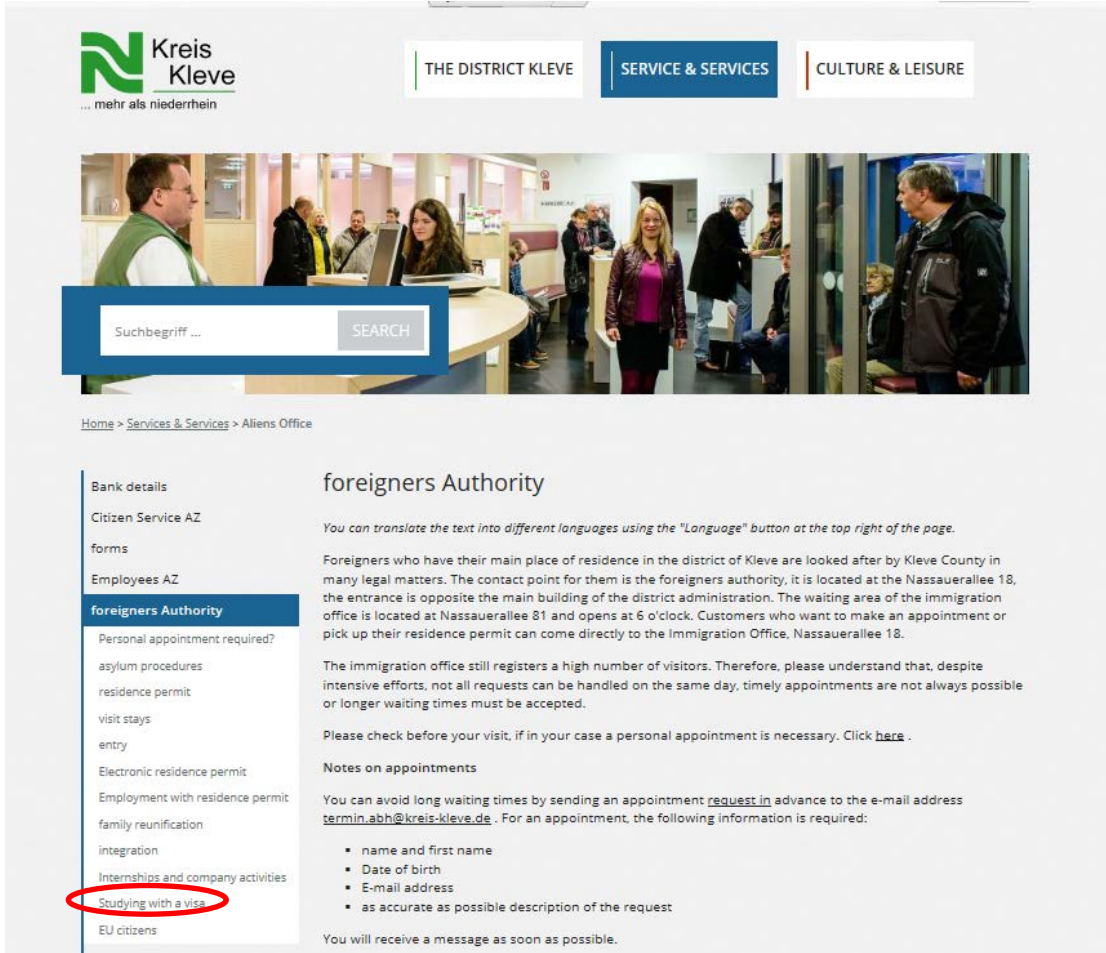


How to book an appointment with the immigration office Kleve

1. Go to the website of the immigration office Kleve and select “Studying with a visa”.



The screenshot shows the website of Kreis Kleve. At the top, there is a navigation bar with three tabs: "THE DISTRICT KLEVE", "SERVICE & SERVICES" (which is highlighted), and "CULTURE & LEISURE". Below the navigation bar is a large banner image of an office interior with a search bar overlaid. The search bar contains the text "Suchbegriff ..." and a "SEARCH" button. Below the banner, there is a breadcrumb trail: "Home > Services & Services > Aliens Office".

