



Stadt Heilbronn

## Foreign Affairs Office - Information on preparatory courses and courses of study

It is often no simple matter at all to move to a foreign country, in particular if you have to deal with bureaucratic procedures which are absolutely necessary for your stay abroad.

We would like to provide you with some information that we consider to be important and helpful when contacting the Foreign Affairs Office of the City of Heilbronn:



## Entry into the country

You apply for a visa "for a language course and a subsequent course of study" or "for a course of study" before entering Germany at the German embassy or the German consulate in your country. Embassy and consulate staff will be happy to answer any questions you may have regarding your visa application.

Once you have entered Germany and have found a place to stay in Heilbronn, you will have to register and apply for a residence permit for the preparatory course / the course of study. The registration and application shall be addressed to the Foreign Affairs Office of the City of Heilbronn. All forms required for the registration in Heilbronn and the application for a residence permit are available at the Foreign Affairs Office.

Further documents that you have to bring with you are described in detail in the following paragraphs.

## Documents

When applying for a grant or extension of a residence permit, be sure to bring the following documents with you:

- Application for a grant or extension of a residence permit
- Valid passport
- New **biometric** passport photo
- Rental contract
- Health insurance certificate
- Proof of financial resources
- Proof of preparatory measures for the course or
- Certificate of enrollment
- Money to pay for the fee

Depending on the particular case, additional documents may be required.

## Preparation for the course

Preparatory measures for the course embrace intensive language courses which prepare students for the DSH examination, the German language test international students must pass in order to study at a German university, as well as preparatory courses at a "Studienkolleg" and internships which are an assessed part of the academic studies.

The duration of the preparatory measures should not exceed two years.

## Degree program

A degree program covers undergraduate and graduate courses of study, including internships as part of the courses as well as intermediate and final exams, among others. It also consists of post-graduate and doctoral studies, including practical work if it is an assessed part of the academic studies or geared towards the accomplishment of the educational goal.

The maximum duration of study is based on the average duration of study for the degree program at the university in question. The period of residence for a proper course of study must not exceed the average duration of study plus three semesters.

## Resources covering the cost of living

(Proof of financial resources)

The proof of financial resources for a stay in Germany is essential for the issuance and renewal of the residence permit. Participants in preparatory courses or students must prove that they have sufficient financial support to cover their living costs during their study period in Germany ("Finanzierungsnachweis"). The current monthly minimum is 679.00 euro. This amount covers the living expenses, the rent and the health insurance.

Students have to prove sufficient financial resources when applying for a grant and extension of their residence permit by submitting some type of documentary evidence (e.g. security on a blocked account at a German bank, a scholarship confirmation or a written commitment made by a third party). EU nationals only need to submit a **prima facie evidence** regarding the proof of financial resources

## Health insurance

Your health insurance plan must provide adequate coverage for the period of your stay in Germany. It should include all costs for medically necessary outpatient and inpatient treatment, including dental treatment.

In order to obtain a residence permit all students need to show proof of their health insurance coverage by presenting their health insurance card or a certificate issued by the health insurance company stating the scope of coverage.

For the extension of the residence permit, students must prove that they have adequate health insurance coverage through regular payment of contributions or by submitting a current health insurance certificate.

Please note:

If you are insured in your home country, please contact your insurance provider whether your health insurance is also valid for Germany. Please ask your insurance company for a written confirmation, also stating the scope of coverage. This document has to be submitted together with a German translation when applying for a grant or extension of the residence permit.

## Accommodation

Students are encouraged to seek for appropriate accommodation in the private sector at the place of study.

## Changing degree courses

In principle, it is possible to change degree courses. Before changing a degree course, please check thoroughly whether you are still able to complete the degree programme within a reasonable period of time. A reasonable period of time is considered to be the average duration of studies of the new degree programme plus three semesters. The **maximum duration of authorized stay** of 10 years shall not be exceeded.

If you want to change from one degree course to another, the certificate of enrolment and a certificate attesting the average duration of study need to be submitted to us. We will verify whether a change is possible. If this is the case, we will modify the contractual conditions accordingly.

## Changing the purpose of stay

In principle, students may only change the purpose of their stay after completion of their university studies. In such cases, we recommend that you contact us at least one or two months beforehand.

