

This checklist can help you and us to speed up the application process

The use of this form is voluntary and only intended for residence permits for language school students, university students, PhD candidates and researchers enrolled at the university. We believe that it could help us to process your application more quickly and give you more clarity about the required documents.

At the end of this form, you can evaluate whether it has helped you with your application. We would also be pleased to receive your comments.

Please attach this form to your e-mail while sending the required documents for your residence permit. Please enter the dates in the format DD/MM/YYYY (day/month/year).

1) PASSPORT

A valid passport or travel document is required for at least the duration of the stay applied for.

I have attached my:

- Passport, valid until: _____.
- Other travel document, valid until: _____, please specify: _____.
- My passport or travel document is expired. I have already applied for a new passport or travel document

2) CURRENT STATUS OF RESIDENCE

My current status of residence in Germany:

- I already have a German residence permit card.
If you have a residence permit card, write here your residence permit number: **Y** _____, and continue with no. 4)
- I am a citizen of one of the following countries: Andorra, Australia, Brazil, Canada, Honduras, El Salvador, Israel, Japan, Republic of Korea, Monaco, New Zealand, United Kingdom of Great Britain and Northern Ireland, United States of America and I have entered to Germany visa-free.
- I have entered to Germany with a visa in my passport.
If you have entered with a national visa, write here your visa number: _____, my visa is valid until: _____.
- I have entered to Germany with a residence permit from another Schengen-State. If so, from which state: _____, valid until _____.

3) ENTERING GERMANY

Only required for your first application in Germany.

I have entered Germany on: _____ by plane, train, bus, car, other: _____.

Do you have an entry stamp in your passport issued at German customs/border control when you have entered Germany? YES NO If no, you can proof your entry to Germany, e.g. by presenting your flight ticket, boarding pass, train ticket, bus ticket or similar with destination Germany YES NO

4) REGISTRATION

Only required for your first application in Göttingen.

- I have already registered at the Residents Registration Office (Einwohnermeldeamt) in Göttingen and I have attached my confirmation of registration (Amtliche Meldebestätigung für die Anmeldung) YES NO
- I have not registered yet, my appointment for the registration is on: _____.

5) ENROLMENT

I have attached my current certificate of enrolment: YES NO

- German University
Name of the University: _____,
Programme name: _____,
Degree: Bachelors
 Masters
 PhD
 Staatsexamen
- Language School
Name of the language school: _____,
Location (city): _____.
- German Preparatory College (Studienkolleg)
Name of the Preparatory College: _____,
Location (city): _____.

6) CREDIT POINTS

Sending your most recent Summary of Achievements (credit points - ECTS) helps us to follow your academic progress. A list of credit points is not required for: first semester students, language school students, Preparatory College students, PhD-candidates, Staatsexamen.

I have attached my most recent Summary of Achievements: YES NO

7) FUNDS

The proof of subsistence can consist of a combination of the listed possibilities. It is always important that your income and account movements are clearly traceable!

I want to finance my stay in Germany as follows:

- German Declaration of Commitment "Verpflichtungserklärung" according to § 68 Residence Act.
Please note: Only an official German Declaration of Commitment "Verpflichtungserklärung" is accepted. Other written declarations from parents or documents signed at a notary abroad are not accepted!
- Blocked account in euros with the actual amount of € _____.
- Certificate of scholarship. Name of the scholarship provider: _____,
monthly amount: € _____.
- Hosting agreement "Aufnahmevereinbarung", valid until: _____ (only applies to researchers)
- Annual financial support by parents or other family members. I can show last 3-month bank account statements from my German bank account showing all transactions. I have received the amount of € _____ from _____. My last bank account statement shows the balance of € _____.
Please note: The shown funds must be at your disposal! False bank statements, short-term loans from friends and fellow students, short-term account movements, cash deposits etc. are not accepted. If there are any doubts about your financial situation, you may be obligated to open a blocked bank account without prior notice!
- Monthly financial support by parents or other family members. I can show 3-month bank statements from a German bank account showing financial support by my parents or other family members through regular monthly wire transfers (€992 per month).

Please note: You must show a monthly income of €992 (€612 personal consumer expenses + €380 rental costs = €992). If your rental costs are less than €380 per month, the amount you have to show is reduced accordingly.

The shown funds must be at your disposal! False bank statements, short-term loans from friends and fellow students, short-term account movements, cash deposits etc. are not accepted. If there are any doubts about your financial situation, you may be obligated to open a blocked bank account without prior notice!

- Employment contract. My working contract is valid from: _____ until: _____.
The monthly remuneration is on average net (without taxes) € _____.
I can show the last 3-month payslips: YES NO

Please note: If you want to prove your livelihood based on an employment contract, please always send your employment contract and your last 3 payslips. If your employment contract is due to expire soon, please ask your employer for an extension or a written confirmation from your employer that your employment contract will be extended. The authority can provide a form in which the employer can confirm the hiring or continued employment. If your employment contract has been extended, please send the first contract and the extension(s) for the documentation.

8) HEALTH INSURANCE

All students must have a valid health insurance when they are in Germany. It is not possible to study in Germany without a valid health insurance.

Please note: Proof of health insurance is required for at least the duration of the stay applied for.

I have attached a valid health insurance certificate YES NO

- German public compulsory health insurer "Krankenkasse", for example AOK, Barmer, DAK, TK etc.
Name of the company: _____
- German private health insurer Foreign private health insurer
Name of the company: _____
Start of insurance: _____, end of insurance: _____.
- Social Insurance Agreement between Turkey and Germany: Document A/T 11 Türk-Alman Sosyal Güvenlik Sözleşmesi - deutsch-türkisches Sozialversicherungsabkommen (only applies for Turkish citizens)
- GHIC or EHIC Healthcare for UK nationals visiting the EU (only applies for British citizens)

9) ACCOMMODATION

A formal tenancy agreement or sublease agreement signed by the tenant (you) and the landlord or property owner showing the duration of the contract and the monthly rent is strictly required.

Please note: The "Wohnungsgeberbestätigung" (document issued by the landlord or property owner for registration purposes) is NOT a tenancy agreement and will not be accepted!

I have attached a valid tenancy agreement or sublease agreement:

- YES Start of rent: _____, end of rent: _____ (if the rental contract has no end date, write "indefinite")
- NO Please explain why you do not have a rental contract: _____

Thank you for evaluating this form. Please leave your comments 😊

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<i>"This form helped me to understand better the required documents"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>"This form was easy to fill in"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					