The main content area is titled "foreigners Authority". It contains the following text:

You can translate the text into different languages using the "Language" button at the top right of the page.

Foreigners who have their main place of residence in the district of Kleve are looked after by Kleve County in many legal matters. The contact point for them is the foreigners authority, it is located at the Nassauerallee 18, the entrance is opposite the main building of the district administration. The waiting area of the immigration office is located at Nassauerallee 81 and opens at 6 o'clock. Customers who want to make an appointment or pick up their residence permit can come directly to the Immigration Office, Nassauerallee 18.

The immigration office still registers a high number of visitors. Therefore, please understand that, despite intensive efforts, not all requests can be handled on the same day, timely appointments are not always possible or longer waiting times must be accepted.

Please check before your visit, if in your case a personal appointment is necessary. Click [here](#).

Notes on appointments

You can avoid long waiting times by sending an appointment [request](#) in advance to the e-mail address termin.abh@kreis-kleve.de. For an appointment, the following information is required:

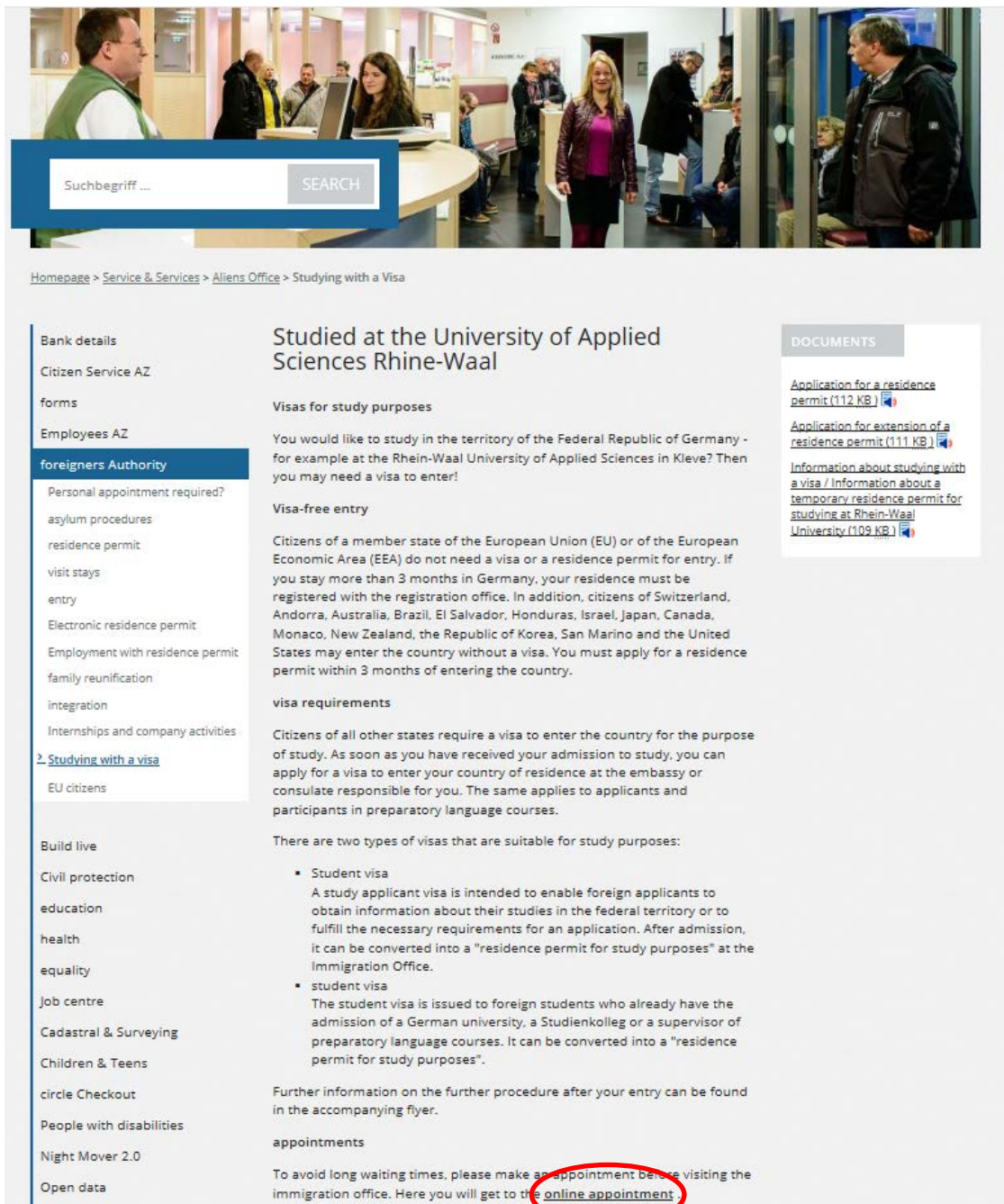
- name and first name
- Date of birth
- E-mail address
- as accurate as possible description of the request