## Employment during your studies

Whilst you are in Germany under the conditions of a residence permit, you are entitled to work full time (no more than 120 working days a year) or part time (no more than 240 working days a year) during your studies at university.

You may also take on student temporary/part-time work at our university or any other scientific institution without any time restrictions.

## Work placements as part of your studies

Work placements are allowed if they are an assessed part of the academic studies or geared towards the accomplishment of the educational goal. Periods of internships will not be counted towards the periods of employment during the academic studies. Other types of employment referred to as internships are not allowed, unless they have been approved by the Foreign Affairs Office.

## Permission to stay after your studies

Once you have completed your studies, you may apply for a residence permit allowing you to stay for another 18 months in order to find a job. During this time you may work without any time restrictions. Proof of sufficient financial resources to cover the cost of living (subsistence), including health insurance, must be provided to qualify for a residence permit extension for the purpose of looking for a job.

## Information on the electronic residence title (German abbrev.: eAT)

The electronic residence title (eAT) was introduced throughout Germany on 1 September 2011. The residence title is now issued in the form of a separate document with the dimensions of a credit card, including additional electronic functions. The electronic residence title contains a contactless chip inside the card which incorporates biometric identifiers, general auxiliary conditions referring to the electronic residence title (e.g. concerning employment) and personal data. In addition, the chip includes an electronic identity function and it is now possible to use an electronic signature.

Visit the website [www.bamf.de](http://www.bamf.de) (Bundesamt für Migration und Flüchtlinge/Federal Office for Migration and Refugees).

The introduction of the eAT has an effect on all processes of the Foreign Affairs Office. Please note that issuing an electronic residence title will take at least four to six weeks since the electronic cards are produced by the Federal Printing Office in Berlin only. Therefore, the Foreign Affairs Office can no longer extend the residence title in the course of personal visits. The same applies to passports. Due to the storage of biometric data on the chip it is necessary to take two finger prints of each applicant. Therefore, students have to attend in person when applying for these documents, including any existing proof of authorization. This involves longer processing and waiting times. However, the Foreign Affairs Office issues a "provisional attestation" which is accepted as a residence permit by Heilbronn University. This attestation shall only be valid in combination with a passport.

## Fees

- 100.00 euro for the issuance of an electronic residence title (eAT), valid less than one year
- 110.00 euro for the issuance of an electronic residence title (eAT), valid more than one year
- 80.00 euro for the renewal of the electronic residence title (eAT), valid more than three months

## Foreign Affairs Office

Stadt Heilbronn (City of Heilbronn)  
Bürgeramt – Ausländerbehörde (Citizens' Office – Foreign Affairs Office)  
Marktplatz 7  
74072 Heilbronn

Email: [abh@stadt-heilbronn.de](mailto:abh@stadt-heilbronn.de)  
Internet: [www.stadt-heilbronn.de](http://www.stadt-heilbronn.de)  
Telefax: 0 71 31/56-31 43

## Contact persons at the Foreign Affairs Office

(Town Hall, Entrance Lohtorstraße, 2nd floor)

|               |                    |      | Phone      |
|---------------|--------------------|------|------------|
|               | Official in charge | Room | no.        |
| A - Barb      | Ms Schwebcke       | 281  | 56-4923892 |
| Barc - Char   | N.N.               | 280  | 56-4923893 |
| Chas - Erg    | Ms Mackert         | 279  | 56-4922066 |
| Erh – Has     | Ms Till            | 278  | 56-4922085 |
| Hat – Kil     | Ms Hoffmann        | 277  | 56-4923272 |
| Kim – Mehl    | Ms Hübsch          | 275  | 56-4923271 |
| Mehm – Par    | Ms Sabolic         | 274  | 56-4923270 |
| Pas – Sek     | Ms Herter          | 284  | 56-4922367 |
| Sel – Tr      | Ms Echtenacher     | 285  | 56-4922065 |
| Ts – Z        | Ms Marx            | 286  | 56-4923275 |
| Team Managers | Ms S. Müller       | 276  | 56-4923106 |
|               | Ms Krauß           | 276  | 56-4923273 |

## Office hours of the Foreign Affairs Office:

Mon, Tue, Wed, Fri: 08.30 am – 12.00 noon  
Thu: 02.00 pm – 06.00 pm