Information concerning degree studies and preparation thereof

Dealing with governmental administration in a foreign country may be difficult, especially when these matters are necessary for your stay.

To facilitate your initial contact with the Aliens Department of Heilbronn, we would like to explain some issues we found most relevant.

Entry process

In your home country, you apply for a visa for a ***language course*** with subsequent degree studies: "***Sprachkurs*** mit anschließendem Studium", or you apply for ***degree studies***: "***Studium***".

Please enquire at your local German embassy or German agency abroad about all necessary forms and documents you need to gather for your visa application.

Once you have arrived and settled into an apartment in Heilbronn, you are required to declare your residency in Heilbronn at the Aliens Department and file for a residence permit: "Aufenthaltserlaubnis" either for ***study preparation***: "für die ***Studienvorbereitung***" or for ***degree studies***: "zum ***Studium***". All documents needed for the application and grant of your residence permit can be found directly at the Aliens Department or on the homepage (https://www.heilbronn.de/rathaus/buergerservice-a-z/inhalt/auslaenderangelegenheiten.html).

Further documents will need to be gathered and brought along to your registration. These are explained below.

Documents

The following documents are generally necessary for your application for the residence permit and every extension of it and will need to be brought in for applications:

- Application for conferral or extension of residence permit (Antrag auf Erteilung oder Verlängerung einer Aufenthaltserlaubnis)
- Valid passport (Pass)
- Current biometric passport photo (biometrisches Passbild)
- Proof of housing by your landlord (Wohnraumnachweis des Vermieters)
- Health insurance certificate (Krankenversicherungsnachweis)
- Proof of finance (Finanzierungsnachweis)
- Printed certificate of study preparation (Bescheinigung für Studienvorbereitung) or certificate of enrolment (Immatrikulationsbescheiniung)
- Fee (Gebühr)

Further papers might be required depending on the facts.

Here you can find the needs preprints:

Study preparation

Study preparation arrangements include

- Language crash courses (Intensiv-Sprachkurse), designed to facilitate your mandatory language exam for study entry which is called “Sprachprüfung für den Hochschulzugang”, or DSH for short.
- “Studienkollegs” which offer special study preparation courses
- Internships (Praktika) if required for your study course

A period of at most two years is provided for the study preparation arrangements.

Studies

Your studies may be composed of undergraduate studies (basic and main studies with internships, midterm exams and final exams included), postgraduate studies, doctoral studies and following practical occupation – applicable if part of your prescribed studies or your educational goal.

The admissible duration of study is based upon the average study duration of the respective university and study course. The admissible duration of stay may exceed the admissible duration of study by three semesters at most.

Assurance of subsistence (Proof of finance – “Finanzierungsnachweis”)

A secured livelihood for your stay in Germany is an essential condition for granting and extending your residence permit. Participants of study preparation arrangements and students must have at least 992€ at disposal each month to ensure livelihood in Germany. This amount includes cost of living, rent and health insurance.

NON-EU: This assurance of subsistence is to be verified for your initial grant and extension grant of the residence permit by presenting suitable receipts either

- a blocked bank account (Sperrkonto), or
- a scholarship certificate, or
- a declaration of commitment by a third party

For citizens of the European Union, a prima facie evidence (Glaubhaftmachung) concerning their subsistence, is sufficient.

Health insurance

For your stay in Germany, appropriate health insurance is obligatory. Your health insurance is to include outpatient (ambulant) and inpatient (stationär) treatment, as well as dental treatment. Appropriate health insurance needs to be established for your residence application, so a certificate detailing your insurance coverage needs to be brought in when applying. For residence extensions, you will need to hand in a proof of insurance or confirmation of regular payment of contribution.

Note: If you **already have health insurance in your home country**, speak to your insurance carrier about its validity in Germany. When applicable, please request a written confirmation on insurance coverage and hand it in at application and every extension of residence – this confirmation must be up to date and include a German translation.

