



Information for foreign students

from countries outside the European Union and the European Economic Community

A cordial welcome to the university city of Bayreuth!

You have decided to study in the Federal Republic of Germany. We appreciate your interest and the trust you are placing in our country.

As a foreign student you should know of some regulations of German immigration law about which we, as the Immigration Office which is responsible for you, wish to inform you in this brochure. Hence we advise you to read the following information carefully to avoid conflict with immigration law.

If you have questions, do not hesitate to contact:

Stadt Bayreuth Ausländerbehörde

Dr.-Franz-Str. 6

(City bus line 6 to Rathaus II)

Room No. 33

Phone +49-(0)921-251525

Opening hours: Mon-Fri 8.00-12.00 h, Wed also 14.00-18.00 h

I. Basic information

For a period of residence in Germany you need a residence permit. This permit is restricted to a specific purpose, usually an academic discipline or a degree course as named in your visa application. It is issued by the "Bundesdruckerei" in the form of an electronic residence permit in credit card size. The electronic residence permit and the associated additional sheet gives information on the duration of your stay and the purpose of your stay according to the legal regulations. Please read the information given there carefully and ask the Immigration Office if there is something you do not understand.

2. First application for a permit of residence

For your application for a residence permit, you need the following documents:

- A completed application form (available from the Immigration Office)
- A photograph (passport format—view from front)
- Certificate of registration in Bayreuth (available from registry office, Neues Rathaus, Luitpoldplatz 13, 3rd floor, Room 310)
- Evidence of the purpose of your stay (e.g., certificates concerning language course, university admission, immatriculation)
- Evidence of adequate health insurance coverage (membership in a legal health insurance scheme, insurance policy) *If you intend to enter a private health insurance scheme, especially with a foreign insurance company, we recommend that you contact the Immigration Office in advance to ascertain whether insurance coverage satisfies the requirements of immigration law*
- Evidence of assured financial support of your study period (further information at section 5)

- Evidence of adequate accommodation (lease contract/certificate from landlord)
- Valid passport

3. Application for extension of residence

A residence permit has a limited duration in each case. The expiry date is noted on the electronic residence permit. An application for extension must be submitted in good time, about six weeks before expiry. You would need:

- A completed application form (available from the Immigration Office)
- Evidence of the purpose of your stay (certificates concerning immatriculation, language course)
- Evidence of health insurance (certificate from your insurance company)
- Evidence of financial support (section 5)
- Valid passport

4. Residence permit for a language course

For certain degree courses, the University of Bayreuth requires evidence of adequate proficiency in the German language before beginning your studies, e.g. DSH (Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber), TestDaf. To find out whether you need to give evidence of such a language certificate, consult your admission letter or the university registrar's office. To prepare for such a test, a residence permit may be issued. This requires attendance at an **intensive language course** covering at least 18 hours per week (equivalent to 24 hours tuition of 45 minutes each). Evening or weekend courses do not fulfil this requirement.

A residence permit to prepare for a language test may be issued for a maximum of two years. An extension for this purpose is only possible in **exceptional** cases. Any other requirements may be seen in sections 2 or 3 of this leaflet.

5. Evidence of financial support

Financial support for your stay in Germany is assured if you can evidence having at your monthly disposal the equivalent of at least the maximum grant according to the Federal Law for the Promotion of Vocational Education (BAföG), currently amounting to **659 Euros/month** or **7,908 Euros/year**. With proof of accommodation, whose rent and utility costs are lower than 224 Euros/month, the monthly amount to be proved diminishes accordingly. Financial support is to be evidenced for at least one year.

Financial support can be evidenced by possession of the following documents:

- An approval of scholarship certificate
- Deposit of a security at least equivalent to the annual amount on a blocked account in Germany,
- Deposit of an annually renewed bank guaranty at least equivalent to the annual amount,
- A statement of your parents' income and financial situation,
- Submission of a formal obligation by a third person

6. Change of purpose, cancellation of permit

A residence permit is only issued for a specific purpose as noted on the additional sheet. It is restricted to the subject or degree course for which you applied for a permit. A change of purpose, such as a different subject or degree course, must be approved by the Immigration Office **before any change**.

Any change of this kind without the Immigration Office's approval results in the cancellation of your residence permit according to the law; approval after a change is **not** possible by law. This means that in such a case you would have to leave Germany.

During the first 18 months of your study period a change of subject or degree course is allowable as a rule without any problems, **on application**. Thereafter a change of this kind is only possible under certain conditions; please inquire in good time at the Immigration Office.

Please note that your residence permit is also canceled according to law if you leave the Federal Republic of Germany for more than 6 months. In this case you would need a new entrance permit.

7. Gaining employment

To become employed, you will need permission from the the Immigration Office. As a rule this will be granted without an application with the first residence permit, for 90 days or 180 half days per year. Additionally, students' part-time jobs at the University of Bayreuth are allowed without special permission up to 21 hours per week. **Please note the conditions of your residence permit!**

If an employment exceeds this limited duration, you will need a special permit in accordance with immigration law. Such a permit is only granted on application, and in exceptional cases. It will be entered by the Immigration Office in your additional sheet as a condition.

Please note that for employment exceeding the standard conditions approval from the Zentralen Auslands- und Fachvermittlung (ZAV), is necessary, allowing for a longer processing time. Forms in application for a change of your conditions are available from the Immigration Office.

Anyone employed without the required permit violates current German law; such a violation is punishable by financial or other penalties.

8. Duration of your stay

You have come to Germany in order to complete your studies in an adequate time and to use the knowledge acquired subsequently in your home country. Hence an extension of your residence permit is only possible while you are pursuing your studies in due order. This is the case if the duration of your studies does not exceed the average duration in your degree course at the University of Bayreuth by more than three semesters. When this limit expires you will need to leave Germany. Likewise your residence permit will be canceled if you have completed your studies here and have not found adequate employment within one year (see section 9).

9. Residence after completion of studies

After completing your studies your residence permit may be extended for one year for the purpose of finding adequate employment. This requires evidence concerning coverage of living costs and adequate health insurance for this period. Employment which is not adequate to your degree during this year needs approval from the Immigration Office, which in turn needs to seek approval from the Zentralen Auslands- und Fachvermittlung (ZAV). This does not apply for employment exceeding 90 days or 180 half-days in the year. To become employed after completing your studies or to seek employment adequate to your degree you will need a change of your residence title, which you need to request from the Immigration Office.

Please consider: at the end of your study your residence permit usually expires because of its connection with your study. Because of that request in time before the end of your study (written report about the successfully placing of the final examination, the rigorosum) the permission for a new residence purpose. The distribution of a residence permit for searching an employment or working is not possible after the expire of the residence permit.