

Information about visa application, enrolment and registration at Hochschule Geisenheim University for international students and international exchange students

(It is not claimed that this list is complete!)

Visa for Germany

Information about visa requirements can be found on the homepage of the German [Federal Foreign Office](#) (Auswärtiges Amt).

International students looking to study in Germany will generally need a visa. This excludes students from the European Union (EU), the European Economic Area (EEA) and Switzerland. These students only require a valid ID card or comparable identification to travel to Germany. Students from these countries can register at the city's registry office as soon as they have found an apartment. This is where they will receive a residence permit for study purposes.

There are also a number of countries for which students can obtain their necessary residence permit for study purposes after their arrival. These include Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States of America. It also includes the following countries, provided that the student does not intend to work in Germany before or after completing their studies: Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino.

International students from other countries generally need to apply for a visa before arrival. Please contact the [German embassy in your home country](#) and apply for a student visa or an applicant visa. Anyone with written approval for preparatory study measures (e.g. pre-study internship) or a university place (admission letter) apply for a **student visa**.

Anyone who is still waiting on the notice of admission will need to apply for an **applicant visa**.

Once you arrive in Germany, you will need to submit your visa to the foreigners' authority at the study location in order to convert this to a residence permit for study purposes.

Steps	EU-students	NON-EU-students
I. Visa application (at least 8 weeks before entering Germany)	----	X
II. Enrolment at Geisenheim University	X	X
III. Registration at local authorities	X	X
IV. Application Residence Permit	---	X
V. Extension Residence Permit / Visa	---	X
VI. Move within Germany and Departure from Germany	X	X

Please take copies of all your documents (including your passport!) that you hand in to official institutions and store them safely.

I. Visa application for entering Germany

It takes approximately 8 weeks to get a visa.

The visa has to be applied for in person at the German embassy or the German consulate in your country. **Important:** A tourist visa cannot be changed into a student visa!

The following documents are necessary before you enter GERMANY:

1. Valid **passport** (at least 6 months) and 2 copies.
2. **Admission letter** (Zulassungsbescheid) of **Geisenheim University if you apply for a student visa**
or the **Confirmation of Application** of Geisenheim University if you apply for an applicant visa.
3. **Financial statement** showing that for the duration of your studies in Geisenheim you will have at least **€ 720 per month available** for your living expenses.

[The German embassy in your home country](#) will provide more information on the proof that needs to be provided. In principle, the following types of proof are possible:

- proof of parents' income and assets
- the Foreigners' Registration Offices receives confirmation that someone whose place of residence is in Germany commits to assume the costs for you
- required sum for the financial statement on your bank account (in your home country, has to be transferred to a german bank account or on a bank account e.g. of Deutsche Bank)
- a security sum on a blocked account can be required
- scholarship from a recognized scholarship foundation
- funding in accordance with the German Bundesausbildungsförderungsgesetz (BAföG - Federal Education and Training Assistance Act).

4. Health insurance for Germany:

NON-Europeans must have sufficient health cover for their stay in Germany (travel insurances are not accepted!), proof of which is a contract with a public or private health insurance provider, as a prerequisite for the visa application. The insurance document must clearly state the insured student's name, exact dates of coverage and validity in Germany.

Examples of public and private providers offering student health insurance can be found below.

Please note that the insurance plans with 100% coverage cost about 80,-/month. Cheaper insurance plans provide less comprehensive coverage and mostly you have to pay for all treatments in advance before being able to reclaim some of the costs.

Examples for public German health insurances:

AOK: service@he.aok.de;

Barmer GEK: Please send an email to André Boehm (andre.boehm@barmer-gek.de).

TK (Techniker): Please send an email to Nikolaos Nakas (nikolaos.nakas@tk-online.de), TK Wiesbaden.

Examples for private health insurances:

CareMed: <http://www.caremed-travelinsurance.com/>

Hanse Merkur: <http://www.studentversicherung.de/krankenversicherung-auslaendische-studenten-antrag.html>

Exemption certificate (Befreiungsbescheid): If you have chosen a private health insurance provider you must get in contact with one of the public German health insurances because the public insurance provider must confirm in writing that your coverage is equal to the public comprehensive plans, at least in the most important parts, according to the German Social Code (so-called "Befreiungsbescheid" = exemption certificate). You can organize the exemption certificate in advance before entering Germany or shortly after your arrival by contacting one of the following public German health insurances.

Please make sure that you have collected all documents before going to the German Embassy.

Please organize your accommodation in advance before entering Germany.
The International Office will support you.

II.

Enrolment at Geisenheim University (EU students & NON-EU students)

Address:

Hochschule GEISENHEIM University
Studienbüro
Von-Lade-Strasse 1
65366 Geisenheim

Opening hours:

Mondays to Thursdays 9.00 am – 12:00 am
Tuesday and Thursday 1.00 pm – 3.00 pm
Friday 09.00 am – 11.00 pm

You need to bring:

1. Your passport

2. Certificate of health insurance

EU-Students:

- EU-Students who are insured by a public health insurance company must get the “European Health Insurance card - EHIC” from the public insurance company and show this EHIC-card at the student office Geisenheim.
- EU-Students who have a private health insurance must show an exemption certificate (“Befreiungsbescheinigung”) which has to be issued by a German public health insurance.

