



IMMIGRATION AUTHORITIES OF THE CITY OF GIESSEN AND INTERNATIONAL OFFICE OF JLU

# RESIDENCE PERMIT FOR YOUR STUDY PERIOD

# Residence Permit for Your Study Period

- 1. Law on Residence for the Purpose of Studying [§ 16b AufenthG Studium]
  - 1. Visa Requirements [Voraussetzungen für Erteilung des Visums]
  - Social Benefits and Work
  - 3. Family Reunification [Familiennachzug]
  - 4. Residence after Completion of Studies [Aufenthalt nach Abschluss des Studiums]
- 2. Extension of Residence Permit [Verlängerung des Aufenthaltstitels]
  - 1. Appointment
  - 2. Required Documents
  - 3. Forms for Download
- 3. Statement from the University [Stellungnahme der Hochschule]
- 4. Application for Leave [Urlaubssemester]
- Change of Subject [Fachwechsel]
- 6. Advisory Services [Beratungsangebote]

### Law on Residence for the Purpose of Studying

#### 1. Visa Issue Requirements:

- Acceptance letter from an educational institution (eg. Acceptance for studies, German course or obligatory internship)
  - → Residence permit will be issued for 1-2 years

#### 2. Social Services und Work:

- X Social services (Housing and child benefit, BAföG [Federal Law on Support in Education] (only in special cases!))
- √ Special church / university / DAAD funds
- ✓ Part-time job: 140 days a year
- √ Student part-time jobs

### Law on Residence for the Purpose of Studying

### 3. Family Reunification:

- Proof of livelihood for partner and children
- Proof that the resident in Germany has enough space in their home for the whole family.
- Valid only for the duration of studies of the student.
- Gainful employment for the partner is not limited.
- Only for marriages that have been registered before entry to Germany.

(cf. § 27 Principle of Family Reunification)

### Law on Residence for the Purpose of Studying

### 4. Residence after Completion of Studies:

- can be extended up to 18 months for the purpose of searching for suitable employment opportunities
- right to take up and pursue gainful employment of any kind within this period

### 1. Appointment:

- <u>approximately</u> 2 months before the expiry of the residence permit, you would receive a letter with the required documents
- after the documents have been checked by the Immigration Authorities, you would receive an appointment

#### Contact:

Immigration Authorities of the City of Giessen [Ausländerbehörde der Stadt Gießen]

Department of Public Order Office

Berliner Platz 1, 35390 Giessen

Email: auslaenderbehoerde@giessen.de

Telephone: 0641 306 2280 (transfer to contact person via Giessen's central hotline)

Monday to Thursday: 8 am-12 noon and 2 pm-3 pm, Friday 8 am-12 noon



takte A - Z

https://www.giessen.de/Rathaus/B%C 3%BCrgerservice/Verwaltung-von-A-Z/Ausl%C3%A4nderbeh%C3%B6rde.php?object=tx,2874.1&ModID=9&FID=684.41.1&NavID=1894.119

#### Ausländerbehörde

Abt. des Ordnungsamts

Berliner Platz 1 35390 Gießen **♦** 0641 306-2280 **№** 0641 306-2303 E-Mail







#### Sprechzeiten

Nach vorheriger Vereinbarung.

Öffnungszeiten der Info Aufenthaltsrecht und Integration:

Montag - Donnerstag

08:00 - 12:00 Uhr und 14:00 - 15:00 Uhr

Freitag

08:00 - 12:00 Uhr

### 2. Required Documents:

- Passport
- Filled application form for extension of residence permit
- 1 recent biometric photo
- Recent certificate of matriculation
- Proof of blocked account or certificate of undertaking according to the Law on Residence for the Purpose of Studying (solvency of the applicant has to be proven)
- Proof of current health insurance (for private insurance, see information sheet)
- Proof of your previous academic performance [Transcript of Records -Leistungsnachweis]
- Fees: up to 100 € (extension fees 96€, fictional certificate 13€)
- If applicable: proof of scholarship

#### 3. Forms for Download:

The forms can be found on the website of the Immigration Authorities:

https://www.giessen.de/Rathaus/B%C3%BCrgerservice/Verwaltung-von-A-Z/Ausl%C3%A4nderbeh%C3%B6rde.php?object=tx,2874.1&ModID=9&FID=684.41.1&NavID=1894.119

### What is this?

- The Immigration Authorities may require an official statement from the university when you renew your residence permit
- If this is the case, you would receive an e-mail with an invitation for a consultation with the International Office and to send them some documents
- The statement will be discussed during a personal and confidential consultation with our study advisors at the International Office

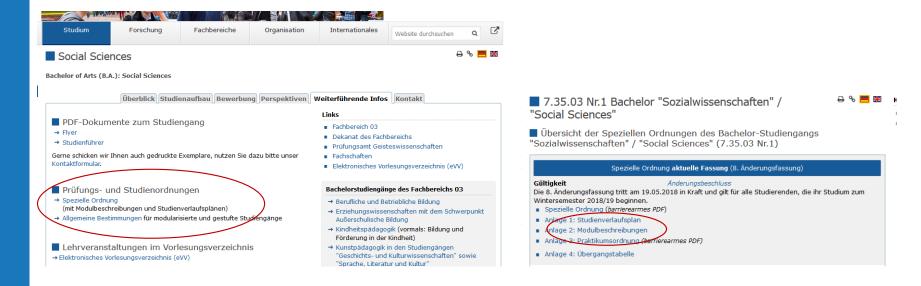
The aim of the consultation is to discuss the number of courses and exams you have completed and your plans for the rest of your studies.

