

# N.U.in Germany Visa Guide 2017

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## *Non U.S. Citizens*

*Please check with the German consulate in your region for the most updated Germany visa requirements and processes. The information listed below is only a guide and does not constitute legal advice.*

## General Visa Information for International Students

If you are not a citizen of the US, Canada, or an EU-member country, check with your consulate for regulations regarding your stay in Germany. With few exceptions, you must follow a visa process to obtain a visa through a German consulate before arriving in Germany. It is your responsibility to obtain such a visa. The German Foreign Ministry recommends that students start this process *at least two to three months prior to the planned arrival in Germany*. Information on the German student visa process for non-US citizens can be found [here](#).

Failure to do this may result in your being refused permission to enter the country or not even being allowed to board the aircraft at the point of departure. Also, you should call the nearest district office of US Immigration and Customs Enforcement for information on the documents necessary for you to leave and re-enter the United States.

If you are an international student departing from the United States, before departure from the United States, non-US citizens must also obtain a **certificate of compliance from the Internal Revenue Service (IRS)**. This document, also popularly known as the sailing permit or departure permit, will certify that you do not owe taxes to the US government. Contact your local IRS office for information on documents required to procure this permit.

*Please inform the N.U.in Program immediately if you are not a US or EU citizen! CIEE can provide a letter of commitment, which will be addressed to an individual student's local German consulate or embassy.*

Students typically will be granted a visa for the entire duration of study in Germany, plus 14 days.

## Visa Requirements

1. Passport: valid for at least 6 months beyond the student's proposed date of departure from the Schengen area. Please check N.U.in [website](#) for departure date.
2. Letter of Commitment from university partner (CIEE)
3. N.U.in introduction letter
4. Letter of application

5. Proof of health insurance for at least the first 3 months with guarantee of full medical coverage in Germany
6. Finances required for the whole period of your intended studies in Germany (no less than 720,00 EUR per month)
7. Visa fee paid

## Residence Permits

Usually your entry visa is valid for 3 months. As your program is scheduled for more than 3 months you will have to apply for a residence permit (known in German as *Antrag auf Erteilung eines Aufenthaltstitels*) to extend your stay beyond the 3-month limit resulting from your visa. This permit is issued by the Berlin Registration Office for Foreigners (*Ausländerbehörde*) and will cover the length of your study program, plus two weeks. **Students must depart Germany within 14 days of the program's end date.**

All students who stay for two or more blocks (over 12 weeks; NU will be required to do that) are also required by German law to register their residence address with the local district authority (*Bezirksamt*) within 2 weeks after move into the residence. CIEE staff in Berlin will assist you with this process. This first piece of documentation is the basis for all further bureaucratic activity, including applying for a residence permit.

**Important Note:** Once students are in Berlin, the Berlin Registration Office for Foreigners requires that CIEE Berlin collect and submit students' passports in bulk for final processing of the residence permit. *Passports must be in the possession of the local authorities for approximately two weeks, in order to have a residence permit affixed into each passport.* The passport collection date is determined by local immigration authorities and will be announced by CIEE during orientation in Berlin.

***As a result, students should not make travel plans for personal excursions outside of Berlin until the passport collection date is finalized and announced by CIEE during orientation in Berlin.***

The Berlin Registration Office for Foreigners has created an expedited process for issuing residence permits and visas if the proper documentation is submitted in bulk by representatives from CIEE Berlin's Student Life Office. Nonetheless, the application process has several steps, which must be completed in a specific order and are regulated by German law. CIEE does not have the ability or legal authority to grant exceptions if deadlines or documents are not submitted in a timely manner.

Should a student not have their passport available by the collection date or submit the required forms, they will have to follow a different process and visit the Berlin Registration Office for Foreigners in person in order to request an individual permit. At a time of great need for those seeking refuge in Germany from war in Afghanistan, Iraq and Syria and turmoil elsewhere, the office is overburdened with individual requests. Therefore students who do not adhere to the deadlines are likely to encounter significant delays and their passport will be in the possession of the local authorities for several weeks. *To avoid this, it is critical that students follow the recommended instructions of CIEE resident staff.*

Residence permits expire approximately two weeks after your study program ends, so be sure to book your return travel accordingly.

## Entry into Germany Requirements

1. Passport: valid for at least 12 months after the student's proposed date of arrival in Germany.  
Please check N.U.in website for arrival date.
2. Valid entry visa
3. Declaration of Finances/proof of sufficient funds for the duration of the stay
4. Enrollment Confirmation Letter
5. Biometric passport picture

***Please note:*** Students are responsible for obtaining a valid visa or entry documents if applicable prior to the program start date. If they cannot obtain a valid visa or entry documents if applicable in time, then please refer to the N.U.in Withdrawal Policy and contact the N.U.in office to discuss next steps.