

Information for students from non-EU countries regarding an extension of their residence permit

1. How can I get an extension of my residence permit?

- a. First, please go online and read the **information pages of the Immigration Office in the town where you live**. They will have a form for applying for an extension of your residence permit and information about other documentation you may have to submit.

Immigration Office: If you study at Goethe University Frankfurt and live in Frankfurt, the Immigration Office in Kleyerstraße 86, 60326 Frankfurt am Main is the competent authority: www.frankfurt.de/sixcms/detail.php?id=2943&ffmparf_id_inhalt=58113

If, however, you live elsewhere, for example in Friedberg, the competent authority is the Immigration Office in Friedberg ("Kreisverwaltung Wetterau"). Should you move to a different town at some point during your studies, then on the day of your move, competence switches to the Immigration Office in your new town of residence, which then asks the previously competent authority to forward your documents to them.

- b. **Submitting the application and asking for an appointment:**

Before you have a face-to-face meeting with someone at the Immigration Office, it is advisable to submit your **application together with the required documents**. You can do this **by email (with attachments) or in written form (by regular mail, or by dropping it in the Immigration Office's letterbox, or by handing it to a staff member in the reception area)**. Please make sure that the application is complete. In the following days, you will receive an **invitation for a meeting at the Immigration Office** as well as a **list of further required documents, if applicable**. If you hand in your application in person to a staff member in the reception area, you will get a receipt. This receipt has the effect of proving that you have observed all deadlines and may stay in Germany ("Fiktionswirkung") while your application is being processed even if your residence permit has already expired.

In urgent cases, please send an email to the staff member in charge of your case and ask for a timely appointment, giving a reason for this request. Either you can send this email to auslaenderbehoerde-studium@stadt-frankfurt.de, or you can go to the Immigration Office during their opening hours where you will, as a rule, get a queue number (ask at the reception).

If you have already had an appointment with the Immigration Office, you will be contacted and invited to a meeting in good time before your residence permit expires.

- c. **The meeting at the Immigration Office**

Please bring all required documents to this meeting, which you have not already submitted. You may ask another student from a higher semester to accompany you and support you in your communication with the employee of the Immigration Office. For arranging this, please contact the Internationale Studententreff (IST) of the International Office at Goethe University: www.uni-frankfurt.de/ist

2. What documents are required for an extension of the residence permit?

- a. You'll need the **application form** for extending your residence permit, which you can download here: www.uni-frankfurt.de/46951838/Antrag-Erteilung-Aufenthaltstitel-Vordruck11-2010.pdf. Alternatively, you can get this directly from the Immigration Office.
Important: *Make sure to fill in this form completely. If there is something you don't understand, make sure you ask (for example the employees at the Internal Office's Internationale Studententreff during their opening hours: www.uni-frankfurt.de/ist). If the application is not complete, it will not be processed. As a rule, the employees at the Immigration Office will assist you in filling in the form.*
- b. **Proof that you can cover your living costs:** There are various options for this. An up-to-date account statement; a statement of commitment (see below); income statements; a positive decision regarding BAFöG or a scholarship; a statement by your parents declaring that they will provide the funds (via the German embassy in your home country); or an up-to-date employment contract (however, this does not apply for a visa for the purpose of learning the language or during the first year of the preparatory college, the "Studienkolleg").
- c. **Proof of a language course or course of studies:**
For a visa for the purpose of learning a language: An up-to-date certification of participation in an intensive language course, at least 20 hours per week, from a language school.
For a visa to prepare for studies: Certification of the preparatory college ("Studienkolleg") or of the DSH preparation course.
For a study visa: Proof of studies (proof of enrolment identifying course of studies and number of semesters).
Students already in a higher semester in their chosen course of studies have to show a **qualified notice from the university** confirming that the studies have been pursued in an orderly manner. For this, please print an overview of the study and examination results you have achieved so far (overview of credit points achieved). For courses that do not yet work with an online examination system, you have to present all proofs of credit so far achieved to the International Office, during the social counselling hours. Please also complete the particular form for the qualified notice from the university (Download here: www.uni-frankfurt.de/69814694/Sozialberatung-des-International-Offices_Sprechstunde-voll.pdf).
- d. **An up-to-date confirmation that you have health insurance** (this can also be a private health insurance – you can find detailed information about this here: www.uni-frankfurt.de/59377770/Flyer_Versicherungen_ENG.pdf)
Please note that you have to provide an up-to-date confirmation from the health insurance, not just the chip card. You can call your health insurance directly or write them an email. You will then receive insurance confirmation by email or regular mail.
- e. **Rental agreement or confirmation of having registered accommodation:** This isn't always requested, but we recommend bringing these documents as well. If you do need this confirmation of having registered accommodation, you can get it from the "Bürgeramt" for a fee of € 20. In general, however, the rental agreement is sufficient.

