



Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

INTERNATIONAL STUDENT SUPPORT

# FIRST STEPS FOR INTERNATIONAL STUDENTS





## INTERNATIONAL STUDENT SUPPORT

- Advice and counselling for international students
- Department for International Affairs / Section International Student Services and Mobility
- Website:

[Studying and getting a degree](#)

## **AGENDA FOR TODAY**

1. Dealing with authorities
2. Registration with the city authorities
3. Residence Permit
4. Working as a student
5. Going abroad as a student
6. Typical pitfalls

## DEALING WITH AUTHORITIES

- Often strict opening hours; make an appointment
- Have all documents ready and keep all documents (original copies)
- Make copies of documents you need to submit
- Keep confirmations of receipt (email)
- Don't give presents to people working in the authorities (bribery)
- If necessary, ask someone to accompany you for translations  
=> staff often speaks only German

## REGISTRATION

### Why do I need to register my address?

You need the *Meldebescheinigung* (Proof of Residence) in order to

- open a bank account,
- get German health insurance,
- apply for a residence permit,
- get a mobile phone number.

## REGISTRATION

**Within two weeks after arrival (booking appointment sufficient)**

### Which documents do you need?

- Forms: <https://www.hamburg.com/welcome/forms/>
- Completed registration form
- Landlord/-lady confirmation “Wohnungsgeberbestätigung”
- Official photo identification (identification card or passport)
- Administration fee: EUR 12

# REGISTRATION

## Where can you register?

Hamburg has **seven** administrative districts („Bezirk“)

Each district has several **Customer Service Centers**

### Registration:


You can go to any Customer Service Center but please book an appointment in advance:

<https://www.hamburg.com/residents/>  
=> [Registration in Hamburg](#)




# REGISTRATION: APPOINTMENT MANAGEMENT

<https://serviceportal.hamburg.de/HamburgGateway/FVP/FV/Bezirke/DigiTermin/Dsgvo>

 **Hamburg Service**

[Gebärdensprache](#) [Leichte Sprache](#)

[START](#) [ALLE DIENSTE](#) 

[Start](#) > [Alle Dienste](#) > [Terminvergabe](#)


Terminvergabe - Einwohnerwesen

## Digitales Terminmanagement

**!** Im Schritt „Ihr Wunschtermin“ werden die frühestmöglichen Termine für den jeweiligen Standort angezeigt. Mit Auswahl eines Standortes (blauer Link) werden Ihnen weitere Termine angeboten. Sollten Sie Ihren Wunsch-Standort in der Übersicht nicht finden, so ist dort aktuell kein Termin verfügbar. Es werden täglich um 7.00 und 10.00 Uhr weitere Termine für den Tag freigegeben. Bitte stornieren Sie Termine, die Sie nicht wahrnehmen können, so rechtzeitig wie möglich.

☒ Ich habe den Hinweis gelesen

Sie können den Dienst nur nutzen, wenn Sie die Datenschutzhinweise gelesen haben und ihnen zustimmen.

**Datenschutzerklärung** 

☒ Ich bin mit der Speicherung und Verarbeitung meiner Daten einverstanden.

