

Information about visa application, enrolment and registration at Hochschule Geisenheim University for international exchange students and Vinifera students

(It is not claimed that this list is complete!)

Steps	EU-students	NON-EU-students
I. Visa application (at least 8 weeks before entering Germany)	-----	X
II. Enrolment at Geisenheim University	X	X
III. Registration at local authorities	X	X
IV. Application Residence Permit	---	X
V. Extension Residence Permit / Visa	---	X
VI. Move within Germany and Departure from Germany	X	X

Please take copies of all your documents (including your passport!) that you hand in to official institutions and store them safely.

I. Visa application for entering Germany (NON-EU students)

It takes approximately 8 weeks to get a visa.

The visa has to be applied for in person at the at the German embassy or the German consulate in your country (for Viniferas: German Embassy in Paris).

The following documents are necessary before you enter GERMANY:

1. Valid **passport** (at least 6 months) and 2 copies
2. For Vinifera students from Montpellier: Valid "**carte de séjour**" and 2 copies
3. **Admission letter** (Bescheinigung) of the **Geisenheim University** that certifies:
 1. your admission at our university,
 2. support from Geisenheim university in finding accommodation and
 3. for Vinifera-Students: a compulsory second academic year at another EMaVE-consortium partner and a compulsory internship of 8 weeks that might require earlier entry to Germany.
We need your postal address to send you this document.
4. For Vinifera-Students: **Admission letter of SupAgro** in GERMAN language (SupAgro has a German/English-Template available)
5. Completely filled-out **application for a residence permit** (you get the file "Application Residence Permit Visa for German embassy Paris.pdf" from the International Office): see No. 15: the "proposed place of residence" should be "Geisenheim" to ensure that your documents will be sent to the foreigners' registration office in Bad Schwalbach (which is responsible for Geisenheim). If you already know, that you will live in the closest biggest city, Wiesbaden, the foreigners' office in Wiesbaden will be relevant for you.
6. 1 biometrical passport **photo**
7. **Financial statement** showing that for the duration of your studies in Geisenheim you will have at least **€ 670 per month available** for your living expenses. This can be proved by a blocked account ("Sperrkonto") or a scholarship ("Stipendium") or a declaration of obligation ("Verpflichtungserklärung") -> see no. 7a – 7c

7a.) blocked account ("Sperrkonto"):

You must open the blocked account from abroad. (You will get the file "Account opening documents Deutsche Bank" from the International Office.)

Please read the attached file completely to be prepared (e.g. the application to open an account must be signed in the presence of an embassy official or the signature must be witnessed by an official institution (consulate, mayor or the like).

The monthly blocked amount over which you can dispose every month has changed from € 638 to € 670. Please fill in €670. For a visa which is valid for one year you must transfer €670*12 = € 8040. (You can apply for a valid visa for 6 months as well, but the extension would be more time consuming and expensive).

7b.) scholarship

The certification of a scholarship must confirm that you have € 670 per month for living expenses at your disposal for the entire stay in Germany (the certification must be in German. For Vinifera-Students: SupAgro has a German/English template available). If you have less than € 670 per month at your disposal, you have to provide proof of remainder by a blocked account.

7c.) declaration of obligation:

This is unlikely to be accepted. The parents declare at the German embassy / consulate that they are liable for all expenses (their income has to be revealed.) More information is available at the German Embassy.

8. Health insurance for Germany:

NON-Europeans must have sufficient health cover for their stay in Germany (travel insurances are not accepted!), proof of which is a contract with a public or private health insurance provider, as a prerequisite for the visa application. The insurance document must clearly state the insured student's name, exact dates of coverage and validity in Germany.

Examples of public and private providers offering student health insurance can be found below. Please note that the insurance plans with 100% coverage cost about 80,-/month. Cheaper insurance plans provide less comprehensive coverage and mostly you have to pay for all treatments in advance before being able to reclaim some of the costs.

