

Who is your point of contact at the Foreigners Office?

Your case officer is based on the first letter of your surname/programme:

	Officer	Phone number
A, B, C, D	Juniorbüro	0551 400-3202
G, N, R, T, V, W, X, Y, K	Ms. Sadiku	0551 400-2688
E, F, I, L, M, O, H	Mr. Weiße	0551 400-3398
J, P, Q, U, Z, S	Mrs Jungandreas-Lütke	0551 400-2181

	Officer	Phone number	e-mail
Goethe/Erasmus	Mrs. Noll	0551 400-2071	A.Noll@goettingen.de

General contact e-mail address	studierende@goettingen.de
--------------------------------	---------------------------

Notice: No admittance without an appointment. No walk-ins please!

Welcome
to Göttingen

Your first steps through
German bureaucracy.

After arriving in Göttingen you are required by law to register in person at the local Residents' Registration Office (Einwohnermeldamt) within two weeks of arrival.

Go to <https://termin.goettingen.de> to schedule your appointment in advance.

MELDEANGELEGENHEITEN → AN-, AB-, UMMELDUNG WOHNSTZ → WEITER → OK

Do not forget to click the confirmation link sent to you by e-mail to confirm the appointment.

To register at the Residents' Registration Office, you must bring

- passport (possibly with visa) and
- "Wohnungsgeberbestätigung" (document issued by the property owner or landlord for registration purposes)
- possibly marriage certificate and possibly birth certificates of children as originals and an officially verified translation into German

The Residents' Registration Office will issue a written confirmation of registration (Amtliche Meldebestätigung für die Anmeldung) to you. Make sure to keep this document! You will need it to open a bank account and apply for your residence permit.

You must notify the local Residents' Registration Office (Einwohnermeldedamt) each time you change your address within two weeks. You must also notify when you leave Germany permanently!

After registration, it is time to apply for your residence permit:

To apply for your residence permit, you have to provide the following documents by post or by e-mail to the Foreigners Office. Digital documents must be submitted in DIN A4 portrait format as single attached PDF files, please do not merge the files (ZIP-files, links, drop box etc. are not accepted!):

- 1) Completed and signed application form
- 2) Passport (passport photo page only)
- 3) Confirmation of registration (Amtliche Meldebestätigung für die Anmeldung)
- 4) Current certificate of enrolment at the university or language school
- 5) Visa (copy – only if you entered the country with a visa)
- 6) Entry stamp issued at German customs/border control when entering the Federal Republic of Germany. If not applicable: flight ticket, boarding pass, train ticket or bus ticket with destination Germany
- 7) Current proof of financing. How to show your funding:
 - a. German declaration of Commitment "Verpflichtungserklärung" according to § 68 Residence Act (copy and original) or
 - b. Blocked account in euros or German current account or savings account with € 11,904 for one year or € 23,808 for two years or
 - c. Last 3-month bank statements from a German bank account showing regular income (€ 992 per month) or
 - d. Certificate of scholarship/employment contract and last 3 payslips/draft of employment contract etc. or
 - e. Hosting agreement "Aufnahmevereinbarung" (only applies to researchers)

➔ **Please note that 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! If the pay-out of your blocked account has already started, it may be advisable to also show your current bank account statements!**

- 8) Current health insurance certificate (not older than 1 month, copy) - not the insurance card or other letters from your health insurance company! Proof of health insurance is required at least for the period of residence you are applying for.
➔ **Most insurance companies allow you to create an insurance certificate on their website or via the app. Ask your health insurance company about this option and save yourself the time and trouble!**
- 9) Complete tenancy/rental/sublease agreement (copy) - the "Wohnungsgeberbestätigung" (document issued by the property owner for registration purposes) is not sufficient!

Digitally submitted documents must only be submitted as originals upon request.

Exception: A Declaration of Commitment "Verpflichtungserklärung" must always be submitted in the original. Please do never send your original residence permit or passport unsolicited to the immigration authorities.

Please create a folder with all the submitted papers so that you have your documents, such as a copy of your passport and rental agreement, directly at hand for future applications.

- ☺ Please always carefully read all given information!
- ☺ Sending correct and complete documents will speed up your application process.
- ☺ Only provide the required documents.
- ☺ Please double-check your documents before sending them!
- ☹ Do not send the same documents several times.
- ☹ Do not send random e-mails to the officers not in charge of your application.

*Thank you very much for your attention.
We are looking forward to meeting you in our office soon.*



Scan or [click](#)
to download the
application form



Scan or [click](#) for
information about
the resident permit