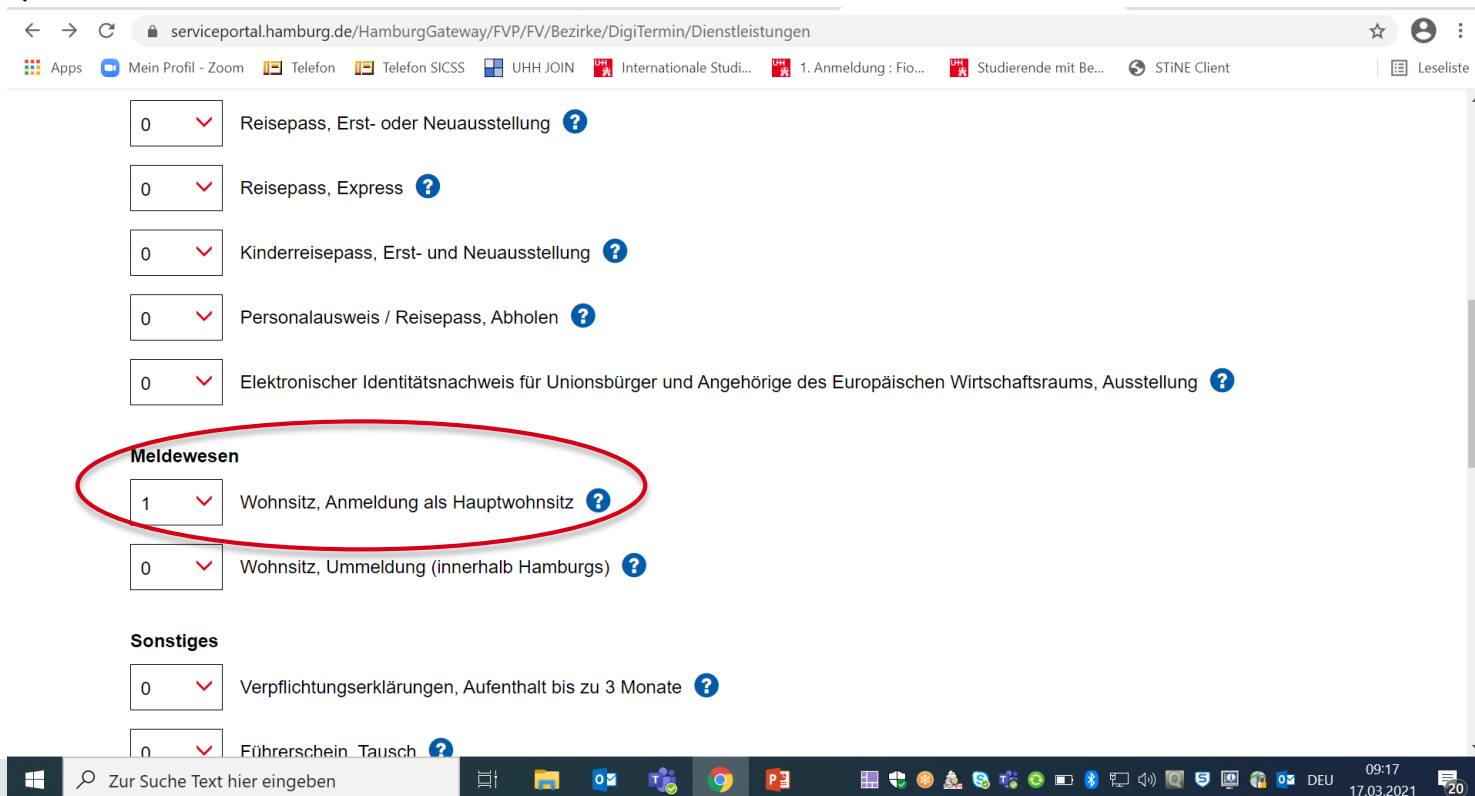
**Weiter >**



## Registration:

book an appointment in advance: [Residents' Affairs - Hamburg Service vor Ort](#)

=> [Registration in Hamburg](#) (only in German, use your browser's auto translation feature)



The screenshot shows the Hamburg Service vor Ort registration portal. The browser address bar displays `serviceportal.hamburg.de/HamburgGateway/FVP/FV/Bezirke/DigiTermin/Dienstleistungen`. The page lists various services with a dropdown menu for each, currently set to '0'. The services are:

- Reisepass, Erst- oder Neuausstellung ?
- Reisepass, Express ?
- Kinderreisepass, Erst- und Neuausstellung ?
- Personalausweis / Reisepass, Abholen ?
- Elektronischer Identitätsnachweis für Unionsbürger und Angehörige des Europäischen Wirtschaftsraums, Ausstellung ?

The 'Meldewesen' section is circled in red and contains:

- Wohnsitz, Anmeldung als Hauptwohnsitz ?
- Wohnsitz, Ummeldung (innerhalb Hamburgs) ?

The 'Sonstiges' section contains:

- Verpflichtungserklärungen, Aufenthalt bis zu 3 Monate ?
- Führerschein Tausch ?

The Windows taskbar at the bottom shows the date and time as 09:17 on 17.03.2021.

