



RESIDENCE PERMIT SUPPORT

EXTENSION - UPPER-SEMESTER APPLICANTS

If you are applying for an **extension** of your residence permit, i.e. this is **not** your first semester, you will need the following documents:

1. **Registration at the City Hall** (Meldebescheinigung);
2. **Filled residence application form** – link below; also available at the Welcome Centre during our consultation hours;
3. **Passport, Visa/Residence Permit** (Aufenthaltstitel), **and Zusatzblatt** – please bear in mind that your residence permit is only valid in combination with the Zusatzblatt and you should always carry both together;
4. **Biometric passport photo** – recent and clear; only one is enough;
5. **Proof of income support** – e.g. bank statement of your normal bank account (Girokonto – a blocked account is **not** necessary for visa extension), a Verpflichtungserklärung, a valid work contract (plus payslips from the previous 3 months), etc.;
6. **Proof of Enrollment** (Studienbescheinigung) – it is part of the same sheet of paper where you detached your Semester Ticket from; only one is enough;
7. **Proof of health insurance** – preferably your health insurance card; or a document proving that you are insured for at least 2 years (your residence permit will be valid for not longer than the time you are covered by your health insurance);
8. **Transcript of records** – available for download on HISinOne;
9. **Studienverlaufsbescheinigung** – this is **not** the document available on HISinOne; please request it directly at the Student Advisory Service, as this document is issued by this department (it usually takes around 7 days to be issued).



Bring all **original** documents. Bringing additional photocopies is not mandatory, but it can speed up the working process.

Application Form: [https://www.kreis-kleve.de/C12570CB0037AC59/files/31-02_antrag_verlaengerung_aufenthaltserlaubnis.pdf/\\$file/31-02_antrag_verlaengerung_aufenthaltserlaubnis.pdf?OpenElement](https://www.kreis-kleve.de/C12570CB0037AC59/files/31-02_antrag_verlaengerung_aufenthaltserlaubnis.pdf/$file/31-02_antrag_verlaengerung_aufenthaltserlaubnis.pdf?OpenElement)

Making a Visa Day Appointment: <https://www.hochschule-rhein-waal.de/de/studium/studierende/welcome-centre/unser-angebot/residence-permit-support>

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