

Residence Permit Guide

You need to apply for a residence permit in Germany, if:

- You are not an EU/EEA citizen
 - Your student visa expires before you return to your home country
- OR
- You are from a country with visa-free entry and did not apply for a student visa (or it expires before your departure)

You need to apply at your local Ausländerbehörde (immigration office) – this is usually the Ausländerbehörde Karlsruhe. If you live outside of Karlsruhe, please check which immigration office is responsible for your application. In this guide we will guide you through the application process on the website for Karlsruhe.

Go to their website:

<https://web1.karlsruhe.de/service/Formulare/OA/aufenthaltstitel.php/#bueOverview>

And select **1. Residence permit for training**

It is now also possible to apply for these administrative services online. Select the online service that matches your request.

If the suitable service is not available, contact the Foreigners Registration Office's personal consultation service.

Please select your language:  English

Use our [Residence Navigator](#) to choose the right online service.

<p>∨ 1. Residence permit for training</p> <p>Application for the granting or extension of a residence...</p> <p>Read more</p> <p><input type="button" value="Start now"/></p>	<p>∨ 2. Residence permit for employment</p> <p>Application for the issue or extension of a residence p...</p> <p>Read more</p> <p><input type="button" value="Start now"/></p>	<p>∨ 3. Fast-track skilled worker procedure</p> <p>Application for a German employer to implement the fast...</p> <p>Read more</p> <p><input type="button" value="Start now"/></p>
<p>∨ 4. Residence permit for family family reunion</p> <p>Application for the granting or extension of a residence...</p> <p>Read more</p>	<p>∨ 5. Amendment of additional provisions under residence law</p> <p>Application to amend additional pro...</p> <p>Read more</p>	<p>∨ 6. Settlement permit</p> <p>Application for a permanent residence permit (unlimited...</p> <p>Read more</p>

Select whether you are applying for the **first time** or for an **extension** and enter your **postal code**:

It will list a lot of documents you might need to submit. You DO NOT need all of these, but only:

- scan of your passport and entrance visa (or a scan of the passport page with the stamps you got when entering, if you entered without a visa)
- Proof of rental contract
- Enrolment certificate
- Health insurance proof
- Financial proof

You can use the online service to apply for a residence permit for one of these purposes.

First, please select your request: *

I would like to apply for the first time for a residence permit for educational purposes.

Tick here if you do not yet have a German residence permit or if you are in possession of a residence permit that was granted for another purpose (e.g. work or family reunification).

I would like to have my residence permit extended for the purpose of training.

Check this box if you already have a German residence permit for one of the above purposes and want to extend it unchanged.

Please choose 'I would like to apply for a residence permit for the purpose of training for the first time.' if

- you have previously held a residence permit for another purpose (e.g. for family reunification) or
- you would like to switch between the purposes stated above (e.g. from attending school to higher education).

Information about the processing of your data

Detailed information on the processing of your data can be found [here](#).

Is the Foreigners Registration Office Stadt Karlsruhe responsible for your request?

Please enter the postal code of your main residence in order to determine whether this Foreigners Registration Office is responsible for processing your request.

