

# **My Five Steps to a Residence Permit**

## **Very important information for those who have just arrived in Augsburg**

### **Important information for you!**

After entering Germany, you are required by law to register at the Foreigners Registration Office (*Ausländerbehörde*). You have two weeks to do so. In Germany, everyone has to register, including Germans. Anyone who fails to register in good time has to pay a fine.

You have come to Germany with a visa. This visa is valid for 3 months. Please take a look at your passport to see when your visa expires. It is important that your visa is replaced by a residence permit (*Aufenthaltsbewilligung*) before it expires. If your visa is no longer valid and you do not have a residence permit, you will be required to leave Germany. That is why it is important to apply for a residence permit in good time. Please read the following five steps.

Step 1: Flat-hunting & registering

Step 2: Opening a bank account & providing proof of financial support

Step 3: Health insurance

Step 4: Matriculation

Step 5: Applying for your residence permit

### **Step 1: Flat-hunting & registering**

The first important step is to look for an apartment because you need a residential address to register. If you have not yet found a flat and are living in a hotel, you are required to register with the *Ausländerbehörde* within two weeks.

If you are lodging or living with friends/acquaintances/relatives, and do not have a tenancy agreement, the flat-owner has to write a letter, confirming that you are allowed to live there. You are very welcome to use our declaration-of-consent form for this purpose.

Important! You are not allowed to live with a friend/acquaintance/relative in a hall of residence. You will not receive a declaration of consent.

Where can I register? You are kindly asked to go to the [Hochschulbetreuungsstelle in the Eichleitnerstraße 30](#). Here you will find both the registration office and the advice centre for Augsburg's universities and colleges.

What do I need to bring along? Please bring your passport and tenancy agreement or declaration of consent. Registration is free of charge.

### **Step 2: Opening a bank account & proof of financial support**

If you wish to stay in Germany for longer than 3 months, you will need to open an account at a bank. Please note that most banks offer student accounts free of charge. In order to open a student account you will need your certificate of matriculation (*Immatrikulationsbescheinigung*) or notification of admission (*Zulassungsbescheid*).

Why do you need a bank account? The payment of rent and health insurance is arranged through your bank account.

In addition, you need to be able to prove that you have enough money to live in Germany to be eligible for a residence permit. According to the law, you need a minimum monthly sum of 500,-- Euro. There are 3 ways of proving that you have sufficient financial support:

1. Entering a blocking note on your bank account. This means that you cannot withdraw more than 500,-- Euro per month. However, you will only be granted a residence permit if you have at least 6000,-- Euro in your bank account.
2. Declaration of liability. In a declaration of liability, a friend/acquaintance/relative confirms that he/she will pay you 500,-- Euro a month. Your friend/acquaintance/relative must have this declaration of liability issued by a German Embassy abroad or by a Foreigners Registration Office in Germany. In Augsburg, this declaration can be handed in at the [Ausländerbehörde, An der blauen Kappe 18, 86152 Augsburg](#), to Frau Düh or Frau Gruber.
3. Notification of a scholarship, e.g. by the DAAD, from which it follows that you have more than 500,-- Euro at your disposal.

### **Important!**

Certification drawn up by notaries abroad or in Germany will not be accepted by the *Ausländerbehörde*. Sometimes, a German Embassy will accept notarial attestation for a visa application. However, this is not sufficient for a residence permit.

You do not have to produce a declaration of liability if you have already provided the German Embassy or *Ausländerbehörde* with this statement.

### **Step 3: Health insurance**

You then need German health insurance. Only in very few exceptional cases is foreign health insurance cover accepted. For further information, please contact your foreign health insurance company.

There are a number of health insurances in Germany. We regret that we are not authorised to assist you in choosing your medical cover. There are statutory and private health insurances. Current cover (as of 10.2003) with all statutory health insurances costs approx. 55,-- Euro per month, but only if you are under 30. For further information please contact [Herrn Mengele at the Studentenwerk Augsburg](#).

You will require written confirmation that you have health insurance cover for your residence permit and enrolment at university. Please ask your health insurance company to provide you with this statement.

Residence permits can only be issued for the period of time for which you have health insurance. Before you can enrol at university, you are required to pay the semester contribution of 120,-- Euro via bank transfer. Please do not forget to ask for a receipt as proof that you have paid the University of Augsburg this registration fee.

### **Step 4: Matriculation**

Now you need to enrol at your university or college. The Registrar's Office (*Studentenkanzlei*) will advise you as to which documents you are required to submit.

Within approx. 2 weeks you will then receive your matriculation certificate, student ticket for buses and trams, student identity card, your library card and (at the University of Augsburg) your study book (*Studienbuch*).

**Important!**

Even if you are still waiting for the results of your German language test (*Deutsche Sprachprüfung* or *DSH-Prüfung*), and therefore cannot enrol at the University, please apply nevertheless for a residence permit (Step 5).

**Step 5: Applying for a residence permit**

You can now apply for a residence permit. This must replace your visa while the latter is still valid. To apply for a residence permit you will need the following:

- your passport
- photocopies of the pages in your passport with your personal details, photograph, visa and signature
- a recent passport photograph
- written confirmation of your health insurance. (Please note that plastic insurance cards furnish no proof of current cover.)
- if you do not have a declaration of liability, a savings book or statement of your bank account with a blocked note (not a bank card)
- Your certificate of matriculation *or* your provisional letter of admission and notification of admission to the *Deutsche Sprachprüfung (DSH-Prüfung)*, if you are still waiting for the results of this German language test