

Information for international students (including EU and Swiss nationals) on:

- applying for a student residence permit
- extending a student residence permit

1) You need to register at the registration office (Dessau-Roßlau: *Bürgeramt*) immediately after your arrival in Germany

Registration with the local authority of your place of residence is compulsory in Germany. Official language of communication in local authorities is German. You need to register at the registration office at your place of residence immediately after you have arrived there. If necessary, please make sure you are accompanied by an interpreter/German-speaking colleague who can assist you with communication.

Registration office Dessau-Roßlau: Stadt Dessau-Roßlau
 Bürgeramt
 Zerbster Straße 4
 Zimmer 126
 06844 Dessau-Roßlau

Office hours: Monday 08.00 – 16.00 hrs.
 Tuesday and Thursday 08.00 – 18.00 hrs.
 Wednesday and Friday 08.00 – 12.00 hrs.
 Every 1st and 3rd Saturday/month: 08.00 – 12.00 hrs.

Note: as of 01/01/2014 Every 2nd and 4th Saturday/month: 08.00 – 12.00 hrs.

For registration, please have the following documents with you:

- Your valid passport, personal ID card (EU and Swiss nationals only)
- Your current rental agreement for your place of residence in Dessau-Roßlau

2) Issuing a residence permit (not applicable to EU and Swiss citizens)

Your entrance visa is usually only valid for three months. Application and issuing of a residence permit usually take at least 4 weeks.

You need to fill and hand in an application for 'issuing a residence permit' (German: *Antrag auf Erteilung einer Aufenthaltserlaubnis*) at the Foreigners' Office of Dessau-Roßlau local authority (German: *Ausländerbehörde der Stadt Dessau-Roßlau*)

Ausländerbehörde Dessau-Roßlau: Stadt Dessau-Roßlau
 (Foreigners' Office) Ausländerbehörde

Zerbster Straße 4
Zimmer 140 - 143
06844 Dessau-Roßlau

Office hours:

Tuesday	08.00 – 12.00 hrs. 13.30 – 17.30 hrs.
Thursday	08.00 – 12.00 hrs. 13.30 – 15.30 hrs.

**Between 01 September – 31 October:
Monday and Wednesday 08.00 – 12.00 hrs.**

Your application can only be processed if you provide the following documents:

- the completed application form for issuing a residence permit (German: *Antrag auf Erteilung einer Aufenthaltserlaubnis*)
- your valid passport
- 1 current, biometric passport-sized picture
- matriculation certificate of Anhalt University of Applied Sciences (German: *Immatrikulationsbescheinigung*)
- health insurance policy (*Krankenversicherung-Police*) or proof of health insurance registration (*Bescheinigung über Krankenversicherung*) or Chip card

International health insurances need to be supplied along with a German translation. These need to state the respective comprehensive health insurance cover. You may need to have an insurance exemption issued by a German statutory health insurance (German: *Gesetzliche Krankenversicherung*)

- a declaration of commitment (= formal payment guarantee) or a blocked account

A declaration of commitment (German: *Verpflichtungserklärung*) can be issued in the students' home country at a German diplomatic mission (embassy, consulate) by parents/relatives/acquaintances

A blocked account (German: *Sperrkonto*) needs to be opened at a German bank in Germany (choosing a local bank in Dessau-Roßlau is recommended). In this bank account you need to have EUR 7,908.00. This amount is blocked by the bank but the account holder can withdraw a monthly amount of EUR 659.00 maximum from this account.

PLEASE NOTE: The Foreigners' Office (Ausländerbehörde) issues you with a letter for your bank requesting it to block the account under your name.

Fees: EUR 100.00 for residence permits with a validity of up to one year

EUR 110.00 for residence permits with a validity of more than one year

PLEASE NOTE: Your application for a student residence permit can only be processed if all the above named documents are provided, together with the completed application form. You need to hand in these documents in person at the Foreigners' Office (Ausländerbehörde)

3) Extending a student residence permit

You are obliged to apply for an extension of your residence permit (German: *Verlängerung der Aufenthaltserlaubnis*) in time before your current residence permit expires (at least 4 weeks before the date of expiration)

You need to provide the following documents:

- application form for extending a residence permit (German: *Antrag auf Verlängerung der Aufenthaltserlaubnis*)
- your valid passport
- a current matriculation certificate at Anhalt University of Applied Sciences (German: *Immatrikulationsbescheinigung*)
- 1 current, biometric passport-sized picture
- proof of valid health insurance
- blocked account (German: *Sperrkonto*) or declaration of commitment (German: *Verpflichtungserklärung*)

Fees: EUR 65.00 for an extension of up to 3 months; EUR 80.00 for more than 3 months

The following applies to all students:

You need to contact and inform the Foreigners' Office if

- you move house
- change your degree course at Anhalt University of Applied Sciences
- change the university in Germany
- have de-registered from Anhalt University (German: *Exmatrikulation*) – regardless of the reasons
- have been issued with a new passport

4) EU and Swiss nationals

You are obliged to prove at the Foreigners' Office (German: *Ausländerbehörde*) within 3 months after your arrival in Germany that your arrival and residence in Germany are legal (German: *Freizügigkeit*).

To do this you need to submit the following documents:

- a bank statement with sufficient amount for financing general living expenses (German: *Lebenshaltungskosten*)
- proof of valid and current health insurance cover
- your matriculation certificate (German: *Immatrikulationsbescheinigung*)

5) Finishing your studies at Anhalt University

Once you have finished your studies at Anhalt University, you need to de-register at the local registration office (German: *Bürgeramt* – contact details and office hours: see above) by submitting the date of your departure from Germany.

You may then need to see the local Foreigners' Office with the following documents:

- de-registration certificate of Anhalt University (German: *Exmatrikulationsbescheinigung*)
- your passport
- your flight ticket

You will then be issued with a permission to cross the border (German: *Grenzübertrittsbescheinigung*) as well as a note to your bank, which states that your blocked account may be altered into a regular current account (restriction note does not apply to EU and Swiss nationals).