Exemption certificate (Befreiungsbescheid): If you have chosen a private health insurance provider you must get in contact with one of the public German health insurances (see below) because the public insurance provider must confirm in writing that your coverage is equal to the public comprehensive plans, at least in the most important parts, according to the German Social Code (so-called "Befreiungsbescheid" = exemption certificate). ErasmusMundus-Scholarshipholders must organize this "Befreiungsbescheid" as well because they are insured by a private provider. You can organize the exemption certificate in advance before entering Germany or shortly after your arrival by contacting one of the following public German health insurances.

Examples for public German health insurances:

AOK: service@he.aok.de;

Barmer GEK Rüdelsheim (close to Geisenheim): Please send an email to André Boehm (andre.boehm@barmer-gek.de) . Mr. Boehm will help you in answering your questions regarding health insurance in Germany and Schengen Area and send you all necessary information in English.

TK (Techniker): please see the "application students TK insurance english".

Examples for private health insurances:

CareMed: <http://www.caremed-travelinsurance.com/>

Hanse Merkur: <http://www.studentversicherung.de/krankenversicherung-auslaendische-studenten-antrag.html>

Fees: Visa application is free for students of an ErasmusMundus program.

Blocked account: € 50 account opening fee.

Please make sure that you have collected all documents before going to the German Embassy.

Please organize your accommodation in advance before entering Germany. The International Office can help you.

II.

Enrolment at Geisenheim University (EU students & NON-EU students)

Address:

Hochschule GEISENHEIM University
Studienbüro
Von-Lade-Strasse 1
65366 Geisenheim

Opening hours:

Mondays to Thursdays 9:00 – 12:00

You need to bring:

1. Your passport

2. Certificate of health insurance

EU-Students:

- EU-Students who are insured by a public health insurance company must get the “European Health Insurance card - EHIC” from the public insurance company and show this EHIC-card at the student office Geisenheim.
- EU-Students who have a private health insurance (e.g. ErasmusMundus scholarshipholders) must show an exemption certificate (“Befreiungsbescheinigung”) which has to be issued by a German public health insurance provider (please see I.8).

NON-EU-Students:

- NON-EU-Students who are insured by a German public health insurance company (see I.8) must show their health insurance contract from this company.
- NON-EU-Students who have a private health insurance (e.g. Erasmus-scholarshipholder) must show their “Befreiungsbescheid” (please see I.8).

3. Passport photograph

III.

Registration with the local authorities (EU students & NON-EU students)

Address:	Einwohnermeldeamt <u>Geisenheim</u> Bürgeramt Beinstraße 9 65366 Geisenheim
Opening hours:	Mo. 08.00 - 12.30 Uhr Di. 08.00 - 12.30 Uhr und 14.00 - 18.00 Uhr Mi. 08.00 - 12.30 Uhr Do. 08.00 - 12.30 Uhr und 14.00 - 18.00 Uhr Fr. 08.00 - 12.30 Uhr Sa. 10.00 - 12.00 Uhr (only every 1st Saturday in the month) and by prior telephone appointment
Address:	Einwohnermeldeamt <u>Wiesbaden</u> Bürgeramt Dotzheimer Straße 6 - 8 Bürgerbüro 65185 Wiesbaden
Opening hours:	Mo. 08.00 - 18.00 Uhr Di. 08.00 - 18.00 Uhr Mi. 08.00 - 20.00 Uhr Do. 08.00 - 18.00 Uhr Fr. 08.00 - 18.00 Uhr Sa. 10.00 - 14.00 Uhr

Every person living in Germany has to register his/her address with the local authority registration office (Einwohnermeldeamt) shortly after arrival. Registration is only possible at the "Einwohnermeldeamt" of your town or community. For Geisenheim it is the „Bürgerbüro“: <http://www.meldebox.de/Umzug-Geisenheim/Einwohnermeldeamt/Geisenheim-81056/>

You need to bring:

1. Your passport
2. Your precise address and the name of your landlord (if possible, bring your rental contract)
3. € 8 registration fee

You will get your registration certificate "**Meldebescheinigung**".

This certificate is a prerequisite to apply for the Residence Permit for NON-EU citizens.