Accommodation

You are required to arrange your own appropriate accommodation at your place of study.

Change of field of study

It is generally possible to change your field of study. When making this decision, remember not to exceed the average duration of your new study course plus three semesters and mind the absolute period of stay which is ten years.

Your certificate of enrolment and a certificate stating the average duration of your new study course are to be handed in – then, applicability will be established and possibly granted.

If you decide to do this, we ask you to contact the Aliens Department as soon as possible (studentsHN@heilbronn.de). Please send us your new certificate of enrolment and a certificate of the average length of study to add a new field of study.

Change in purpose of stay

A change in the purpose of your stay during your studies is possible, provided the requirements for another residence permit are fulfilled. There is only one exception: A Residence permit for temporary employment is not possible.

Gainful occupation while preparing for studies or while studying

During your studies, your grant of residence permit allows employment of up to 140 days per year or 280 half-days per year. It also allows you to work as a student assistant in part-time at your university or other scientific institutions without any time limit. You are permitted to undertake other employment, known as internships, within the 140/280 working days.

Internships as part of your study course

Internships are allowed, as long as they are a mandatory part of your study course, or necessary for completion of your educational goal. The hours of your internships will not be counted as part of your hours of gainful occupation. Further occupations labelled as internships (Praktika), need approval by the Aliens Department.

Stay after completion of studies

After successful completion of your studies, there is the possibility of receiving a residence permit for job seeking (Arbeitserlaubnis zur Arbeitsplatzsuche) for 18 months. During this period, you may be occupied without limit. **Before receiving your residence permit**, an assurance of subsistence and health insurance must be handed in.

There is also the option of obtaining a residence permit as a professional with academic training to carry out a qualified job Apply for employment or a Blue Card. If you are interested in employment, please contact the Aliens Department as early as possible (feg@heilbronn.de).

The electronic residence permit

From September 1st, 2011, the electronic residence permit (der elektronische Aufenthaltstitel/ eAT) is being issued as a separate document in credit-card format incorporating a number of electronic functions. The eAT contains a contactless chip carrying personal data, biometric characteristics (photo; two fingerprints from individuals aged 6 or over) and any additional provisions (special conditions) pertaining to the cardholder. The chip also contains electronic proof of identity and offers an electronic signature function.

Between application and issuance of the eAT, a certain waiting period of four to six weeks is to be expected, since the cards are produced exclusively by Bundesdruckerei GmbH in Berlin.

For the application process, the future card holder must be present in order to provide the two fingerprints – this task may not be undertaken by a representative.

Due to the processing and waiting period of this procedure, the Aliens Department issues a preliminary certificate (“vorläufige Bescheinigung”), which is – if presented in combination with a valid passport – recognized and accepted by the University of Heilbronn until your eAT is issued.

Fees

- application of an eAT : 100,00€
- extension of an eAT, valid for more than three months: 93,00€

Address of the Aliens Department

Stadt Heilbronn
Bürgeramt – Ausländerbehörde (ABH)
Marktplatz 7
74072 Heilbronn
E-Mail: abh@heilbronn.de / studentsHN@heilbronn.de
Internet: www.heilbronn.de
Telefax: 0 71 31/56-31 43

Entrance: Lohtorstraße, 1st floor

Office hours
Monday, Wednesday, Friday: 08:30 am – 12:00 pm
Thursday: 02:00 pm – 06:00 pm (for employed persons only)
Tuesday: 08:30 am – 12:00 pm (for asylum seekers only)

Please take notice that you need an appointment for visiting the Ausländerbehörde. You can book it here:

- www.etermin.net/qtermin-stadtheilbronn-abh (german)
- www.etermin.net/qtermin-stadtheilbronn-abh?lang=en (English)

Person to contact

	Zimmer	Tel-Nr.
Frau Bulutlu	173	56 – 1538

Further information for students can be found here