



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 the Student Advisory Service of the university's International Relations Office / Ms. Herting before enrolling:

Tel.: 06221 54 12722; e-mail: welcome@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. Please submit the application 8 weeks before the visa expires.

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 enrollment you should clarify your legal situation with the local Foreigners Registration office by handing in a certificate of enrollment.**

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 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. Kumler, phone: 06221 54 12 703, e-mail: andrea.kumler@zuv.uni-heidelberg.de

Important note: First you must report your address to the registration office/citizen centre (*Einwohnermeldeamt/Bürgeramt*) in your city of residence. Only then is it possible to apply for an extension of your visa.

Please note: 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.

Where can you apply for the 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 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 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 € 1,018 from the age of 30), 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

List of Foreigners Registration Offices (*Ausländerbehörden*):

See next page

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

City of Heidelberg Bürger-u. Ordnungsamt Zuwanderungsrecht Bergheimer Str. 147 Landfriedgebäude Eingang B 69115 Heidelberg Phone: 06221/58 17 520 Zuwanderung-servicepoint@heidelberg.de	Application form online at: https://www.heidelberg.de/hd/-/Behoerdenwegweiser/zuwanderungsrecht-auslaenderbehoerde/oe6011005 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. Please find further information here: https://www.heidelberg.de/english.Len/Home/immigration.html
Landratsamt Rhein-Neckar-Kreis Kurfürstenanlage 38-40 69115 Heidelberg Phone: 06221/522 14 78 auslaenderamt@rhein-neckar-kreis.de 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 Application forms are available in the town halls or online via the link below. Please submit the documents by post, via the house letterbox or by e-mail. The Landratsamt will contact you via e-mail. Please find further information here: https://www.rhein-neckar-kreis.de/Lde/start/landratsamt/auslaenderamt.html	
Leimen: Ausländeramt Rathausstraße 1-3 69181 Leimen Phone: 06224/704 0 auslaenderamt@leimen.de	Please download the application for issue/renewal of the residence permit from the homepage: https://buergerserviceportal.leimen.de/online-dienste/formulare/formulare-stadt-leimen and submit it together with the relevant documents. After having checked your documents, the Foreigners' Registration Office will contact you.
City of Mannheim: Zuwanderung/ Integration K7, 2nd floor 68159 Mannheim Phone: 0621/293-2692 auslaenderbehoerde@mannheim.de	For information and the online form, please refer to the link 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. https://www.mannheim.de/de/service-bieten/buergerdienste/zuwanderung-und-einbuengerung/dienstleistungen/aufenthaltserlaubnis
City of Ludwigshafen: Ausländeramt Mottstraße 1 67063 Ludwigshafen Phone: 0621/504-0 aufenthaltsrecht@ludwigshafen.de	For information and the online form, please refer to the link below. Please 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. https://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler
City of Wiesloch Ausländeramt Marktstr. 13 69168 Wiesloch Phone: 06222/84 334 auslaenderamt@wiesloch.de	For information and the online form, please refer to the link below. https://www.wiesloch.de/pb/Home/Rathaus/online-terminvergabe+auslaenderamt.html