Registration of residence at Citizens’ Office (Bürgerbüro)

Opening times in the Citizens’ Office (Bürgerbüro):
Monday to Friday 08.30 am – 12.30 pm
Thursday 14.00 pm – 17.00 pm
or by appointment via the Citizens’-service-phonenumber 115.

To register your residence, the following documents are required:
• Valid Passport (with a visa where required)
• Certificate from your landlord

• **IMPORTANT:** Your name has to be on your postbox
After the registration

• If your visa corresponds to your desired period of stay and purpose of residence in Germany, you need to do nothing more.

• If your visa is only valid for 90 days, you will receive a letter with an application for the residence permit by mail shortly after the registration at the Citizens‘ Office.

• If you don‘t need a visa to enter Germany, then please make an appointment at the Immigration Office:
  • You can make an appointment either: by calling the citizens‘-service (phone) 115 or online at https://otv.karlsruhe.de/
How to get a residence permit?

• Make an appointment to hand in the application and to collect your biometric data (photo and fingerprints).

• You can arrange an appointment either by:
  • citizens‘ -service-phonenumber (without area code)
  • Online at https://otv.karlsruhe.de
    (Ausländerbehörde: Antragsservice und Bestellung des Aufenthaltstitels)

• All documents which are required are always listed on the last page of the application.
Processing and charge

- After handing in your application you will receive a confirmation of receipt

- The expected processing time for the application is 4 weeks. You will be notified by mail

  - Charges for the residence permit
    - First issue (up to one year) 100 Euro
    - First issue (more than one year) 110 Euro
    - Extension (up to 3 months) 65 Euro
    - Extension (more than 3 months) 80 Euro
    - Change of the conditions 30 Euro
    - Extension and change of the conditions 90 Euro

- You may clarify further questions during the appointment for handing in your application
Set-up time for your study

**Language course**
- (conditional) approval document from the university / admission to study
- Should not take longer than 18 months

**Prepartory course** (Studienkolleg)
- (conditional) approval document from the university / admission to study
- Should not take longer than 24 months

The maximum limit for the set-up time for your study is 2 years!
Studies

• Your studies have to be the main purpose of your stay in Germany.

• The residence permit is usually valid for 1 or 2 years and may be extended.

• The certain number of semesters needed to complete a course must not exceed for more than 3 Semesters – exceptions are possible.

• In general it’s not allowed to stay longer than 10 years in Germany for study purposes – exceptions are possible.

• If you want to change university or subject, please contact us or make an appointment before you change.
  • Violations of conditions of your residence permit are subject to an administrativ fine.
Working during your studies

Work during the language and preparatory course:
- Your are allowed to work 120 full or 240 half days per year.
- In the first year of your stay in Germany you are only allowed to work during the holidays.

Work during the study:
- Your are allowed to work 120 full or 240 half days per year.
- Student-Jobs
- participation in the compulsory internship

Student-Jobs:
- at the university or another scientific institution
- Should be related to your study subject
- no time limit
Study graduation – Job search

• Once your studies successfully completed, the residence permit can be extended up to 18 months to search for a suitable job.
Further information

• If you change your address within Germany, you must re-register in the Citizens’ Office

• If you leave Germany for ever or for a long time, you must de-register in the Citizens’ Office

• Apply for the extension of your residence permit in time!

• If you lose your passport or electronic residence permit, if you change your name or your get a new passport then please make an appointment.
You will find further information at: www.karlsruhe.de!

We wish you a good time and much success for your studies!