NON-EU-Students:

- NON-EU-Students who are insured by a German public health insurance company must show their health insurance contract from this company.
- NON-EU-Students who have a private health insurance must show their “Befreiungsbescheid”.

3. Two passport photographs

III.

Registration with the local authorities (EU students & NON-EU students)

Address:	Einwohnermeldeamt <u>Geisenheim</u> Bürgeramt Beinstraße 9 65366 Geisenheim
Opening hours:	Mo. 08.00 - 12.30 Di. 08.00 - 12.30 and 02.00 pm – 06.00 pm Mi. 08.00 - 12.30 Do. 08.00 - 12.30 and 02.00 pm – 06.00 pm Fr. 08.00 - 12.30 Sa. 10.00 - 12.00 (only every 1st Saturday in the month) and by prior telephone appointment
Address:	Einwohnermeldeamt <u>Wiesbaden</u> Bürgeramt Dotzheimer Straße 6 - 8 Bürgerbüro 65185 Wiesbaden
Opening hours:	Mo. 08.00 am – 06:00 pm Di. 08.00 am – 06:00 pm Mi. 08.00 am – 08:00 pm Do. 08.00 am – 06:00 pm Fr. 08.00 am – 06:00 pm Sa. 10.00 am – 02:00 pm

Every person living in Germany has to register his/her address with the local authority registration office (Einwohnermeldeamt) shortly after arrival. Registration is only possible at the "Einwohnermeldeamt" of your town or community. For Geisenheim it is the „Bürgerbüro“: <http://www.meldebox.de/Umzug-Geisenheim/Einwohnermeldeamt/Geisenheim-81056/>

You need to bring:

1. Your passport
2. The form "Wohnungsgeberbescheinigung", to be issued by your landlord

IV. Application for a Residence Permit after arrival in Germany (NON-EU students)

Ausländerbehörde Bad Schwalbach:	
Address:	Ausländerbehörde Bad Schwalbach Heimbacher Str. 7 65307 Bad Schwalbach
Opening hours:	Mondays to Fridays from 8 am to 11.30 am and Tuesdays from 2 pm to 7.30 pm
Travel: by train and bus via Wiesbaden (www.bahn.de).	
If you live in Wiesbaden, you must apply at the "Ausländerbehörde" in Wiesbaden.	
Ausländerbehörde Wiesbaden:	
Address:	Ausländeramt Wiesbaden Alcide-de-Gasperi-Straße 1 65197 Wiesbaden
Opening hours:	Mondays: 8 am – 12 am Wednesdays: 8 am – 12 am, 2 pm – 6 pm Fridays: 8 am – 12 pm Tuesdays and Thursdays: closed

You apply for the residence permit at the foreigners' registration office of your town / community shortly after you have arrived in Germany: for Geisenheim the institution responsible is the "Ausländerbehörde Bad-Schwalbach" .

The International Office of Geisenheim University can help you with the application.

You need to bring:

1. The application form (The international office will help you in filling out)
2. Valid passport
3. Certificate of health insurance (see step I)
4. Rental contract
5. Financial statement (see step I)
6. Registration Certificate of Geisenheim University
7. Current biometrical passport photograph (can be taken at the foreigners' registration office)

After approx. 6 weeks you will receive the request and a date to pick up your Residence Permit Certificate at the foreigners' registration office. You will get an electronic card ("eAT") that you must keep together with your passport.

Duration of Residence Permit:

The residence permit will be issued for as long as the following documents are valid: the passport, the health insurance, the rental contract and the financial statement.

Maximum Duration of Residence Permit:

The residence permit can be issued for as long as your studies last, but not more than 2 years. The prerequisite is that the passport, the health insurance, the rental contract and the financial statement cover this period of time.

Working as a student:

As student you may work 120 full days or 240 half days per year.

V. Extension of the Residence Permit (NON-EU students)

Please apply for the extension of the Residence Permit approx. 8 weeks before your Residence Permit expires.

You need to bring:

1. The application form (The international office will help you in filling out)
2. Valid passport
3. Certificate of health insurance (see step I)
4. Rental contract
5. Financial statement (see step I)
6. Registration certificate of Geisenheim University
7. Current biometrical passport photograph (can be taken at the foreigners' registration office)

Duration of Residence Permit:

The residence permit will be issued for as long as the following documents are valid: the passport, the health insurance, the rental contract and the financial statement.

Maximum Duration of Residence Permit:

The residence permit can be issued for as long as your studies last, but not more than 2 years. The prerequisite is that the passport, the health insurance, the rental contract and the financial statement cover this period of time.

Fee: approx. € 80 for extension

VI.

Moving within Germany and Departure from Germany (EU & NON-EU students)

Moving

If you want to change your accommodation within your town / community, you must let the local authorities know your new address.

If you move to another town / community, you must de-register with the former local authority and register with the local authority of your new home.

Departure

Please do not forget to de-register with the local authorities before you leave Germany (ask your landlord for the necessary form “Wohnungsgeberbescheinigung”).

Contact:

For further information or help please contact the International Office of Geisenheim University:

international@hs-gm.de

+49 (0) 6722 – 502 – 728 (Elke Reichel)

+49 (0) 6722 – 502 – 718 (Sonja Thielemann)