You will receive a message as soon as possible.

On the left side, there is a sidebar menu with the following items:

- Bank details
- Citizen Service AZ
- forms
- Employees AZ
- foreigners Authority**
- Personal appointment required?
- asylum procedures
- residence permit
- visit stays
- entry
- Electronic residence permit
- Employment with residence permit
- family reunification
- integration
- Internships and company activities
- Studying with a visa** (circled in red)
- EU citizens

2. On the next page you will find the link to the online ticket system.



Suchbegriff ... SEARCH

Homepage > Service & Services > Aliens Office > Studying with a Visa

Bank details
Citizen Service AZ
forms
Employees AZ
foreigners Authority
Personal appointment required?
asylum procedures
residence permit
visit stays
entry
Electronic residence permit
Employment with residence permit
family reunification
integration
Internships and company activities
[Studying with a visa](#)
EU citizens

Build live
Civil protection
education
health
equality
Job centre
Cadastral & Surveying
Children & Teens
circle Checkout
People with disabilities
Night Mover 2.0
Open data

Studied at the University of Applied Sciences Rhine-Waal

Visas for study purposes

You would like to study in the territory of the Federal Republic of Germany - for example at the Rhein-Waal University of Applied Sciences in Kleve? Then you may need a visa to enter!

Visa-free entry

Citizens of a member state of the European Union (EU) or of the European Economic Area (EEA) do not need a visa or a residence permit for entry. If you stay more than 3 months in Germany, your residence must be registered with the registration office. In addition, citizens of Switzerland, Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, the Republic of Korea, San Marino and the United States may enter the country without a visa. You must apply for a residence permit within 3 months of entering the country.

visa requirements

Citizens of all other states require a visa to enter the country for the purpose of study. As soon as you have received your admission to study, you can apply for a visa to enter your country of residence at the embassy or consulate responsible for you. The same applies to applicants and participants in preparatory language courses.

There are two types of visas that are suitable for study purposes:

- **Student visa**
A study applicant visa is intended to enable foreign applicants to obtain information about their studies in the federal territory or to fulfill the necessary requirements for an application. After admission, it can be converted into a "residence permit for study purposes" at the Immigration Office.
- **student visa**
The student visa is issued to foreign students who already have the admission of a German university, a Studienkolleg or a supervisor of preparatory language courses. It can be converted into a "residence permit for study purposes".

Further information on the further procedure after your entry can be found in the accompanying flyer.

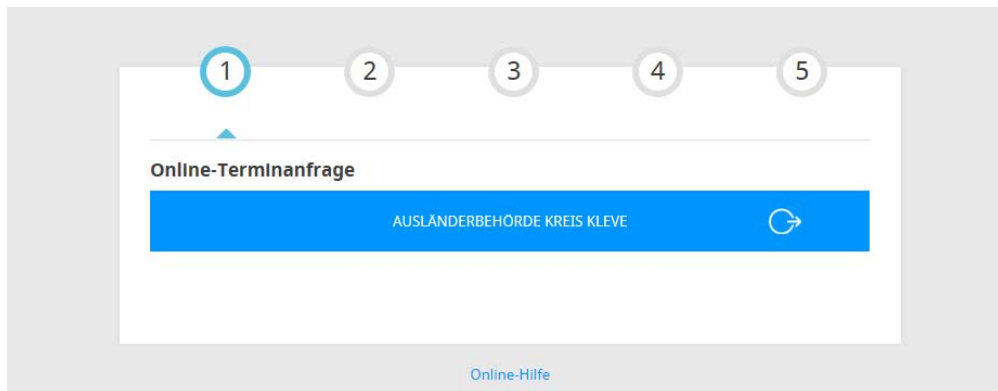
appointments

To avoid long waiting times, please make an **appointment** before visiting the immigration office. Here you will get to the **online appointment**