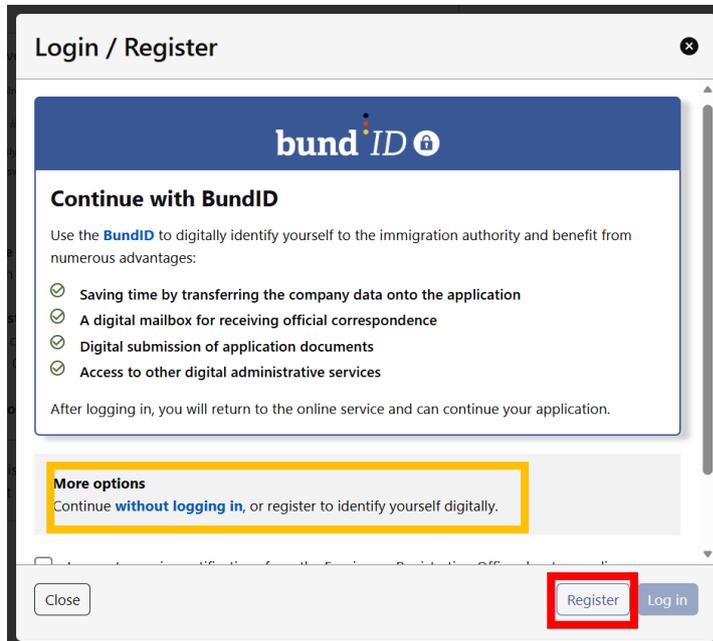
Postal code *

* Compulsory fields

[Start now](#)

You are then asked to log in with BundID, register for BundID or continue without BundID. You do not have to register for BundID. However, if you plan to stay for two semesters or return to Germany at some point, it can make your application process in the future easier. You only need an email address, you do not have to already have a residence permit/visa.

If you want to register for BundID, please follow these steps. Otherwise, you can click where the orange box is in the photo below and then skip this page.



You can change the language of this website on the top.

Select **Username & Password**, then **create Account**.



Follow the steps on the website: **enter your personal data** and **verify your email address**.



Enter your personal data

Please complete your personal data.

Please note that providing fictitious data may prevent you from using your BundID account to access digital government services. To be able to use all features, please check that the data you entered are correct.

Fields marked with * are mandatory.

Read the information and click **I have taken notice of the above information** and **next** at the end of the page

KARLSRUHE UNIVERSITÄT

Notes / instruction
Residence status
Residence purpose, initial application
Acting person
Personal details
Contact details
Children
Documents: Initial application
Comment
Summary / review of the data

Your session expires in 59:57 Minutes. [Extend session](#) [Log in](#)

Application for a residence permit for the purpose of training

Important information about the online service

Read the following instructions carefully before you start the application process.

Legal capacity
You must be **at least 18 years old** to act legally. If you are under the age of 18, you will need a representative to use the online service on your **behalf**.

If you are 18 years old but have limited legal capacity or legal incapacity, you must be represented by a person with legal capacity.

You can prepare your appointment at the Foreigners Registration Office here
Using the online service, you can quickly and easily submit your request to the Foreigners Registration Office. Please note that this is used to help prepare for your personal interview at the Foreigners Registration Office. Only then will the authority take a decision on your request.

The online service provides you with information based on your entries. **This information does not constitute a decision by the Foreigners Registration Office.** If you have any questions or cannot proceed further, please contact the Foreigners Registration Office in person.

You may submit information later
All fields marked with an asterisk * are required fields and must be completed. However, you should also provide the Foreigners Registration Office with as much information as possible so that your request can be processed. If you have not yet received all the information or documents when submitting your application, you can submit them to the Foreigners Registration Office later (e.g. by ...)

Answer the questions in the Residence Status section. For intended duration of stay you can put the end of the semester you are staying if you are not sure yet, so 31.03.20xx for a stay in winter semester or 30.09.20xx for a stay in summer semester. You can click on the i-Button next to a question for more information if needed. If you ever held an eAT (residence permit) before, you will need to upload a photo of it in this section.

Inform the Foreigners Registration Office about the status of your residence

Details of the stay ^

Date of first entry into Germany: *

i Intended duration of stay *

Have there been any interruptions in the stay in Germany of more than 6 months? *

Yes

No

Details on maintenance obligations v

Details on statutory violations and previous convictions v

* Compulsory fields

In the next section (Residence purpose, initial application), select **I would like to study at a university (including exchange programmes), earn a doctorate, take part in a study preparation programme or seek placement at a university**, then **Yes** and **Next**.

