

Procedure to come to Germany: 2 steps

If you have received your notification of admission to university or a foundation course, you should apply for **visa for study** purposes in a first step. Student visas are usually valid for several months. Within this time, you will have to apply for a **residence permit** at the foreigners' registration office in Dortmund in a second step.

1. Student Visa („Visum zu Studienzwecken“)

Required documents for a visa application to our knowledge:

1. Valid passport

2. Proof of financial resources

you should prove from the beginning that you are financially able to support the costs of living. The cost of living changes regularly, please check the current costs (for example [here](#)). 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

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

3. Certificate confirming **health insurance coverage**

- **For scholarship recipients:** the health insurance will be provided through the scholarship and will be concluded with the DrWalter company. Please contact us to obtain your confirmation letter
- **For regular students:**
 - International students who hold a citizenship from outside the EU need to buy a German health insurance in most cases because private insurances concluded outside of Germany usually do not fulfill the requirements.
 - We have good experiences in health insurance services for our students with the DrWalter company. You can apply for the health insurance from abroad which is beneficial for the visa process and receive a free travel insurance.
 - The correct insurance for you depends on the age:
 - A. Students up to 29 years subscribe to a public health insurance
 - B. Students who are 30 years or older subscribe to a private health insurance in a first step and, in a second step, ask for a declaration of exemption from a statutory health insurance stating that they are not subject to compulsory insurance.
 - To find the correct insurance for you depending on your age, we recommend you to go to the website <https://www.german-student-insurance.com/en/>, click on „Buy insurance now“ (you won't

buy anything immediately here!) and answer questions about your situation to find the correct insurance for you.

- You can reach out to the DrWalter company by mail (kundenberatung@dr-walter.com) or phone (+49 2247 9194-850).
- For completeness you can find an overview of all German statutory health insurances here: <https://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp>
- In order to complete the enrollment at TU Dortmund University, an **electronic notification (M10) of your health insurance coverage must be submitted from a statutory health insurance provider to TU Dortmund**. You need to ask your insurance company to send this notification to the university. Students with a private health insurance need to send their private health insurance subscription to a statutory health insurance, ask for a declaration of exemption from statutory health insurance and ask them to send the electronic notification M10 to the university.

4. **Certificates of past academic work and achievements**

5. **Certificate of English language skills** for a degree program taught in English

6. **Letter of acceptance** from your German university

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:

- Completed and signed **application form** (request to get residence permit, we will send this form to you)
- Completed and signed **municipal registration form** (we will send this form to you)
- Valid **passport** along with the **visa**
- Your **proof of health insurance**
- The **certificate of enrollment** from the TU Dortmund
- Completed and signed **housing confirmation** from your landlord (we will send this form to you)
- **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 by
 - A. A security payment deposited into a blocked account
 - B. A scholarship award notification from a recognized scholarship providerImportant note: No third person must be involved, you must receive the money directly!
- Money for the **registration fee (approx. 100€)**

Should you have any questions concerning the residence permit, please contact us via mail. 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/>