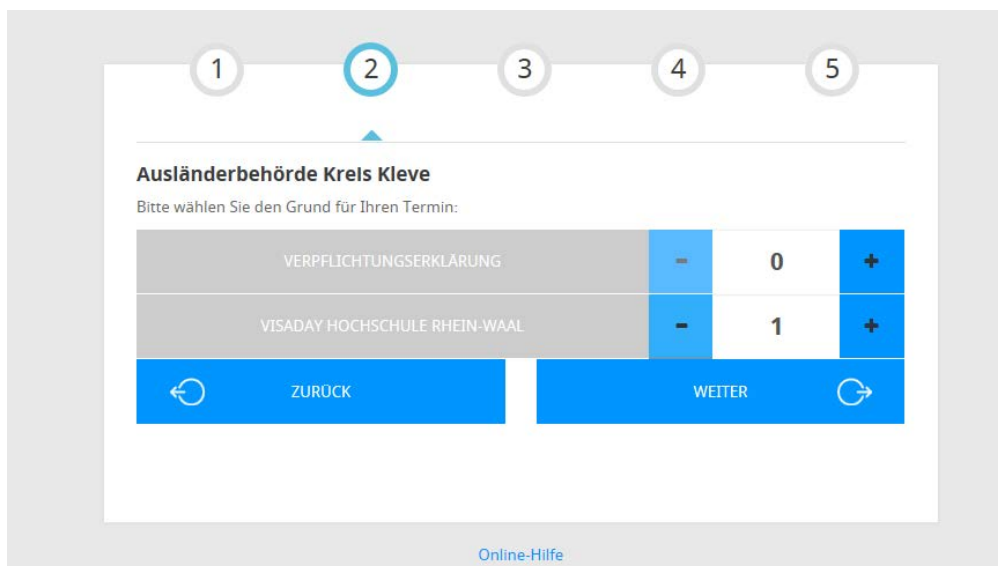
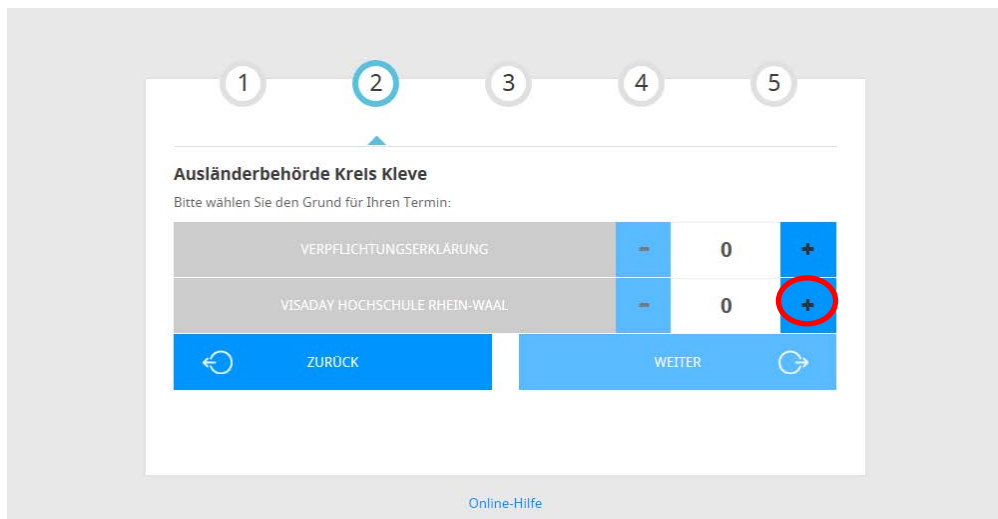
DOCUMENTS

- [Application for a residence permit \(112 KB\)](#)
- [Application for extension of a residence permit \(111 KB\)](#)
- [Information about studying with a visa / Information about a temporary residence permit for studying at Rhein-Waal University \(109 KB\)](#)

3. Follow the link and you will see this page. Please click the blue box.



4. Select "Visaday Hochschule Rhein-Waal" and click "+" for 1 appointment. Then click on "weiter" to proceed with your booking.



