

Information for International Students – Application for a Residence Permit *



Hochschule für Technik
und Wirtschaft Berlin

University of Applied Sciences

Only necessary for citizens of Non-EU-Countries.

International applicants with an admission letter will only be enrolled, if they can present a residence permit on start of the semester (or in the course of the first semester, respectively). You can make an appointment with the foreigners registration office in Berlin. Without an appointment you will have to accept a long waiting time. The appointments of the foreigners registration office in Berlin are long-term appointments – minimum 3 months.

The following documents are required for the application:

Application Form

The application form can be accessed on the Internet
<http://www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html>

Valid Passport

2 Current Passport Photographs

Please hand in two identical photographs, no copies.
Please notice that the photograph has to be frontal and biometric with a light and neutral background.
Sample photographs for ID documents can be found on
<http://www.epass.de/>.

Registration at the Administrative Office for Citizens (Bürgeramt)

After your arrival in Berlin you will have to register with an administrative office for citizens (Bürgeramt). You can find the administrative offices on:
<http://www.berlin.de/verwaltungsfuehrer/buergerberatung/index.html>.
The form for the registration is available on
<http://www.berlin.de/labo/auslaender/dienstleistungen/ae-info.html>
Please fill in the form and let your landlord sign it.

Bank Statement/ Formal Obligation

All citizens of non-EU-Countries have to provide evidence of covering their subsistence. This can be provided by a bank statement of a German bank, a formal obligation from your home country (German translation required) or from Germany, or by means of a scholarship.

Confirmation of University Place

The letter of admission or the enrolment certificate.

Confirmation of health insurance

Every student needs a health insurance that is valid in Germany.

Certificates of state of education

Prospects of your studies (Studienprognose), grade transcript of studies (available on request at the Examination office).
(with extension of residence permit)

Students Service Centre

International Students
Advisor

Treskowallee 8
10318 Berlin
Room HG 038

www.htw-berlin.de
www-en.htw-berlin.de

Central office:
Telefon +49 30 5019-0
Telefax +49 30 509 01 34

Public transportation:
U5 Tierpark, Tram 27, 37, M17
Treskowallee/HTW

€ 60

The foreigners registration office's fee for the issue of a residence permit.

Apply for the residence permit at:

Landesamt für Bürger- und Ordnungsangelegenheiten
Ausländerbehörde
Friedrich-Krause-Ufer 24
13353 Berlin

Office Hours:

Monday, Tuesday 07.00 am – 02.00 pm
Thursday 10.00 am– 06.00 pm
Wednesday & Friday closed

Phone: +49-(0)30-90269-4000

e-mail: abh@labo.verwalt-berlin.de

<http://www.berlin.de/lab0/abh>

To save yourself extra ways please make sure that you have got all documents needed with you when going to the foreigners registration office.

Citizens of the European Union, Iceland, Liechtenstein, Norway and Switzerland experience freedom of movement, if they come to Germany to stay for their studies, providing that the subsistence are saved and a health insurance coverage is proved.

If you are a citizen of the above-named countries, please register in the administrative office for citizens (Bürgeramt) with a valid ID or passport. There you will get a certificate regarding the right of residence.

Documents proving your study or the covering of your subsistence have only to be presented on request of the foreigners registration office.

Citizens of Switzerland have to apply for a residence permit in the alien registration authority after the registration at the administration office for citizens (Bürgeramt). Documents proving your study, your health insurance and the covering of your subsistence are required.