



RESIDENCE PERMIT SUPPORT

List of documents

- **Registration at the City Hall ("Meldebescheinigung")**

You will receive this after successfully registering at the City Hall

- **Filled Application Form**

Available at the Welcome Centre or on the website of the Immigration Office Kleve

- **Passport and Visa (used to enter Germany)**

- **Biometric Passport Photo**

Recent and clear, one is enough

- **Proof of Income Support**

e.g. a blocked account ("Sperrkonto" **not** to be confused with "Girokonto") or a Verpflichtungserklärung or a full-ride scholarship, etc. - Please inform yourself on the current amount needed

- **Proof of Enrolment ("Studienbescheinigung")**

You can download it yourself through the HisInOne portal "My Studies" - "Student Service" - "Certificates"

- **Proof of Health Insurance**

Your health insurance card works or a document stating that you are insured while studying in Germany (at least 2 years)

You always need to bring these documents with you

When extending your Residence Permit, you need to bring these documents in addition to all other documents

- **Transcript of Records**

You can download this on HisInOne

- **"Studienverlaufsbescheinigung"**

Not the one that is available on HisInOne by default; please request it at Student Services via e-mail to

stu@hsrw.eu (easiest option)

or during the (virtual) service hours (see website).

After processing, the **valid one will be available for download on HisInOne then!**

If there is **any potential issue** regarding your Residence Permit, we suggest to **get in touch with the Student Advisory Service prior** to inquiring on the document at Student Services!

Bring all **original** documents. Bringing *additional* photocopies is not mandatory but may speed up the process. **Fees** are payable when applying for or extending a residence permit. These can only be paid in cash or by debit card; payment by credit card or cards from most foreign banks is not possible.

If you have further questions, do not hesitate to contact the Welcome Centre!

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