Informationsveranstaltung für NON-EU Studierende

information session for NON-EU students

04.12.2025

Heilbronn

Themes

- Entry process
- Residence permit: Required documents
- Study preparation
- Studies
- Study regulations
- After graduation: Options
- Questions

All the information you receive today is valid if you live in Heilbronn and not in the district.

The following information applies to you if you are not an EU citizen and your residence is based on your studies.

1. Entry process

Registration at the citizens‘ office (Bürgeramt) of the city hall of Heilbronn, preferably within the framework of the appointments coordinated with the universities.

You will get the information from your university.

If you want to stay longer than your visa is valid, you have to apply for a residence permit at the foreigners office.

2. Documents required for the residence permit

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

- Application for a residence permit or application for the issuance/extension of a residence permit (Antrag auf Erteilung einer Aufenthaltserlaubnis oder Antrag auf Erteilung / Verlängerung eines Aufenthaltstitels)
- Valid passport (Pass)
- Digital photograph (digitales Passbild)
- Health insurance certificate (Krankenversicherungsnachweis)

2. Documents required for the residence permit

- Proof of finance (Finanzierungsnachweis)
- Printed certificate of study preparation (Bescheinigung für Studienvorbereitung) or certificate of enrollment (Immatrikulationsbescheiniung)
- Fee (Gebühr)

Further papers might be required depending on the facts. You will find all the information on our homepage.

3. Study preperation

Study preparation arrangements include:

- **Language crash courses** (Intensive language courses) to help you prepare for the mandatory language exam for university admission, known as the “Sprachprüfung für den Hochschulzugang” or DSH (German Language University Entrance Exam).
- **Studienkollegs** that offer special preparation courses for your studies.
- **Internships** (if required for your study program).

A maximum of two years is allowed for the study preparation arrangements.

4. Studies

Components of your studies:

Your studies may consist of different parts, such as an undergraduate program (with basic and advanced courses, internships, midterm exams and final exams), postgraduate studies or a doctoral program. Practical experience is also included if it's part of your curriculum or necessary to achieve your educational goals.

Duration of study and stay:

The allowed duration of your studies depends on the standard study period for your program and university. Your stay may exceed this period by up to three additional semesters.

5. Regulations during your studies

Assurance of subsistence (Proof of finance)

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),
- by pursuing employment / part-time student employment
- a scholarship certificate, or
- a declaration of commitment by a third party

5. Regulations during your studies

Gainful occupation while preparing for studies or while studying

During your studies your residence permit allows employment of up to **140 days or 280 half-days (up to 4 hours)** per year.

Part-time employment is credited in the most favorable way as follows:

Employment can be credited to the working day account as **two and a half working days** per calendar week, regardless of how the working hours are distributed:

a) during the lecture period, if the employment is carried out for up to 20 hours per week, and
b) outside the lecture period.

5. Regulations during your studies

Gainful occupation while preparing for studies or while studying

It also allows you to work as a student assistant in part-time at your university or other scientific institutions without any time limit.

Internships are permitted if they are a compulsory part of the degree program or are necessary to achieve the educational objective. In this case, they will not be credited. Voluntary or recommended but not required employment, which may be labelled as internships, will be credited to the working day account.

It is up to you to count the days and not to exceed them.

5. Regulations during your studies

Gainful occupation while preparing for studies or while studying

In addition to studying, it may be allowed to work as a **self-employed person**. Before self-employment is allowed, the whole situation of each individual case is checked. It should not negatively affect your studies or delay your graduation. Self-employment is permitted only within the allowed working days of up to **140 days or 280 half-days** and the maximum limit must be observed. To proceed, please apply for permission at the foreigners office.

5. Regulations during your studies

Semester off

Possible in justified cases (illness, pregnancy etc.)

Please contact your university and the foreigners office before.

Semester abroad

Contact the educational institution abroad (mobility certificate, if user country within the EU).

5. Regulations during your studies

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 enrollment 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 foreigners office as soon as possible (studentsHN@heilbronn.de). Please send us your new certificate of enrollment and a certificate of the average length of study to add a new field of study.

5. Regulations during your studies

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.

6. Possibilities after completion of studies

Contact the foreigners office at an early stage, inform them of your intentions, submit your Bachelor's or Master's degree certificate or documents relating to potential employment.

Use the following address: studentsHN@heilbronn.de or feg@heilbronn.de

6. Possibilities after completion of studies

Job seeker visa

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 (proof of finance: 563 € + Cost of accommodation) and health insurance must be handed in.

6. Possibilities after completion of studies

Blue Card

The employment is suitable to your qualification, a minimum salary is required

- for 2026 gross at 50,700 € per year / 3,827.85 € per month
- 45,934.20 € per year / 3,827.85 € per month for shortage occupations (natural scientists, mathematicians, engineers, human medicine specialists and academic specialists in information and communication technology) or
- if you obtained your university degree no more than three years before applying for the EU Blue Card.

6. Possibilities after completion of studies

Residence permit as a professional with academic education

If you find employment in a position that is suitable for your academic degree

Residence permit for self-employment

The intended self-employed activity must show a clear link to the qualifications obtained through higher education or to prior professional experience as a researcher or academic. An assurance of subsistence is also required.

Contact

Foreigners Office of the City of Heilbronn
Phone: 07131 / 56-1538
Fax: 07131 / 56-3143
E-mail: StudentsHN@heilbronn.de

information and forms regarding various immigration matters:
https://www.heilbronn.de/rathaus/buergerservice-a-z/inhalt/auslaenderangelegenheiten.html

information for international students: https://www.heilbronn.de/rathaus/buergerservice-a-z/inhalt/internationale-studierende.html

book an appointment with the foreigners office: https://www.qtermin.de/qtermin-stadtheilbronn-abh

7. Questions

