



# 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; please request it at Student Services via e-mail to [stu@hsrw.eu](mailto:stu@hsrw.eu) (easiest option) or during the (virtual) service hours (see website).

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. Brinding *additional* photocopies is not mandatory but may speed up the process.

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