

Co-operation Network Peace Research and Security Policy (KoFries)
Peace and Security Studies (M.A.)

Guidelines for administrative procedures for international students

1. Before your arrival in Germany

→ The following things should be obtained or completed before entering Germany:

- A passport valid for the whole time of your stay in Germany (otherwise you have to extend it in-between at your consulate in Germany or you have to travel home to extend it).
- The IFSH's letter of admission to the master's program (*Zulassungsbrief*).
- Visa, if necessary. EU citizens and nationals of Iceland, Liechtenstein, Norway and Switzerland do not need a visa. For information on visa regulations for non-EU citizens, see below.
- Translated and certified (!) copies of the following documents: birth certificate, secondary school diploma and possibly university diploma(s). Official certifications are issued by various authorities in your country, for example by German missions.
- Possibly a verification of your health insurance company (if it is recognized in Germany; for details, see below).
- Vaccination certificate (if existent). Check at the German missions whether particular vaccinations are required.
- International drivers license (if needed).
- Initiate search for accommodation.

→ **Visa for Non-EU Citizens**

- Non-EU citizens require a **student visa** when entering Germany. Visas are issued by the mission of the Federal Republic of Germany (embassy or consulate-general) responsible for your area of residence. As a rule, visa applications are to be accompanied by the letter of admission from the IFSH (*Zulassungsbrief*), proof of your health insurance, possibly a proof of your German language skills or a planned language course, and proof of your ability to finance your studies (living expenses). The fee for a one-year visa is 75 euro (exemptions possible, see: <https://www.auswaertiges-amt.de/blob/207818/518c700cf1ef1ed6f9ae9113752633ff/gebuehrenmerkblatt-data.pdf>). For more details on the documents required to support the visa application, please contact the German mission in your home country.
- Students who have not yet received a letter of admission from the university can apply for a student applicant visa (**Studienbewerbervisum**). This is valid for three months and can be converted into a student visa.
- Citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States of America can apply for their student visa *after entering* Germany.

Attention: Do not apply for a language course visa for the study year, since it is not convertible into a student visa. ***If you are going to take a language course before the start of your studies, please apply for a language course visa and a student visa at the same time, because otherwise the visa issuance can get complicated.***

For more information please visit:

<https://www.auswaertiges-amt.de/en/Newsroom/faq/02-arbeiten/606704>

<http://www.uni-hamburg.de/internationales/download/studieren-an-der-uhh/einreisevisum.pdf>

<http://www.hamburg.de/contentblob/4355914/data/information-for-students.pdf>

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2. After the arrival in Germany

Registration at District Registry Office (*Einwohnermeldeamt*)

The registration at the district registry office should be done *within one week upon the arrival* in Hamburg. For this purpose you need the following documents:

- passport (with your visa)
- name and address of your landlord, or a certificate of residence from your dorm
- the registration form (*Anmeldeformular*) is available at a registry office or online at:
<http://welcome.hamburg.de/contentblob/2217296/42d1e8e18938d0d8b85e1d0c600755e2/data/anmeldung-des-wohnsitzes.pdf>
- Confirmation of the accommodation:
<http://welcome.hamburg.de/contentblob/4621786/2a4a05ac42d7380f4cbf1557cff44a50/data/wohnungsgeberbestaetigung.pdf>

Please store your **Meldebestätigung** carefully: you will need it – among other things – for opening a bank account. Every change of residence within Hamburg has to be reported to the registry office within a week. You can register at any registry office in Hamburg. The fee is 11 Euro.

See <http://www.meldebox.de/Einwohnermeldeamt/Hamburg/> for the addresses and office hours of the register offices in Hamburg or register at the “Hamburg Welcome Center”.

→ Nearby the IFSH is the **Eimsbüttel District Office:**

Customer centre 1st floor
Grindelberg 62-66
20144 Hamburg
E-Mail: Kundenzentrum@eimsbuettel.hamburg.de
Opening hours:
Mo-Fr: 7:00 AM – 19:00 PM

→ **Hamburg Welcome Center**

Adolphplatz 1, 20457 Hamburg
Tel: +49 (040) 115
<http://welcome.hamburg.de/>
Opening hours:
Monday 8.00 AM – 17.00 PM, Tuesday 8.00 AM – 12.00 AM, Wednesday 8.00 AM – 12.00 AM,
Thursday 8.00 AM – 18.00 PM, Friday 7.00 AM – 12.00 AM
Please book an appointment in advance.

Residence permit

International students from non-EU-countries must apply for a residence permit not later than six weeks before their visa expires. International students from non-EU-countries who do not need an entry visa also must apply for a residence permit. The same guidelines apply in case you need to extend your three-month-valid visa for the whole study year.

Visas that were issued for the entire time of the stay do not need to be extended.

You can find the application form at: <http://welcome.hamburg.de/contentblob/2217262/data/antrag-auf-erteilung-verlaengerung-eines-aufenthaltstitels-deutsch-englisch-franzoesisch.pdf>

The service charge is between 36 and 147 EUR. You need to attend personally.

You need the following documents:

1. passport

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- 2. a biometric photo**
- 3. confirmation of enrollment**
- 4. certificate of registry form the registry office (Meldebestätigung) or filled in registration form and tenancy agreement (if you apply for registry and residence permit at the same time)**
- 5. confirmation of health insurance**
- 6. proof of financing**
- 7. 36-147 EUR for the fee**
- 8. Filled in and signed application form**

More information on the residence permit and where to apply for it:

<http://www.hamburg.de/behoerdenfinder/hamburg/11320423/> (only in German)

You can also apply for the residence permit at the “Hamburg welcome center”:

Hamburg Welcome Center

Adolphplatz 1, 20457 Hamburg

Tel: +49 (040) 115

<http://english.welcome.hamburg.de/>

Opening hours:

Monday 8.00 AM – 17.00 AM, Tuesday 8.00 AM – 12.00 AM, Wednesday 8.00 AM – 12.00 AM,

Thursday 8.00 AM – 18.00 PM, Friday 7.00 AM – 12.00 AM

Please book an appointment in advance.

Further information and help:

Helpful information on the first steps to take as a new student in Hamburg is available on the website of PIASTA (Intercultural Living and Learning) at

http://www.uni-hamburg.de/piasta/beratung_e.html

They offer a brochure with helpful information “First steps for new students”:

<https://www.uni-hamburg.de/piasta/beratung/doc/willkommen.pdf>

Last update: 11/29/2018