submitted; cash deposits without proof of origin and limitation of purpose cannot be accepted)
Electronic Residence Permit
Fiktionsbescheinigung / Temporary Visa
Jobbing / Work permit

Range of work permit that is automatically included in your residence permit:

„Beschäftigung bis zu 120 Tage oder 240 halbe Tage im Jahr sowie Ausübung studentischer Nebentätigkeit erlaubt“

meaning:
You are allowed to work 120 full days (up to 8–hour–day)/ 240 half days (up to 4–hour–day) wherever you want, that is outside the university. Jobs at the university, so–called HiWi–jobs (student assistant) in an institute are allowed up to max. 19 hours weekly.
Branch Office in SuperC Room 4.21 – 4.22

- Mrs Krey phone: 5198 3367
- Mr Beilebens phone: 5198 3369
- Mr Morawe phone: 5198 3368

E-mail: info.auslandische.studenten@staedteregion-aachen.de

web: www.staedteregion-aachen.de

Opening hours:
- Monday, Tuesday 8.00 a.m – 12.15 a.m.
- Wednesday 8.00 a.m. – 12.15 a.m. and 2.00 p.m. – 04.45 p.m.
- Friday 8.00 a.m – 12.00 a.m.
info.auslaendische.studenten@staedteregion-aachen.de