# REGISTRATION: BOOKING AN APPOINTMENT


[←](#) [↻](#) <https://serviceportal.hamburg.de/HamburgGateway/FVP/FV/Bezirke/DigiTermin/Kundenzentrum>

[A](#) [☆](#) [□](#) [☆](#) [□](#)

## Ihr Wunschtermin ?


[← Zurück](#)

Termin ab dem

26.09.2023 

Gewünschter Zeitraum

07:00 

19:00 

Möglicher Wochentag

☒ Mo 
 ☒ Di 
 ☒ Mi 
 ☒ Do 
 ☒ Fr 
 ☒ Sa

**Termin suchen**

Hier gibt's den frühesten Termin

[Hamburg Service - Mobiles Team Ost  
Einwohnerangelegenheiten Standort  
Bramfeld](#)

Heute verfügbar, 11:20

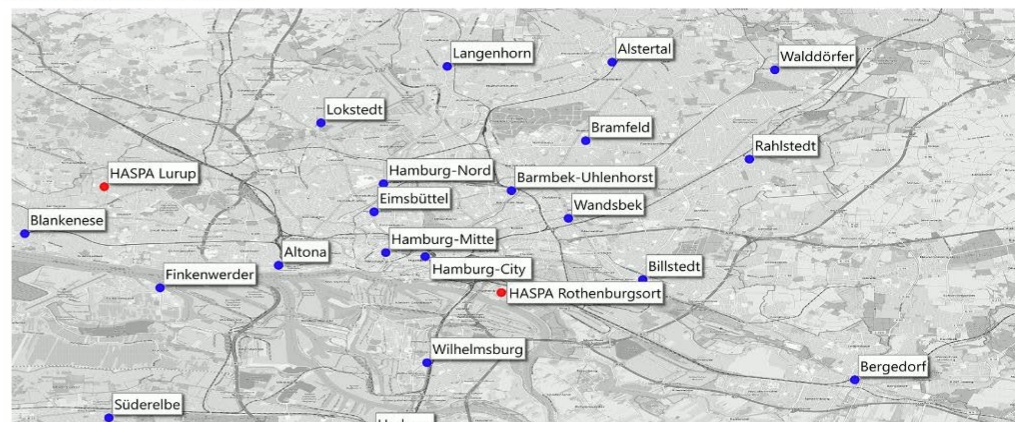
[Hamburg Service - Standort Langen-  
horn Einwohnerangelegenheiten](#)

Heute verfügbar, 11:45

[Hamburg Service - Standort Eimsbüttel  
Einwohnerangelegenheiten](#)

Heute verfügbar, 12:00

Übersicht der Standorte



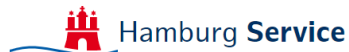
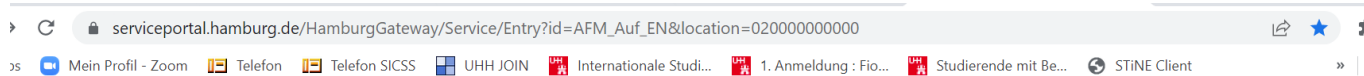
## RESIDENCE PERMIT FOR STUDENTS

- §16b AufenthG
- entitles to stay in Germany for the purpose of studying
- unlimited entry and departure, **BUT: If you leave Germany for longer than 6 months, the residence permit will expire.**
- please apply as early as possible before expiry of your entry visa (or within 90 days after entry if no entry visa was necessary)



# RESIDENCE PERMIT – WHERE TO APPLY

## Online application tool



START ALLE DIENSTE



[Start](#) > [Alle Dienste](#)

## Residence Permit Hamburg

Do you need a residence permit for yourself or your child? This online service can help. You can enter your personal details online, upload your documents and submit everything to the correct agency. The agency can then start processing your application. Information on this online service and the processing of your residence permit can be found below.

To start the online service, click on the following "Hier starten"-button.

[> Hier starten](#)

## RESIDENCE PERMIT – WHERE TO APPLY

### Online application tool

- Enter your data
- Upload all necessary documents **as one pdf**
- Submit data to your district immigration authority or the [Hamburg Welcome Center](#)

=> Immigration authority (Ausländerdienststelle) of the district where you live: <https://www.hamburg.com/welcome/entry-residence/immigration-registration-offices/> => Foreigners' Affairs - Hamburg Service vor Ort

## RESIDENCE PERMIT – WHICH DOCUMENTS YOU NEED

- Forms and checklists: <https://www.hamburg.com/welcome/forms/>
- national passport
- biometric photograph (not older than six months)
- Proof of residence (Meldebestätigung)
- rental agreement or other proof of accommodation
- current certificate of study/ enrollment
- proof of financial resources (following slide)
- health insurance confirmation
- fee: 100 EUR for the first application or 93 EUR for extension

## RESIDENCE PERMIT – GENERAL HINTS

### PLEASE NOTE:

- If you have submitted your request for an appointment prior to the expiry of your entry visa, your visa will remain valid until a decision on the application has been made. §81, section 4 AufenthG.
- If your entry visa is about to expire but you haven't received information on your appointment, yet please contact. Together we will evaluate what actions can be taken if any are required.