Tip: *If you are a sub-tenant and renting from a main tenant, you have to present a confirmation from the main **landlord** to the Immigration Office in order to have your residence permit extended. In this situation it is best to ask the main tenant, at the time you sign the sub-letting agreement, if they can get such a confirmation from the landlord for you.*

f. Passport

Tip: *The passport should be valid for at least another 6 months, otherwise you will only get a "Fiktionsbescheinigung".*

g. Biometric passport photograph

Tip: *The passport photograph should be a current one. You don't have to go to a photographer's studio for this; you will find passport photo machines at most train stations where you pay about €8 for 4 photographs.*

h. Visa fee: As a rule, the fee for getting a residence permit as well as for having it extended is €100.

3. Special topics

a. How do I open a blocked account?

At the Immigration Office you will receive a confirmation that will enable you to open a blocked account. You take this to Deutsche Bank or to Fintiba (www.fintiba.com). Both institutions are authorised to offer blocked accounts in Germany. Then the required amount for (as a rule) one year is paid into that account (€720 x 12 months).

- During the first year, the blocked account is blocked, i.e. per month you can only withdraw the agreed upon amount (€720).
- During the first year, if you get an extension of your visa, you can usually unblock the blocked account for a fee of €80.
- After this time, it is usually sufficient to present account statements of a current account showing the required amount to the Immigration Office.

b. How can I effect a statement of commitment by my parents via the German embassy in my home country?

1. This can be done by a lawyer in your home country.
2. For this, your parents have to present their income statements to the lawyer.
3. Then, this must be certified by the German embassy in your home country.

Please note that it is advisable to enquire with the Immigration Office whether this kind of statement can be used to get an extension of your visa. You should also enquire with the German embassy in your home country if they permit such statements.

c. How can I effect a statement of commitment by a German in Germany?

For your information: www.frankfurt.de/sixcms/media.php/1335/324-002_Verpflichtungserklärung%2C%20Merkblatt.pdf

d. How do I get health insurance in Germany?

Information about health insurance for international students in Germany is available here:
www.uni-frankfurt.de/59377770/Flyer_Versicherungen_ENG.pdf

- e. What is a “Fiktionsbescheinigung“?** This is not an extension of your right of residence but only a bridging measure while your application for an extension is being processed. With this “Fiktionsbescheinigung”, you have a legal right to stay in Germany while your application is being processed. It costs €13 and is valid for a limited time only.

Service: Accompanying you to the Immigration Office

If your German is not all that good or you are uncertain about communicating with the Immigration Office, try to find someone who will go with you and help with the translation. This can be a fellow student or your Buddy, if you are participating in the IO's Buddy Programme (www.uni-frankfurt.de/buddy). You can also avail yourself of the services of the Internationale Studientreff: voluntary helpers especially trained for communicating with authorities will accompany you (www.uni-frankfurt.de/ist). Finally, international students can always ask at the International Office / social counselling, where our staff will help you with your questions regarding right of residence and the progress of your studies (www.goethe-university-frankfurt.de/62902441/100_OfficeHoursIO).