

This guide is **relevant** for you if you

- come from a **non-EU country**
- **live in Düsseldorf**
- and **your visa ends before** your return to your home country.

## STEP 1

Open the [contact form](#) of the authority for foreigners in Düsseldorf.

Hint: You can change the language by clicking on the button next to “Bitte wählen Sie Ihre Sprache”.

## STEP 2

Select “**Residence permit for training**” as reason of your request and click on “Start now”.

▼ **1. Residence permit for training**

Application for the granting or extension of a residenc...

[Read more](#)

Start now

Select at the bottom of the next page whether you are applying for a residence permit for educational purposes *for the first time* or whether you would like to *extend* your existing residence permit. In these instructions, we assume that you are applying for the *first time*.

I would like to apply for the first time for a residence permit for educational purposes.

Tick here if you do not yet have a German residence permit or if you are in possession of a residence permit that was granted for another purpose (e.g. work or family reunification).

Enter your postal code to verify that you live in Düsseldorf. If you live in another city, the foreigner’s authority of that city is responsible.

## Is the Foreigners Registration Office responsible for your request?

Please enter the postal code of your main residence in order to determine whether this Foreigners Registration Office is responsible for processing your request.

 **Postal code \***

Please enter a valid five-digit German postal code that falls within the jurisdiction of this Foreigners Registration Office.

\* Compulsory fields

## STEP 3

### Residence Status:

Inform the Foreigners Registration Office about the status of your residence

Details of the stay 

Details on maintenance obligations 

Details on statutory violations and previous convictions 

In this step you have to answer some questions truthfully before you are forwarded to the next step.

If the questions are not clear, click on the respective information button to get an explanation.

## STEP 4

### Residence purpose, initial application:

Inform the Foreigners Registration Office about the reason for your residence

Please select:

I would like to study at a university (including exchange programmes), earn a doctorate, take part in a study preparation programme or seek placement at a university.

 **Have you already been offered a place at a university in Germany? \***

Yes

## STEP 5

### Acting person:

In this step you need to indicate whether you wish to submit the application for yourself or on behalf of a third person.

## STEP 6

### Personal Details:

Fill in your personal details (first name, surname, date and place of birth, etc.) and upload a copy of your passport or identity card.

First name *	<input type="text"/>
Family name *	<input type="text"/>
 Further names	<input type="text"/>
Sex *	<input type="text" value="Please select"/>
Date of birth *	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
 Place or region of birth *	<input type="text"/>
 Country of birth *	<input type="text" value="Please select"/>
 Nationality *	<input type="text" value="Please select"/>
	<input type="text" value="+"/>
 Marital status *	<input type="text" value="Please select"/>

 Colour copy of the identity document \*

 

 Number of identity document \*

 Validity period of the identity document

from \*

until \*

## STEP 7

### Contact Details:

Fill in your contact details and your your main place of residence in Germany.

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Street *	<input type="text"/>
House number *	<input type="text"/>
 Additional address information	<input type="text"/>
Postal code *	<input type="text"/>
 Place *	<input type="text"/>
 Email address *	<input type="text"/>
 Telephone number	<input type="text"/>

## STEP 8

### Children:

This step is only relevant for students with children. If you do not have children, you can select no here.

### Details of child(ren)

Would you like to use the online service to submit information on minor children for whom a residence document is also to be issued or extended? \*

Yes

No

## STEP 9

### Documents: Initial application

Upload the requested documents:

**i** Proof of your knowledge of the German language



**i** Proof of academic studies (including doctoral studies)



**i** Proof of a school-leaving certificate with university entrance qualification, a degree from a German school abroad or a university degree/diploma



**i** Proof that you can secure a living (e.g. proof of income, scholarship)



**i** Proof of your health insurance cover



**i** Proof of name declaration (in the case of different ways of writing a name)



**i** Further evidence of your choice



**Important:** As an exchange or free mover student only the following documents are required:

- **Certificate of enrolment of HSD (*Immatrikulationsbescheinigung*) – you can download this on eCampus**
- **Proof of financial means**
- **Proof of health insurance**
- **Optional: Confirmation of registration with the city (*Meldebestätigung*)**

Once you get an appointment at the authority for foreigners, you will need to submit these documents.

