

## Documents to be submitted

A current version of the following documents must be submitted at regular intervals when applying for a residence permit or its extension:

- Valid national passport
- Biometric passport photograph
- Certificate of language course / university registration
- Proof of ability to cover the costs of living (e. g. confirmation of scholarship, letter of intent, blocked account, bank statements for the last 3 months). Sufficient financial means for covering the costs of living must be available (at present 853.00 Euros per month).
- Proof of health insurance cover

Granting and extension of a residence permit is always subject to charges.

Following application for a residence title, you will usually receive a temporary permit in accordance with sec. 81 (4) residence act (AufenthG) which can be used for leaving and entering the country.

The aliens authority will contact you in writing when your electronic residence permit (eAT) is ready for collection. (No appointment is required for collection!)

## Arranging an appointment

Appointments can be arranged by phone at +49 6151 131 or by email sent to [auslaenderbehoerde@darmstadt.de](mailto:auslaenderbehoerde@darmstadt.de).

The form can be found at [www.goo.gl/TvDUSI](http://www.goo.gl/TvDUSI)

## Office hours of the aliens authority

Mon, Tue, Fri	7:30 a.m. – 12:30 p.m.
Wed	8:30 a.m. – 12:30 p.m. 2:00 p.m. – 6:00 p.m.

## Contact

Grafenstraße 30  
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Phone +49 6151 13 1  
Fax +49 6151 13 3589  
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In cooperation with the AstA [students' association] of TU Darmstadt



## Information for students from non-EU/EEA countries

## Upon arrival

Once you have arrived in Germany you must register with the Einwohnermeldeamt [registration office] located in Grafenstraße 30 within two weeks. For this, you need to bring a confirmation letter issued by your landlord ([www.goo.gl/qHQ0IM](http://www.goo.gl/qHQ0IM)). After that, you will automatically receive a letter stating a date and time on which you are to appear at the aliens authority to apply for your residence title.

If your visa or your visa-free stay expires and you have not received a date yet, please send a written application for a residence permit to the aliens authority (Grafenstraße 30, 64283 Darmstadt). Do not forget to date the application and make a copy for your records!

## Study preparations

In general, a stay for study preparations (intensive German courses in preparation for the DSH/TestDaF language examination including attendance of a Studienkolleg, if required) must not exceed a maximum of two years following arrival in Germany. After that, commencement of a degree course is mandatory. It is your own responsibility to plan and to complete your preparations in a targeted way and in particular to comply with all admission requirements and application deadlines for your degree course.

The time limits for obtaining the DSH/TestaF qualification must also be observed by exchange students initially enrolled for exchange studies who then wish to complete a full course of studies in the Federal Republic of Germany.

## Degree courses

A residence permit can be granted and extended if the degree can still be obtained within a reasonable period of time. A period of studies is regarded as reasonable if international students do not exceed the average length of study of the respective course at the university by more than three semesters.

In case of insufficient study progress, the residence permit can be revoked or denied. As a general rule, ten years is the absolute maximum permitted for study preparations as well as the bachelor's and master's course.



## Delayed completion of studies

If you are forced to temporarily disrupt your studies on account of illness, pregnancy or other important reasons, please immediately notify the aliens authority. This ensures that such lost times can be considered appropriately. Adequate evidence must be submitted.

## Change of subject, postgraduate studies, doctoral studies

A change of subject as well as commencement of post-graduate studies (e. g. master's course) or doctoral studies requires prior approval by the aliens authority. Please consult with the aliens authority before deciding to change your subject and/or commencing post-graduate or doctoral studies.

## Employment during studies

In general, you are allowed to work for a maximum of 120 days or 240 half-days per calendar year in addition to working as a student assistant at the respective university. Any employment of more than four hours per day is counted as a full day. You should keep your own records of your periods of employment. Self-employed or freelance activities are not permitted. The employment must not interfere with your studies as the studies are the sole reason for your residence in Germany. The residence permit may be revoked or denied in case of gainful employment without the required permission.



## Job search / Employment following completion of studies

Following successful graduation from a German university, it is possible to access the labour market. A residence permit valid up to 18 months (starting upon completion of studies) can be granted for searching and applying for a job that is appropriate to the acquired qualification. During this time, any form of employment is permitted. You must be able to provide evidence of successful graduation as well as sufficient funds including adequate health insurance for this period as well.