6. Certification of health insurance
Evidence of sufficient health insurance coverage must be attached (no travel insurance). Certification of the health insurance or a copy of the health insurance card is required.
Tip: This evidence is generally already held by the German diplomatic mission abroad or by the immigration authorities (in the context of a visa procedure) and may be unnecessary in the case of extension.

7. National passport
In addition, a valid and recognised national passport in the original including the visa contained therein should be attached.
Tip: Please note the period of validity of the passport, since the validity of the temporary residence permit may not exceed the validity of the passport. It makes sense to have your passport extended or renewed if it will only still be valid for a short time. The diplomatic mission in Germany of the student's home country is responsible for this.

8. Biometric passport photo
A new, biometric photo (passport-type) is required for the application.

Is this documentation sufficient for the granting of a temporary residence permit in every case?
For most students, it is possible to have a temporary residence permit issued after submission of the evidence and documentation listed above. This does not apply to all students however!

Due to the extremely complex immigration laws, the list is not complete for all students. The immigration authorities must take numerous provisions from various laws and regulations as well as instructions and decrees by ministries, application notes, administrative regulations, etc. into consideration.

Current conditions and changes to the security situation in individual countries and regions must also be taken into consideration by the immigration authorities when making decisions on applications for the issue or extension of residence permits for the purposes of study.

This may mean that additional documentation or evidence will be required in individual cases.

Important: The immigration office in Kleve provides binding information only in matters of its own competence.

Is it possible in every case to be issued with a temporary residence permit for two years?
This question does not have just one answer. Here, too, it depends on the individual situation.

The validity of the initial residence permit for persons from certain countries for which security concerns must be checked before issuance (so-called "countries subject to consultation") are limited to a term of one year maximum.

In the case of passports with limited validity, the period of validity of the temporary residence permit may not exceed that of the passport (see No. 7 above).

The validity of the temporary residence permit may not exceed the necessary duration of study.

Purpose of residence
The residence permit is always tied to a specific purpose of residence (e.g. study at a certain institution). The extension of the residence permit will no longer be considered if this specific purpose is or can be no longer pursued (e.g. de-registration/exmatriculation).

Change in purpose of residence/field of study
The content of the purpose of study is generally determined by the field of study specified in the residence permit. It may happen that the residence permit cannot be extended if the purpose of residence is changed without the approval of the immigration authorities. A change in the field of study is only regularly approved if the field of study is changed within the first 18 months of study.

Later changes to another field of study must be assessed on a case by case basis. In this, the individual reasons will be taken into consideration as well as whether or not a proper course of study can be carried out. In the event of a change

in the field of study, documentation amendments to the residence permit are required in any case.

What are the opening hours of the Immigration Office?
Please check the website of the Kleve district administration at the following link for general office opening hours, the current waiting situation and the possibility of an appointment:

https://www.kreis-kleve.de/de/fachbereich3/auslaenderangelegenheiten/

What should students take into consideration for a personal interview?
If the student cannot speak German or is not sufficiently proficient, it is essential that the interview takes place in the accompaniment of an adult interpreter (at the student's own cost). This is particularly helpful in interviews with complicated content in order to avoid linguistic misunderstandings.

Is a personal interview necessary in all cases?
It is not mandatory in each individual case to have a personal interview at the Immigration Office. If it is required that the student come in person to the Immigration office, for example to clarify questions or to take biometric data, the student will be notified in writing. In this case, the student must present himself/herself in person to the immigration authorities.

Any necessary documentation does not have to be presented to the clerk in person. It is sufficient to post it.

It is also possible to hand it in to the Information Desk of the Immigration Office.

Imprint

Kreis Kleve - Der Landrat
Presse- und Öffentlichkeitsarbeit
Nassauerallee 15-23 . 47533 Kleve
E-Mail: info@kreis-kleve.de
www.kreis-kleve.de

Version: January 2020

Kreis Kleve
… mehr als niederrhein
www.kreis-kleve.de

Information on the residence permit for the purposes of study at the Rhine-Waal University of Applied Sciences

Conditions and required documentation

Kreis Kleve
… mehr als niederrhein
www.kreis-kleve.de

This flyer from the District of Kleve provides detailed information on the residence permit for the purposes of study at the Rhine-Waal University of Applied Sciences. It explains which documents or certificates are required for an application. Overseas students can be issued with a temporary residence permit for study applications or for study at the Rhine-Waal University of Applied Sciences (HSRW) including preparatory measures.