## STEP 10

### Comment

You can write a comment to the Foreigners Registration Office here. We recommend that you inform the office in German that you would like to apply for a residence permit for study purposes and that you are an exchange student at HSD. You can insert the following sentence:

„Ich bin Austauschstudierender an der Hochschule Düsseldorf und beantrage hiermit einen Aufenthaltstitel zu Studienzwecken.“

## Application for a residence permit for the purpose of training

### Comment

You can write a message to the Foreigners Registration Office here.

Ich bin Austauschstudierender an der Hochschule Düsseldorf und beantrage hiermit einen Aufenthaltstitel zu Studienzwecken. ✓

## STEP 11:

### Summary / review of the data:

In the last step, you have the opportunity to check your data again and correct it if necessary. Please check your data carefully, confirm the instructions by ticking the 4 boxes and submit your application.

**Please read the following instructions carefully and confirm your acknowledgement of them before submitting your application:**

- I declare that all the information I have provided is correct and complete to the best of my knowledge and belief. I am aware that it will help in the processing of my request if I provide credible evidence. It is still possible to make subsequent corrections and submit information and documents at a later date, but this can lead to longer processing times on the part of the Foreigners Registration Office. \*
- I have been informed that I may be liable to prosecution if I provide false or incomplete information in the application and the subsequent process in order to obtain a document conferring the right of residence for myself or another person. It is also a criminal offence to knowingly use a document obtained in this way for the purposes of deception in legal matters (§ 95(2) no. 2 Residence Act).  
Such an offence is punishable by a fine or imprisonment of up to three years. Any breach of the obligation to provide correct and complete information and to cooperate with measures taken by the Foreigners Registration Office is also grounds for serious consideration of deportation (Section 54(2) no. 8 Residence Act). A residence permit that has already been issued may be withdrawn as a result. \*
- I am aware that I am required to assert my interests and disclose circumstances that are in my favour without delay, insofar as they are not apparent or known, and must provide the necessary proof, certifications and permits promptly. Changes that come about after the application has been made but before the decision of the Foreigners Registration Office has been made must be reported promptly to the Foreigners Registration Office (loss of employment, for example, break-up of the family unit, award of welfare benefits). Circumstances reported and proof provided after expiry of the deadline set by the Foreigners Registration Office for that purpose may not be considered (Section 82(1) of the Residence Act). \*
- I have been informed that Foreigners Registration Offices receive unrestricted information from the central register in accordance with Section 41(1) no. 7 of the Act on the Federal Central Criminal Register and the Educational Register (BZRG) and that all previous convictions – including those in accordance with Section 53(1) no. 1 BZRG – must be stated in this application. Concealing previous convictions in the application can lead to fines or imprisonment. \*

\* Compulsory fields

If you have checked your information and downloaded a summary of your details, you can now submit your request electronically by clicking on **"Submit application"**. This action is binding and cannot be reversed.

Cancel

Back

Submit application

## STEP 12

After clicking on “submit”, please check if you submitted the application successfully.

You should have the option to **save a PDF-file with a confirmation about submission of the contact form**. Please download and save it!

On the second page of your confirmation should be written *Einreichungsbestätigung* with a transaction key (*Vorgangsnummer*):

Einreichungsbestätigung

Ihr Formular wurde erfolgreich eingereicht.

Vorgangsnummer:	XXXXXXXXXXXX
Einreichungsdatum:	XXXXXXXXXXXX
Formularname:	Amt für Migration und Integration - Kontaktformular

Bitte geben Sie diese Vorgangsnummer bei allen Anfragen zu Ihrem Anliegen an.

Caution: If the *Einreichungsbestätigung* is missing on your document you have not submitted the contact form successfully!