

# APPLYING FOR A RESIDENCE PERMIT

All students with a non-EU and non-EFTA (Andorra, Iceland, Liechtenstein, Norway) citizenship have to apply for a residence permit as soon as possible or at least eight weeks before their visa expires or your 90-day period (in case you entered Germany without a visa\*) at the Foreigners' Office (*Ausländerbehörde*) in Berlin.

## Applying directly at LABO – Foreigners' Office (*Ausländerbehörde*)

You may arrange an appointment with the Foreigners' Office (*Ausländerbehörde*) online at the following address: <http://tinyurl.com/labo-termin>. Please note that online appointments are usually booked out months in advance! You may also submit your application at the Foreigners' Office (*Ausländerbehörde*) without arranging an appointment. Their office is located here:

<https://www.berlin.de/stadtplan/verwaltung/auslaenderbehoerde-berlin-standort-keplerstr/> and their office hours are: Mon, Tue 07:00-14:00 and Thu 10:00-18:00. Please arrive early and expect very long waiting times if you decide to go there without an appointment.

## Applying through the FU Pass-Service

In case you need a permit you also have the possibility of applying for a residence permit via the international office of the university. The following documents are generally required to submit an application at our office:

<input type="checkbox"/>	<b>application form</b> ( <i>Antrag auf Erteilung eines Aufenthaltstitels / Antrag auf einen befristeten Aufenthaltstitel</i> ) <i>On request we can send you this form via email. Our email-address is pass-service@fu-berlin.de</i>
<input type="checkbox"/>	<b>valid passport</b> containing at least two empty pages
<input type="checkbox"/>	<b>invitation letter, acceptance letter or certificate of enrollment</b> ( <i>Immatrikulationsbescheinigung</i> ) If you are enrolled, you can download and print your enrollment certificate online at <a href="http://studium.fu-berlin.de">http://studium.fu-berlin.de</a> (login required).
<input type="checkbox"/>	<b>one biometric passport photo</b> <a href="http://tinyurl.com/bmfotos">http://tinyurl.com/bmfotos</a>
<input type="checkbox"/>	<b>registration certificate</b> ( <i>Anmeldebescheinigung</i> ) <b>from any local city hall</b> ( <i>Bürgeramt</i> ) <b>in Berlin</b> It is <u>absolutely</u> necessary that you are registered with the local authorities in Berlin! Unfortunately we cannot help you if you reside outside of Berlin.
<input type="checkbox"/>	<b>proof of health insurance for the whole intended period of stay</b> A German statutory health insurance policy is highly recommended. If you have a foreign insurance policy, then the conditions have to correspond strictly to those of the German statutory health insurance. Travel health insurance or an exempt from the German insurance are generally not sufficient to apply for a residence permit. Exceptions are possible in certain cases – please inquire at the FU Pass-Service.
<input type="checkbox"/>	<b>proof of sufficient financial means</b> (at least 735,- € per month/person) e. g.      letter of award OR frozen account in your name OR official statement of obligation ( <i>Verpflichtungserklärung</i> ) from the person supporting you financially etc.

Please note that further documents are necessary for spouses (marriage certificate) and children (birth certificate as well as school certificate if the child is school-aged) also a contract of the apartment. A filled out application form is required for each member of your family. All the documents have to be in German or English, otherwise a certified translation is necessary.

**A personal visit to the Foreigners' Office (*Ausländerbehörde*) is necessary for every applicant.** During the interview, the fingerprint must be given, the processing fee paid and the authorization for the collection signed.

The processing of applications submitted at our office can take between 7 and 12 weeks depending on the workload of the *Ausländerbehörde*. The fee of the *Ausländerbehörde* can vary between 93 € and 100 € per application.

## Your contact persons at Freie Universität Berlin

Mr. Juhász and the FU Pass-Service Team are your contact persons at Freie Universität Berlin regarding visa and residence issues. If you need advice or wish to apply for your residence permit via our office, you may come by during office hours (Tue + Thur: 9:30-12:30 & 14:00-17:00). You can find us in the Student Service Center (SSC): Illtisstr. 4, 14195 Berlin. You can also reach us by phone (030-838-57304) or by e-mail ([pass-service@fu-berlin.de](mailto:pass-service@fu-berlin.de)).

\* Please note that after entering the Schengen Area without a visa you are allowed to stay for a maximum of 90 days in a time frame of 180 days. Only citizens of Australia, Brazil, El Salvador, Israel, Japan, Canada, New Zealand, South Korea and the USA are allowed to extend their 90-day-stay by applying for a residence permit in Germany within the 90 days.