



## Visa or Residence Permit

### Who needs a visa or a residence permit?

**Students who are citizens of a member state of the EU** (European Union) and the EEA (European Economic Area, i.e. **Iceland, Liechtenstein, Norway**) do **not need a visa or residence permit**. At the time of enrolment at Heidelberg University you must present a valid passport or national identity card.

**All international students from outside the EU and the EEA** generally **need a visa or a residence permit** in order to study at Heidelberg University. Either document has to be presented at the time of enrolment. The visa or the residence permit **must be valid** and **generally issued for the respective study programme at Heidelberg University**.

### When do you have to apply for a visa and/or a residence permit?

- Students from **Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland and the United States** may enter Germany without a visa. If students are planning on staying longer than three months, they will have to apply for a residence/study permit at the local Foreigners' Registration Office (*Ausländerbehörde*). You can enrol with a valid passport before you receive the extension of the three-month period for a longer stay.
- 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 note:** For the enrolment with the university, a valid visa for study purposes or the current residence permit issued for the planned studies at Heidelberg University is required.

You **cannot be enrolled** with a **tourist / Schengen / business / Au-Pair / Working-Holiday visa**.

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

**Please note:** If you have not found a permanent room at the time of application of your residence permit, please refer to that Foreigners' Registration Office (*Ausländerbehörde*) in charge of the area where your current accommodation lies.

### Where can you apply for the residence permit?

Issues pertaining the entrance and residency in Germany are handled by the Foreigners' Registration Office (*Ausländerbehörde*). Your current address at the time of your residence registration will determine which office you have to contact. The addresses and office hours of the Foreigners' Registration Offices in and around Heidelberg are listed on the next page.

**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 one for citizens living in the municipalities of the Rhein-Neckar-Kreis.

**Tip:** If you are living **within the municipal area of Heidelberg**, you can apply for a residence permit at the Servicepoint of the Foreigners' Registration Office of the City of Heidelberg without making a prior appointment. There you can pick up and hand in your application forms. Office hours: Mon and Fri 8am-12pm, Tue and Thu 8am-4pm and Wed 8am-5.30pm. There you will receive the e-mail address of your officer in charge with whom you will have to fix a subsequent appointment.

For questions on this matter, you can also contact the International Relations Office:

Ms. Monzel (room 29), E-Mail: [monzel@zuv.uni-heidelberg.de](mailto:monzel@zuv.uni-heidelberg.de),

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

## 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 (to be obtained at the Foreigners' Registration Office or online at <http://www.heidelberg.de/hd,Lde/HD/Rathaus/Formulare> → „Ausländerrecht - Antrag auf Erteilung einer Aufenthaltserlaubnis“)
- Letter of Admission/Enrolment from Heidelberg University or an enrolment certificate, stating the subject(s) and intended degree (please bring the original and a copy)
- Proof of medical insurance (please bring the original and a copy)
- 1 biometric passport photo
- Passport or personal identification card (please bring the original and a copy)
- Proof of the applicant's ability to fund his/her living expenses and studies while staying in Germany (e.g. copies of bank statements for the last three months prior to applying, notarized letter stating financial support from parents/legal guardians, etc.).

In certain cases, the Foreigners' Registration Office will ask for additional documents. This will be discussed at the time of application.

Fee: between €93 (extension for more than 3 months) and €100 (for a residence permit)

## The Foreigners Registration Offices (*Ausländerbehörden*):

<p><b>City of Heidelberg Bürger-u. Ordnungsamt</b> Zuwanderungsrecht Bergheimer Str. 147 Landfriedgebäude Eingang B 69115 Heidelberg Phone: 06221/5817520</p>	<p><b>Office hours</b> <b>Servicepoint (room 1.14):</b> Mon, Fri: 8am-12pm Tue, Thu: 8am-4pm Wed: 8am-5.30pm</p>
<p><b>Landratsamt Rhein-Neckar-Kreis</b> Kurfürstenanlage 38-40 69115 Heidelberg Phone: 06221/5221478</p>	<p><b>Office hours</b> Mo, Tue, Thu, Fr: 7.30am – 12 pm Wed: 7.30am- 5pm or make an appointment</p>
<p>The <i>Landratsamt</i> 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</p>	
<p><b>Leimen:</b> Ausländeramt Rathausstraße 1 - 3 69181 Leimen Phone: 06224/704-0</p>	<p><b>Office hours:</b> Mo + Fri: 8 a.m. – 12 p.m. Tue: 8 a.m. – 12 p.m. and 2:30 – 6:30 p.m. Thu: 8 a.m. – 12 p.m. and 1:30 – 5 p.m.</p>
<p><b>City of Mannheim:</b> Zuwanderung / Integration K7, 2<sup>nd</sup> floor 68159 Mannheim Phone: 0621/293115</p>	<p>Please make an appointment</p>
<p><b>City of Ludwigshafen:</b> Ausländeramt Marienstraße 8 67063 Ludwigshafen Phone: 0621/5043297</p>	<p>Please make an appointment For contact details see: <a href="http://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthaltstitel-aufenthaltserlaubnis/">http://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthaltstitel-aufenthaltserlaubnis/</a></p>
<p><b>City of Wiesloch</b> Ausländeramt Marktstr. 13 69168 Wiesloch Phone: 06222/84231</p>	<p>Please make an appointment by phone</p>