The following documents are required for application at the immigration authorities of the District of Kleve:

1. Application form
2. Confirmation of admission by the Rhine-Waal University of Applied Sciences
3. Confirmation of enrolment by the Rhine-Waal University of Applied Sciences
4. Proof of guaranteed means of subsistence
5. Certification by the Rhine-Waal University of Applied Sciences on the progress of studies (in the case of an application for renewal of the residence permit)
6. Certification of health insurance
7. National passport
8. biometric passport photo

Below it is explained which documents are needed in detail:

1. Application form

The application for issue or extension of a residence permit must be completed in full, dated and signed personally.
Tip: Application forms are available from the immigration authorities (District of Kleve), in the "Welcome Centre" of the Rhine-Waal University of Applied Sciences, or can be downloaded from "www.kreis-kleve.de / Service & Dienstleistungen / Ausländerbehörde / Studieren mit Visum".

2. Confirmation of admission by the Rhine-Waal University of Applied Sciences

Proof of admission for study (confirmation of admission by the Rhine-Waal University of Applied Sciences) is required.
Tip: For newly arriving foreigners subject to visa requirements, this confirmation is generally already provided by the German diplomatic mission abroad. The confirmation does not apply for the extension of the residence permit.

3. Confirmation of enrolment by the Rhine-Waal University of Applied Sciences

In addition, current certification of enrolment at the Rhine-Waal University of Applied Sciences must be attached, i.e. certification for the current semester.

4. Proof of guaranteed means of subsistence

In accordance with the current laws the means of subsistence for a student is deemed guaranteed if he/she has available funds amounting to at least €853 per month. In order to grant a residence permit with validity of at least one year, evidence that these funds will be available for at least one year must be produced. This can be done as follows, for example:

4.1 Through evidence of the actual incoming payment of at least €10.236 (= 12 x €853) to a **blocked account** for students at a German financial institution.
The blocked account must have the restriction that a maximum of €853 can be withdrawn from the account each month.
Both must be confirmed by the financial institution.

4.2 Through a **declaration of commitment** to the benefit of the student, issued by a financially capable person (= guarantor).

4.2.1 The German diplomatic mission in the country of residence of the guarantor is exclusively responsible for the acceptance of the declaration of commitment if the guarantor's residence is outside Germany.
4.2.2 The German immigration authorities responsible for the place of residence of the guarantor is exclusively responsible for the acceptance of the declaration of commitment if the guarantor's residence is inside Germany.

The financial capacity of the guarantor must be demonstrated or proven to the German diplomatic mission abroad (4.2.1) or the immigration authorities (4.2.2).
Note: A declaration of commitment made after 6 August 2016 is recognised as sufficient evidence of the means of subsistence of the student for a period of five years. If the declaration of commitment was made before this date, it can be recognised only for a period of three years.

4.3 Through evidence of a **scholarship** from a recognised scholarship provider.

4.4 Through the depositing of an annually-renewable **bank guarantee** by a financial institution in German federal territory of at least €10.236, if the bank guarantee does not run over a longer time.

4.5 Through the demonstration of sufficient and regular **income from an employment relationship**. Students who are permitted to work in addition to their studies, must submit the employment contract (stating the term of the employment relationship) as well as the current monthly income statements of the last three months.
The income statements must demonstrate a monthly income of at least €853 (net).
In the case of an employment relationship that is due to end soon, an additional, written confirmation of the employer is required, in which the continuation or extension of the employment relationship under sufficient conditions (amount of monthly net income) is promised, provided the residence and work permits are extended.

4.6 Through **combined evidence.** It is also possible to demonstrate the required minimum amount of €853 per month through a combination of evidence. So, for example, income statements and an employment contract (4.5) from employment concurrent to studies (for income of less than €853 per month) plus proof of funds in a blocked account (4.1) in the amount of at least twelve times the difference between income and the minimum amount of €853 per month.

Note on minimum amount:
The means of subsistence are deemed guaranteed for the purposes of granting a residence permit for study if the foreigner has funds available in the amount of the monthly needs as determined by the Federal Education Funding Law (Bundesausbildungsförderungsgesetz). The Federal Ministry of the Interior announces the minimum amounts for each calendar year in each case by August 31 of the previous year in the Federal Gazette ("Notification regarding Section 2 paragraph 3 sentence 6 of the Residency Act on the minimum amount for guaranteeing subsistence costs»).

5. Certification by the Rhine-Waal University of Applied Sciences on the progress of studies

In the event of application for **extension** of the residence permit, current certification by the University regarding the proper progress of the course of study is required. This must be completed in full, dated, signed and marked with the stamp of the Rhine-Waal University of Applied Sciences.
Proper progress in the course of study must exist for an extension to the residence permit (otherwise, if there is no proper progress in the course of study, the extension of the residence permit may be rejected).
Note: The course of study is deemed properly fulfilled only when the average length of study (not standard period of study) in the chosen course is not exceeded by more than three semesters. If proper progress in the course of study does not or no longer exists, further documentation will be required; you will be notified of which documents are required in each individual case.
Tip: Certification of progress of study are available from the Central Student Services of the Rhine-Waal University of Applied Sciences or from the immigration authorities.