



WELCOME
CENTRE



HOCHSCHULE
RHEIN-WAAL
Rhine-Waal University
of Applied Sciences

RESIDENCE PERMIT SUPPORT

If you apply for a residence permit, you need the following documents:

1. **Registration at the City Hall / Meldebestätigung**
2. **Filled residence application form** - available in the Welcome Center - you can fill it in during our consultation hours
3. **Passport, Visa Card /Residence Permit and Zusatzblatt** - the residence permit is only valid in combination with the Zusatzblatt! Carry both documents together, do not put the Zusatzblatt into your passport!
4. **Biometric passport picture** - has to fulfil a certain size and must be younger than 2 years. You cannot use the same picture for 2 residence permits in a row
5. **Proof of income support** - ex. confirmation of block account
6. **Proof of Enrollment** - bring the original
7. **Proof of health insurance** - a valid insurance card **or** a document from your insurance that states your health insurance for at least 2 years. The residence permit will be valid only until the date you are covered by your health insurance
8. **Transcript of records** - to get at Student Advisory Service
9. **Studienverlaufsbescheinigung** - to get at Student Advisory Service



Bring all documents in original and additionally as **photocopies**: It speeds up the working process. All documents need to be completed, valid and have to fulfil the regulations of the immigration office. Only then the working process can start and your residence permit can be issued or extended.

Apply for the residence permit appointment online and meet the tutor in the immigration office Kleve, Nassaueralle 18, 47533 Kleve. Please come on time.