

Procedure to come to Germany: 2 steps

1. Student Visa („Visum zu Studienzwecken“)

If you have received your notification of admission to university or a foundation course, you should apply for **visa for study purposes**. Student visas are usually valid for three months. Within these three months, you will have to apply for an extended residence permit at the foreigners' registration office in your town of residence.

(Check the point „Required documents for visa application on Website <https://www.study-in-germany.de/en/plan-your-studies/requirements/visa/>)

Required documents for a visa application:

valid passport

- **Proof of financial resources:** you should prove from the beginning that you are financially able to support the costs of living (934€/month * 24 months = 22416€).

This proof is important for the residence permit (step 2). Accepted proofs are

- A. A security payment deposited into a blocked bank account
- B. A scholarship award notification from a recognized scholarship provider
- C. A declaration of commitment (Verpflichtungserklärung): Someone (parent, grand parent, ...) assures to cover your expenses. This person has to prove that he/she is able to support you financially during the 2 years with 934€/month.

Important note: No third person must be involved, you must receive the money directly!

- Certificate confirming **health insurance coverage**
 - Information from our international office concerning health insurances:
 - *Studying at a German university is only possible if you can prove that you have health insurance that meets the required conditions. In order to complete the enrollment at TU Dortmund University, an electronic notification (M10) of your health insurance coverage must be submitted to TU Dortmund on the basis of sufficient insurance coverage by a German health insurance company. Thy type of insurance you can subscribe to depends on your age:*
 - A.** If you are **younger than 30** years:
 - International students who hold a citizenship from outside the EU normally need to buy a German health insurance (approx. 120€ per month for students) as private insurances concluded outside of Germany usually do not fulfill the requirements. You can be sure that a German statutory health insurance will cover almost all medical costs. Please find an **overview of all German statutory health insurances** here:
<https://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp>
 - Techniker Krankenkasse (TK) runs a branch on campus and you can contact Mr. Carsten Hemmersbach for more information. **If you are nevertheless thinking about concluding a private health insurance, please have it checked by Mr. Carsten Hemmersbach** as

- Additional information about health insurances can be found here: <https://www.study-in-germany.de/en/plan-your-studies/requirements/health-insurance/> well before signing the contract. You can contact him via mail: carsten.hemmersbach@tk.de

B. If you are **30+** years old:

- You need to perform 2 steps:
 1. subscribe to a **private health insurance**
 2. Ask for a **declaration of exemption from a statutory health insurance** stating that they are not subject to compulsory insurance.
- Guidelines for step 1: Chose a health insurance with sufficient coverage. Not every private health insurance is accepted by the university, the acceptance depends on how much the insurance covers. One option that is accepted in Germany, Italy and France is the insurance “provisit student“ offered by the Dr Walter insurance consultants, which is like the pendant to the public student insurance. The following link gives you general information and guides you through the application: <https://www.provisit.com/en/provisit-student> . If you want to contact the company for more information, you can either call them (+49 2247-9194-0) or write an e-mail to them (kundenberatung@dr-walter.com)
- Guidelines for step 2: Once you have a certificate of your private health insurance, you need the declaration of exemption from a statutory health insurance. This document has to be issued by a statutory health insurance provider. For this, please send your private health insurance subscription to Mr. Carsten Hemmersbach (carsten.hemmersbach@tk.de) and ask him to issue you the declaration of exemption from statutory health insurance and to send the electronic notification M10 to the university

- **Certificates of past academic work and achievements**
- **Certificate of** German language proficiency or proof that you intend on attending a language course in Germany, or **English language skills** for a degree program taught in English
- For a student visa: **letter of acceptance from your German university** (or a statement from the university confirming that you have a good chance of being admitted).

Tips on applying for a visa:

- **Submit your application early enough!** Visa processing can take several months and you won't be able to enter the country without a valid visa.
- **Apply for the correct visa!** Make sure it is a student visa! Tourist and language course visas may not be converted into a student visa later on. If you have the wrong visa, you will have to leave the country.
- Make sure your passport is valid for the length of your stay! If your passport/ID documents expire while you are in Germany, you will have to return to your home country and extend them there.

- Arrange your date of arrival in Germany so that you have enough time to enroll at your university and take care of the administrative formalities. Enrollment is a prerequisite for obtaining the “student residence permit”.

Should you have any questions or encounter difficulties with your visa application, please contact us via mail as soon as possible. We are happy to help you.

2. Residence Permit („Aufenthaltserlaubnis“)

After your arrival, we will schedule an appointment for all master students at the the **foreigners’ registration office** in Dortmund where you will apply for your residence permit. We will schedule the meeting as soon as possible since the waiting time for the appointment is approximately 3-4 weeks and it takes another 4-6 weeks until the residence permit is issued. Please prepare the required documents for this appointment, a list of the documents according to our experience is provided below.

You will need the following documents:

- A completed and signed **application form** (request to get residence permit, sent to you by mail after you booked the appointment)
- A completed and signed **municipal registration form** (sent to you by mail after you booked the appointment)
- your valid **passport** along with the **visa**
- your **proof of health insurance**
- the **certificate of enrollment** from the TU Dortmund
- a completed and signed **housing confirmation** from your landlord
https://www2.dortmund.de/media/p/ukraine/downloads_6/Wohnungsgeberbestaetigung_nach_19_BMG.pdf
- **proof of subsistence/financing**: for a residence permit for 2 years, you have to prove that you are financially able to support the costs of living (934€/month * 24 months = **22416€**) by
 - B. A security payment deposited into a blocked account
 - C. A scholarship award notification from a recognized scholarship provider
 - D. Declaration of commitment (Verpflichtungserklärung): Someone (parent, grand parent, ...) assures to cover your expenses. This person has to prove

that he/she is able to support you financially during the 2 years with 934€/month.

Important note: No third person must be involved, you must receive the money directly!

- money for the **registration fee (€100)**

Should you have any questions concerning the residence permit, please contact us via mail as soon as possible. We are happy to help you.

Further Information

Further information on the individual steps can be found on the TU Dortmund University website:

<https://international.tu-dortmund.de/en/incomings/degree-seeking-students/residence-and-visa/>