5. In the next window you will have to fill in your personal data into a mask. The fields marked with a * are mandatory to fill.

You can choose if you want to be called by your appointment number (Aufruf über Terminnummer) or by your name (Aufruf über Name) at the day of your appointment.

In the end you have to select that you agree with the personal data protection policy of the immigration office. Then click on "weiter".

Eingabe der persönlichen Daten für den Termin bei Ausländerbehörde Kreis Kleve

Pflichtfelder sind mit * gekennzeichnet

Anrede *
Frau

Nachname *
Mustermann

Vorname *
Maria

E-Mail *
Maria.Mustermann@hsrw.org

E-Mail - Wiederholung *
Maria.Mustermann@hsrw.org

Telefonnummer

Geburtsdatum
Tag (tt)*: 01 Monat (mm)*: 01 Jahr (jjjj)*: 2000

Bemerkungen

Aufrufart
Aufruf über Terminnummer

Ich stimme der [Einverständniserklärung zum Datenschutz](#) zu *

Persönliche Daten für zukünftige Anfragen speichern

ZURÜCK WEITER

- Now select the exact date and time of your appointment. Appointments for students are given up to three weeks in advance and exclusively on Wednesdays. First select the week that you prefer.

1 2 3 4 5

Online-Terminanfrage

Ihr Termin: Bitte wählen Sie einen freien 20min Block aus

Für Ihre Auswahl steht folgender Standort zur Verfügung:

Ausländerbehörde Kreis Kleve
Nassauerallee 18
47533 Kleve

Bitte wählen Sie die gewünschte Woche:

KW 04/2019 - 21.01. bis 25.01.

Wählen Sie dann den Tag und die Uhrzeit im Kalender:

	Montag 21. Januar	Dienstag 22. Januar	Mittwoch 23. Januar	Donnerstag 24. Januar	Freitag 25. Januar
08:00					
09:00					
10:00					
11:00					
12:00					

Legende

■ Ausgewählte Zeit ■ Belegte Zeit ■ Geblockte Zeit

ZURÜCK TERMIN RESERVIEREN

Online-Hilfe

Then choose the exact time. Red means the spot is already taken. When you select a free spot it turns green.

1 **2** **3** **4** **5**

Online-Terminanfrage
Ihr Termin: Mittwoch, 23.1.2019, 09:40 - 10:00 Uhr

Für Ihre Auswahl steht folgender Standort zur Verfügung:
Ausländerbehörde Kreis Kleve
Nassauerallee 18
47533 Kleve

Bitte wählen Sie die gewünschte Woche:
KW 04/2019 - 21.01. bis 25.01.

Wählen Sie dann den Tag und die Uhrzeit im Kalender:

	Montag 21. Januar	Dienstag 22. Januar	Mittwoch 23. Januar	Donnerstag 24. Januar	Freitag 25. Januar
08:00	Geblockte Zeit	Geblockte Zeit	Belegte Zeit	Geblockte Zeit	Geblockte Zeit
09:00	Geblockte Zeit	Geblockte Zeit	Ausgewählte Zeit	Geblockte Zeit	Geblockte Zeit
10:00	Geblockte Zeit	Geblockte Zeit	Ausgewählte Zeit	Geblockte Zeit	Geblockte Zeit
11:00	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit
12:00	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit	Geblockte Zeit

Legende
Ausgewählte Zeit Belegte Zeit Geblockte Zeit

ZURÜCK TERMIN RESERVIEREN

[Online-Hilfe](#)

To confirm your booking click on “Termin reservieren”.

7. You will then receive a confirmation email from the immigration office. **Important:** Only if you click the link in the email your appointment is booked.

For all other questions regarding your appointment please contact the immigration office Kleve.