IV.

Application for a Residence Permit after arrival in Germany (NON-EU students)

Ausländerbehörde Bad Schwalbach:

Address: Ausländerbehörde Bad Schwalbach
Heimbacher Str. 7
65307 Bad Schwalbach

Opening hours: Mondays to Fridays from 8.00 to 11.30 and
Tuesdays from 14.00 to 17.30

Travel: by train and bus via Wiesbaden(www.bahn.de). **The International Office Geisenheim will accompany you on the first visit.**

If you live in Wiesbaden, you must apply at the “Ausländerbehörde” in Wiesbaden.

Ausländerbehörde Wiesbaden:

Address: Ausländeramt Wiesbaden
Alcide-de-Gasperi-Straße 1
65197 Wiesbaden

Opening hours: **Mondays: 8.00 – 12.00**
Wednesdays: 8.00 – 12.00, 14.00 – 18.00
Fridays: 8.00 – 12.00
Tuesdays and Thursdays: closed

You apply for the residence permit at the foreigners’ registration office of your town / community shortly after you have arrived in Germany: for Geisenheim the institution responsible is the “Ausländerbehörde Bad-Schwalbach” . The International Office of Geisenheim University can help you with the application.

You need to bring:

1. A current “Meldebescheinigung” from the local authority, not older than 1 month!! (see step III)
2. The blue application form (The international office will help you in filling out)
3. Valid passport
4. Certificate of health insurance (see step I, point 8)
5. Rental contract
6. Financial statement (see step I, point 7)
7. Registration Certificate of Geisenheim University
8. Current biometrical passport photograph (can be taken at the foreigners’ registration office)

After approx. 6 weeks you will receive the request and a date to pick up your Residence Permit Certificate at the foreigners’ registration office. You will get an electronic card (“eAT”) that you must keep together with your passport.

Duration of Residence Permit:

The residence permit will be issued for as long as the following documents are valid: the passport, the health insurance, the rental contract and the financial statement.

Maximum Duration of Residence Permit:

The residence permit can be issued for as long as your studies last, but not more than 2 years. The prerequisite is that the passport, the health insurance, the rental contract and the financial statement cover this period of time.

Working as a student:

As a student you are allowed to work 180 full days max. / year in Germany.

V.
Extension of the Residence Permit
(NON-EU students)

Please apply for the extension of the Residence Permit approx. 8 weeks before your Residence Permit expires.

You need to bring:

1. A current “Meldebescheinigung” from the local authority, not older than 1 month!! (see Step III)
2. The blue application form (The international office will help you in filling out)
3. Valid passport
4. Certificate of health insurance (see step I, point 8)
5. Rental contract
6. Financial statement (see step I, point 7)
7. Registration certificate of Geisenheim University
8. Current biometrical passport photograph (can be taken at the foreigners’ registration office)

Duration of Residence Permit:

The residence permit will be issued for as long as the following documents are valid: the passport, the health insurance, the rental contract and the financial statement.

Maximum Duration of Residence Permit:

The residence permit can be issued for as long as your studies last, but not more than 2 years. The prerequisite is that the passport, the health insurance, the rental contract and the financial statement cover this period of time.

Fee: approx. € 80 for extension

VI.

Moving within Germany and Departure from Germany (EU & NON-EU students)

Moving

If you want to change your accommodation within your town / community, you must let the local authorities know your new address.

If you move to another town / community, you must de-register with the former local authority and register with the local authority of your new home.

Departure

Please do not forget to de-register with the local authorities before you leave Germany.

NON-EU students must go to the foreigners' registration office (max. 3 days before leaving Germany) in person to present the flight ticket and the bank account data (account number, BLZ and name of the bank). The foreigners' office will issue a certificate for the bank that legitimates the bank to cancel the blocked account.

Contact:

For further information or help please contact the International Office of Geisenheim University:

international@hs-gm.de

+49 (0) 6722 – 502 – 728 (Elke Reichel)

+49 (0) 6722 – 502 – 718 (Sonja Thielemann)