[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)

## RESIDENCE PERMIT — FINANCES

### Minimum amount:

Currently 934 EUR/month 11.208 EUR/year

### Proof of finance:

1. scholarship
2. bank account statement
3. formal obligation/ invitation letter (Verpflichtungserklärung)
4. own income (usually only after you have received residence permit)
5. combination 1-4



## RESIDENCE PERMIT — AM I ALLOWED TO WORK?

**Employment up to 120 days or 240 half-days per year and secondary student work**

- half-day = max. 4 hours,
- calendar year is relevant
- every legal job (no self-employment)
- **Please note:** There will be changes made to the way working hours are counted and documented. This change will most likely be implemented in the next few months. Have an eye on the student newsletter for updates!

## RESIDENCE PERMIT — AM I ALLOWED TO WORK?

### Secondary student activities (without any time restriction)

- student activities at universities and other academic institutions
- activities which serve an educational purpose in the subject area of the studies (e.g. AStA),
- **no time limit**

### EU-Citizens

- no restrictions

## RESIDENCE PERMIT – AM I ALLOWED TO WORK?

### PLEASE NOTE:

- students are generally only allowed to work a maximum of 20 hours / week during the semester
- Any questions related to working as a student: [BeSI](#) (Counselling Center for Social and International Affairs at Studierendenwerk Hamburg)

## RESIDENCE PERMIT — AM I ALLOWED TO STUDY ABROAD?

- **Yes!**
- If you plan to take part in a study-abroad program, please let your local immigration authority know about your stay outside of Germany.
- You will have to make sure your residence permit is valid until after your return to Germany.

## RESIDENCE PERMIT – AM I ALLOWED TO CHANGE MY SUBJECT?

- **Yes!**
- You need to inform your local immigration authority.
- Change of subject usually no problem during the first three to four semesters.
- After this time, the immigration authorities evaluate each case individually (statement by university might be requested; can the new program be finished within 10 years?)

## RESIDENCE PERMIT: TYPICAL PITFALLS

- Renew your residence permit before it expires
- Proof of financial resources necessary (can be mix of savings and job or scholarship => 934 € / month)
- Inform your Immigration Authority (Ausländerbehörde) of any changes in your student status (change of study program, graduation)
- You are allowed to work 120 full days or 240 half days per year => if you would like to work self-employed = „selbstständig“, you need the permission by the immigration authority.

## RESIDENCE PERMIT: TYPICAL PITFALLS

- You are allowed to leave Germany for six months => if you do not return in time, your residence permit might expire automatically
- If you would like to take part in a study-abroad program, inform your immigration authority about your plans
- **Limitation of ten years for Bachelor`s and Master`s degree**
- After graduation, you can apply for a job-seeking visa (for up to 18 months)

# ADVISING FOR INTERNATIONAL STUDENTS AND GRADUATES

## Contact details:

- Via email:  
[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)
- Mix of digital and in-person counselling
- Advising by phone or video call by arrangement / online booking tool available on website soon for in person appointments or video calls
- [Studying and getting a degree](#)



# ADVISING FOR INTERNATIONAL STUDENTS AND GRADUATES

## When to contact the international student support?

- Questions concerning residence permit  
(renewal / working as an international student / changing your study program etc.)
- Issues concerning the progress of your study  
(illness / financial issues / personal problems etc.)
- Any other questions or if you do not know whom to contact

## OTHER USEFUL LINKS

- Campus Center contact form (for administrative and general topics regarding studying):  
<https://www.uni-hamburg.de/en/campuscenter/beratung/info-beratung-online/kontaktformular-campus-center.html>
- Financial Services for international students:  
<https://www.studierendenwerk-hamburg.de/en/study-financing>
- Academic Offices in the Faculties (for topics related to your studies / program):  
<https://www.uni-hamburg.de/en/campuscenter/beratung/weitere-beratungseinrichtungen/studienbueros.html>

## OTHER USEFUL LINKS

- Advising on various topics offered by our Department:

[Advising : PIASTA : Universität Hamburg \(uni-hamburg.de\)](#)

- Discrimination Complaints:

[Discrimination Complaints Office for Students \(AGG\) : Studies : Universität Hamburg \(uni-hamburg.de\)](#)



**DO YOU HAVE ANY QUESTIONS?**