



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:

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

2. From your 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

- **registration for final examination** signed by the examination office with the day your thesis starts or has been handed in –
if presented, no other certification necessary

Please submit your documents to the International Relations Office:

Mrs. Monzel, room 29

Office hours: Mon, Tue, Thu, Fri: 10 am-12 pm add. Wed: 1.30-3.30 pm

Phone: 06221 / 54-12724

E-mail: monzel@zuv.uni-heidelberg.de

The certificate ("Studienstandsbescheinigung") can usually be picked up **in the Serviceportal/ room 33 after three working days**. (Office hours: Mon-Thu 10am - 4pm, Fri 10am – 2pm) **Please present your student ID.**

Student data:

Last name, first name:

Student number:

Subjects:

Intended degree: bachelor's master's

Angaben des Fachbereichs:

Studienstand 1. Studienfach:

Insgesamt zu erbringende LP:

Davon für Abschlussarbeit/-Prüfung:

Bereits erbrachte LP:

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ja nein

Noch ausstehende LP:

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

Studienstand 2. Studienfach:

Insgesamt zu erbringende LP:

Davon für Abschlussarbeit/-Prüfung:

Bereits erbrachte LP:

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ja nein

Noch ausstehende LP:

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