

RESIDENCE PERMIT ***HOW TO APPLY***





BASIC INFORMATION

- ▶ Required for all non-EU students who entered Germany without visa
- ▶ The application must be submitted within 90 days after having entered **the European Union**
- ▶ Be aware that the process can take up to 2 months to be completed





APPLICATION PROCESS


- ▶ Before applying for your residence permit you should have:
 - Registration confirmation from the Citizen Registration Office
 - German bank account and sufficient money to cover your expenses during your studies (around 900 € per month of stay)
 - Valid health insurance

Your group leaders will guide you through the process - don't worry! 



DOCUMENTS FOR THE APPLICATION

- ▶ Form “application for a residence permit”
electronically filled
- make sure to fill in all required information correctly
- your group leaders will provide the form and help you completing it

**LANDRATSAMT
DEGGENDORF**


Ausländerwesen
E-Mail: Auslaenderwesen@lra-deg.bayern.de
Tel: 089/31020-0
Fax: 089/31020-41.228

Landratsamt Deggen Dorf
Ausländerwesen
Herrenstraße 18
94469 Deggen Dorf

ANTRAG


☐ auf Erteilung einer Aufenthaltserlaubnis ☐ auf Verlängerung einer Aufenthaltserlaubnis

1. Erforderliche Unterlagen

<input type="checkbox"/> gültiger Reisepass ggf. doppelt, Visum + Einreisestempel in Kopie Valid passport incl. visa and entry stamp if applicable (copy) <input type="checkbox"/> Geburtsurkunde Birth certificate <input type="checkbox"/> Heiratsurkunde Marriage certificate <input type="checkbox"/> Formblatt: Erklärung Ehe Form declaration of marriage <input type="checkbox"/> Formblatt: Erklärung Kind Form declaration of child <input type="checkbox"/> Bestätigung Integrationskurs Certification of integration course <input type="checkbox"/> Meldebescheinigung Registration certificate	<input type="checkbox"/> Sicherheitsfragebogen Security survey <input type="checkbox"/> Mietvertrag in Kopie Tenancy agreement (copy) <input type="checkbox"/> Verdienftsbelegungen der letzten 3 Monate in Kopie Statements of earnings for the past three months <input type="checkbox"/> Arbeitsgeheimhaltung Employment certificate <input type="checkbox"/> Einkommenssteuerbescheid Income tax assessment <input type="checkbox"/> Finanzierungsnachweise Financing documents <input type="checkbox"/> Stipendienbescheid Scholarship notification <input type="checkbox"/> Bescheid der Agentur für Arbeit Notice of Employment Agency	<input type="checkbox"/> aktueller Kontoauszug bzw. -spiegel von deutscher Bank Recent account statement of financial status issued by a German bank or official declaration of commitment <input type="checkbox"/> Zulassungsbescheid der Hochschule in Kopie University admission notification (copy) <input type="checkbox"/> Immatrikulationsbescheinigung der Hochschule sowie Bestätigung über Vorausz. Studierendendauer von Hochschule University admission certificate and confirmation of the required duration of study issued by the university <input type="checkbox"/> Krankenversicherungsnachweis Health insurance certificate <input type="checkbox"/> Aktuelles biometrisches Foto (J-KITPASS) Recent biometric photograph <input type="checkbox"/> Stellungnahme der Meldebehörde Registration authority's opinion resp. registration certificate (copy) <input type="checkbox"/> GedSFF Nr.: _____ <input type="checkbox"/> _____
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2. Antragsteller / Antragstellerin

Familienname, ggf. früherer Nachname: <input style="width: 80%;" type="text"/>		Vorname(n): <input style="width: 20%;" type="text"/>
Derzeitige Wohnadresse in Deutschland (PLZ, Ort, Straße, Hausnummer) / Place of residence in Germany (postal code, place, street, house no.): <input style="width: 100%;" type="text"/>		
Geburtsdatum / Date of birth: <input style="width: 30%;" type="text"/>	Geburtsort / Place of birth: <input style="width: 30%;" type="text"/>	Geburtsland / Country of birth: <input style="width: 40%;" type="text"/>
Geschlecht / Sex: <input type="checkbox"/> männlich / male <input type="checkbox"/> divers <input type="checkbox"/> weiblich / female		Staatsangehörigkeit / Nationality: <input style="width: 60%;" type="text"/>
Frühere Staatsangehörigkeit(en) / Former nationalities: <input style="width: 100%;" type="text"/>		
Familienstand / Marital status: <input type="checkbox"/> Ledig / single <input type="checkbox"/> Verheiratet / married <input type="checkbox"/> eingetrag. Lebenspartnerschaft / civil union		Teil / wife: <input type="checkbox"/> Getrennt lebend / separated <input type="checkbox"/> Geschieden / divorced <input type="checkbox"/> verwitwet / widowed
Telefon / Phone: <input style="width: 30%;" type="text"/>	E-Mail: <input style="width: 40%;" type="text"/>	Größe / Height: <input style="width: 15%;" type="text"/> Augenfarbe / Eye color: <input style="width: 15%;" type="text"/>


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DOCUMENTS FOR THE APPLICATION

- ▶ Copy of valid passport
- ▶ Copy of birth certificate (only if available)
- ▶ Signed rental agreement copy
- ▶ Bank account statement from a German bank
- ▶ Health insurance certificate
- ▶ Enrolment certificate (available on Primuss)
- ▶ Letter of acceptance
- ▶ Confirmation about study period “Studiendauerbescheid” (available on Primuss)
- ▶ Biometric passport photo
- ▶ Additionally: fee of 100 €



APPLICATION PROCESS

- ▶ The IO will schedule group appointments at the Immigration Office for the **beginning of November** (on-campus, room K 001) during which you can submit your documents
--> further information tba by e-mail!
- ▶ One student helper will accompany you to support you with translation issues

Important:

- ▶ Your application will only be processed if your documents are complete
- ▶ Please double-check all your documents before submitting them at the Immigration Office



A close-up photograph of several hands of different skin tones (white, light brown, dark brown) giving thumbs up. The background is slightly blurred, showing parts of people's faces and clothing in warm colors like orange, blue, and yellow.

RECEIVING YOUR RESIDENCE PERMIT

- ▶ You will receive a letter when your residence permit is ready
- ▶ Once you receive the letter, please email your responsible person to schedule an appointment to pick up your residence permit
- ▶ **Do not miss your appointment!!!**



IMPORTANT TO KNOW

- ▶ The residence permit will be valid for the whole time of your studies at DIT and will lose its validity when you deregister from the university
- ▶ Before planning any trips outside of Germany, please keep in mind that it might take a while for your residence permit to be ready
- ▶ Your group leaders will help you with the whole process; if you have any questions or problems, please contact them immediately
- ▶ The university does not have any influence on the issuing process of the residence permit



THANK YOU
FOR YOUR ATTENTION!