### Please hand in / bring along:

- a proof of your previous academic performance (Transcript of Records)
- a complete list of all the courses you will attend as part of your degree course
   as well as the respective amount of Credit Points
- a proof in case there are specific reasons for a delay in your study progress (e.g. medical certificate, leave of absence (Urlaubssemester), or similar)
- information on the validity of your current residence permit (expiry date)

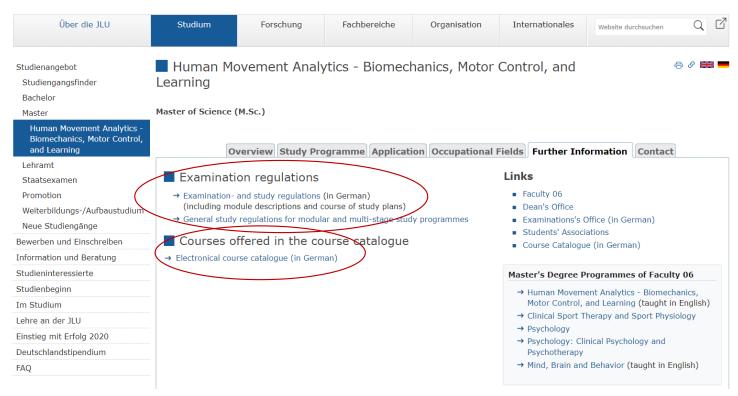
How do I create a list of the classes that I have to complete? How many Credit Points (CP) do I need?

→ www.uni-giessen.de/studium/studienangebot



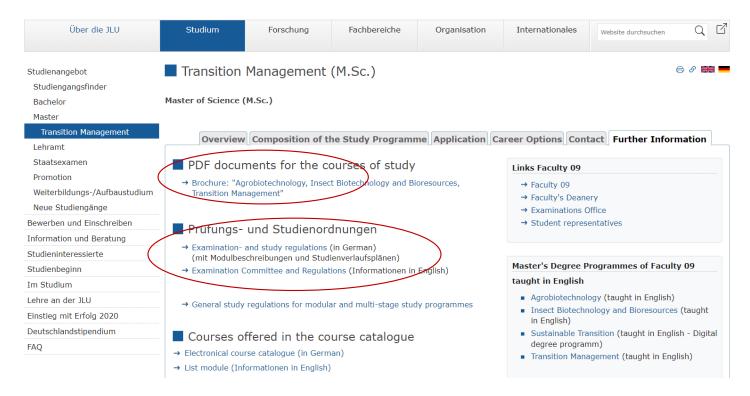
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# **Application for Leave**

### Reasons for an Application for Leave (Urlaubssemester):

- long-term illness (proof from doctor required)
- obligatory internship for your studies
- stay abroad for your studies
- maternity leave or care of relatives

### **NOT** a reason for an Application for Leave:

- Preparation for graduation exams
- Late arrival
- Financial need

#### More information:

www.uni-giessen.de /studium/stichworte/urlaub

(only in German)

# **Change of Subject**

#### Take note:

- Change of subject should be applied for as early as possible!
- Subject can only be changed once within the first 3 semesters without a reason
- A change of subject after the first 3 semesters may affect your residence permit → Go for counselling!

# **Change of Subject**

Sometimes it may be necessary to change your course of study. If you notice the following, please go for counselling:

- decreased motivation
- poor results and multiple failed exams
- fear of exams and permanent high stress levels

### **Counselling at:**

International Office	Central Student Advisory Office
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Goethestrasse 58 Goethestrasse 58

+49 (0)641 99 12174 1st floor

+49 (0)641 99 12143 Contact:

studium-international@uni-giessen.de www.uni-giessen.de/studium/beratung/zsb

# **Contact: International Student Support Services**

In case of uncertainties, questions or concrete difficulties, do seek the advice of the experts. The counselling is free of charge.

#### **International Office**

Goethestrasse 58

Office hours for international

students: Mondays, 10 am-12 pm,

room 20/37/38

Office hours for refugee students:

Fridays, 10 am-12 pm, room 20/38

+49 (0)641 99 12174

+49 (0)641 99 12143

The consultation sessions will take place via email, phone or in the office.

Please contact us:

studium-international@uni-giessen.de

More information for international students:

www.uni-giessen.de/internationales

### **Further events**

Face-to-face seminar (in German): "Berufseinstieg in den deutschen Arbeitsmarkt - Podiumsgespräch für internationale Studierende, Absolventinnen und Absolventen"

Wednesday, 15 May 2024, 4 – 6 pm

on-site at THM, Ostanlage 39, Building B10, 2nd floor, Room 23

More information:

https://www.uni-

giessen.de/de/fbz/zentren/zfbk/career/veranterm/termineintegra/ber

ufseinstieg 15-05.2024





Questions?

Thank you!