



LINK TO BOOK AN
APPOINTMENT AT THE FOREIGN
OFFICE IN **KLEVE**



FOREIGN OFFICE WEBSITE



CONTACT THE
WELCOME CENTRE



**WELCOME
CENTRE**



**HOCHSCHULE
RHEIN-WAAL**
Rhine-Waal University
of Applied Sciences

RESIDENCE PERMIT SUPPORT

GUIDE FOR STUDENTS REGISTERED IN KREIS KLEVE



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DOCUMENTS YOU WILL ALWAYS NEED

- **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)
- **Proof of Income Support** - first time applicants need 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" - "Reports"
- **Proof of Health Insurance** - Your health insurance card is sufficient or a document stating that you are insured while studying in Germany (at least 2 years)

EXTRA DOCUMENTS YOU NEED TO EXTEND YOUR RESIDENCE PERMIT

- **Transcript of Records** - You can download it on HisInOne
- **Certificate of study progress** ("*Studienverlaufsbescheinigung*") - **NOT** the one that is available on HisInOne by default. Please request it at **Student Services** via e-mail to stu@hsrw.eu. After request, check email for further instructions!
- **Proof of Income Support** - To extend your residence permit, you can provide, for example, a work contract with the corresponding payslips, or bank statements from the last three months. Both documents must prove that the stated amount covers your monthly expenses. The officers will determine whether the amount is sufficient for each specific case.

OUR RECOMMENDATIONS

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Please note: The Welcome Centre tutors are **only** available to support and translate appointments inside the dates shown on the ticket system of the foreign office.

Take your appointment seriously and act responsibly. This means:

- If you are unable to attend your appointment, please make sure to notify the Foreign Office in advance.
- Make sure to bring all required documents for your appointment. - If you are missing any documents, inform the officer immediately upon arrival.
- Arrive at least 10–15 minutes before your appointment.
- Any change of degree within the first 18 months of your studies must be notified to and approved by the Foreigners' Office. It may require you to resubmit all "first-time" documents, such as the blocked account.
- In order to successfully extend your residence permit you need a **minimum amount of 17 (Bachelor) and 10 (Master) credit points per semester**. If you have fewer credit points, please note that the extension may not be as straightforward and could require additional explanation or documentation during your appointment. Contact directly the foreign office for further information.
- Please also note that there are **processing fees** for the residence permit. Make sure to bring cash or an EC-card (German debit card) to your appointment, as foreign cards are **not** accepted by their payment machine.
- You can visit the Welcome Centre to check your documents, fill out forms, or ask general questions about the residence permit process.