First steps for international students

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International student services

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WHO AM I?

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• www.uhh.de/incoming-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; ask for an appointment (especially during Corona)
• 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/](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.
book an appointment in advance: [https://www.hamburg.com/residents/](https://www.hamburg.com/residents/)
=> Registration in Hamburg
Registration:
book an appointment in advance: https://www.hamburg.com/residents/
=> Registration in Hamburg (only in German)
Hier geht's am schnellsten:

**Kundenzentrum Bergedorf**
Heute verfügbar, 10:40

**Kundenzentrum Hamburg-Nord**
Heute verfügbar, 10:45

**Kundenzentrum Langenhorn**
Heute verfügbar, 10:45

**Kundenzentrum Alstertal**
Heute verfügbar, 12:00

**Kundenzentrum Barmbek-Uhlenhorst**
Heute verfügbar, 12:15

**Kundenzentrum Eimsbüttel**
Heute verfügbar, 13:40

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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 6 - 8 weeks before expiry of your entry visa (or within 90 days after entry if no entry visa was necessary)
NEW: Online booking tool

https://serviceportal.hamburg.de/HamburgGateway/Service/Entry?id=AFM_Auf_EN&location=020000000000
RESIDENCE PERMIT – WHERE TO APPLY

NEW: Online booking tool

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

NEW: Online booking tool

• Enter your data
• Upload all necessary documents as one pdf
• Submit data and request appointment at 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/ => District Immigration Authorities
RESIDENCE PERMIT — WHERE TO APPLY

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. §81, section 4 AufenthG.

• Please check the current regulations in the Hamburg Welcome Portal: https://www.hamburg.com/welcome/13804784/information-covid-19/

• If your entry visa is about to expire but you haven`t received information on your appointment, yet: please contact me international-student-support@uni-hamburg.de
RESIDENCE PERMIT — WHICH DOCUMENTS YOU NEED

- Forms: 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 — FINANCES

Minimum amount:

Currently 861 EUR / month  10.332 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 - 5 hours,
- calendar year is relevant
- every legal job (no self-employment)
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 https://en.studierendenwerk-hamburg.de/studierendenwerk/en/sozialberatung/BeSI/)
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 => 861€ / 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 „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

• 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

How to reach me:

• Via email: international-student-support@uni-hamburg.de

• Advising by phone or video call by arrangement / online booking tool available on website, soon

• uhh.de/incoming-degree

• Probably mix of digital and in-person counselling as of May
ADVISING FOR INTERNATIONAL STUDENTS AND GRADUATES

When to contact me?

• 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
DO YOU HAVE ANY QUESTIONS?