Application for a residence permit for the purpose of training

Inform the Foreigners Registration Office about the reason for your residence

Why do you want to stay in Germany? *

- I would like to complete school-based or in-company vocational training or continuing in-company training or search for a training place.
- I would like to study at a university (including exchange programmes), earn a doctorate, take part in a study preparation programme or seek placement at a university.
- I would like to take part in a measure to have my foreign professional qualification (vocational training or higher education studies) fully recognised in Germany. i
- I would like to complete a study-related internship in the EU. i
- I would like to attend an intensive language course for learning German (which is not for study preparation). i
- I would like to attend a school in Germany (not a university). i
- I would like to take part in a student exchange programme at a school (not a university) in Germany. i

i Have you already been offered a place at a university in Germany? *

- Yes
- No

In the next section (Acting Person) click on **For myself and my minor children (optional)** and **Next**.

Your session expires in 59:59 Minutes.

[Extend session](#)

[Log in](#)

Application for a residence permit for the purpose of training

For whom would you like to make the application?

- For myself and my minor children (optional). i
- As a representative of a third party. i

* Compulsory fields

[Cancel](#)

[Back](#)

[Next](#)

Enter your personal data in the next section (Personal details)

Application for a residence permit for the purpose of training

Your personal details

On this page, enter the data of the person for whom a document is to be issued by the Foreigners Registration Office. Please make sure that the details match the data in the identity document.

First name *

Family name *

Other names

Gender *

Date of birth *

Place or region of birth *

Country of birth *

And upload a photo of your passport (coloured copy of the page on which your photo is shown (photo page)).

Do you have a passport document? *

Yes

No

Colour copy of the document *

Document number *

Validity period of the document

from *

to *

Eye colour *

Height in cm *

* Compulsory fields

In the section Contact details, enter your German residential address and an email address and phone number.

Please provide us with your contact details

Enter the contact details of the person for whom a request is to be sent to the Foreigners Registration Office on this page. It is necessary to provide a residential address in Germany.

Street *

House number *

Address suffix

Postal code *

Town/city *

Email address *

In the section children, click on **No**.

Application for a residence permit for the purpose of training

Details of child(ren)

Would you like to use the online service to provide information about minors for whom a document granting the right of residence is to be issued or extended? *

Yes

No

* Compulsory fields

Cancel

Back

Next

Upload the required documents:

Proof of your knowledge of the German language



Search



Take photo

No upload needed

Proof of academic studies (including doctoral studies) *



Search



Take photo

Upload: Certificate of Enrolment

Proof of a school-leaving certificate with university entrance qualification, a degree from a German school abroad or a university degree/diploma *



Search



Take photo

Upload: Certificate of Enrolment

Proof that you can secure a living (e.g. proof of income, scholarship) *



Search



Take photo

Upload: Proof of financial resources

Proof of your health insurance cover *



Search



Take photo

Upload: Proof of health insurance

Proof of name declaration (in the case of different ways of writing a name)



Search



Take photo

Upload only needed if your documents have different spellings of your name

Further evidence of your choice



Search



Take photo

No upload needed

In the **comments** section, write “I am an exchange student at KIT for the summer semester/winter semester 20xx”

After submitting your application, you will receive a **letter** with the outcome via post. In this letter is a QR-code with that you can make an **appointment**. At the appointment, your **finger prints** will be scanned and a **photo** added. To get a photo, you either need to take a photo beforehand, they will give you a QR-code (!No other way is accepted anymore, you need a QR-code. The photographers will know, what you are referring to, it is the same system for passport

photos) or have a photo taken at the immigration office before your appointment. You can get your photo taken with a photographer, however a cheaper alternative is some DMs in the city centre. If you want to get your photo taken at the immigration office, you will have to pay a small fee there and arrive earlier (this will be explained to you in more detail in the letter).

After that appointment, your eAT card will be ordered for you to **pick up about 4 weeks later**. You will be given a letter at your fingerprint/photo-appointment to book a new appointment.

If you need a residence permit faster than that because you want to travel outside of Germany but your 90 days/your visa expire, you can get an **express delivery**. You have to ask at your fingerprint/photo-appointment for this option. It will take a few days instead of the 4 weeks. This will however cost an additional fee.