

Student Records

In your residence permit application, you will find a check list and additional forms for your residence permit. The process will take around 30 min to an hour of your precious time (if you have everything around you).

CHECK LIST

	Check off here
Residence Permit Application form (filled in Capital letters)	
Copy of the Registration with Local Authorities (Meldebestätigung/Anmeldung)	

A copy of your passport's personal data page and –if applicable – student visa page	
1 Passport size photo	
Enrollment Confirmation	
Proof of Sufficient Funding (same you presented for your visa application)	
1 Copy of Your Proof of Health Insurance	
100 € (in cash or by card)	

Step 1. The Residence Permit Application Form

The residence permit application form can be download from the link below under Residence Permit -> Application:

<https://constructor.university/registration-and-residence-permit>

The Residence permit application form is bilingual - in German and English, so you should be fine filling it out on your own.

Residence Permit Application form (filled in Capital letters)	✓
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Step 2. Meldebestätigung

This is your registration with the local authorities in Germany. Your registration should have been processed together with your housing contract (students with university housing). If you have submitted it as guided by housing, you will have it in your mailbox in about 2 – 3 weeks.

If you live off-campus, you must process the registration yourself. More information under Registration - First Time Registration:

<https://constructor.university/registration-and-residence-permit>

The Anmeldung looks like this (of course this may vary from office to office, but usually it has your name, your address, the date you moved in and signature and seal of the issuing person):

Tagesstempel der Meldebehörde 10.09.2019		Meldebestätigung	
Neue Wohnung			
Gemeindekennzahl 04011000			
Die neue Wohnung ist <input checked="" type="checkbox"/> alleinige Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung			
Tag des Einzugs	Postleitzahl, Gemeinde, Ortsteil		
27.08.2019	28759 Bremen		
	Straße, Hausnummer, Zusätze		
	College Ring 6 / MB-320		
1	Familienname, ggf. Doktorgrad		
	Passname	Tag der Geburt	23.08.
Vornamen (Rufnamen unterstreichen)			

Please make a copy of it. Copy machines are available throughout the Campus (Library, Colleges, Research Buildings).

Do not give out originals. Keep the original in your file, as you will need it for various registration processes in Germany.

Once you have the Anmeldung, make a copy and cross the Anmeldung off the check list:

Copy of the Registration with Local Authorities (Meldebestätigung)	✓
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Step 4. Passport

You need to prepare a copy of your passport's personal data page and (if applicable) – visa page. Of course, when you go to the office, you will need to also bring your passport with you.

Your Passport and a <u>copy</u> of your personal data page and – if applicable – student visa page	✓
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Step 4. Picture

The digital biometric photos are accepted for applications, paper photos will no longer be allowed. You can either take the photo at the Migration Office terminal for €6, or get a QR code from a registered photo studio.

Photos saved on your phone or USB stick cannot be used, only official terminals or studios are valid. For young children, it is recommended to get the biometric photo at a studio, and you can search for providers at alfo-passbild.com/fotograf-in-der-naehe/.

1 Passport size photo	✓
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Step 5. Enrollment confirmation.

This one is easy. You can download it from the digital self-service on your CampusNet! If in doubt, consult again the Freshie Journey.

Enrollment Confirmation	✓
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Step 6. Proof of Sufficient Funding

NB: If you have applied for a German D-Visa prior to arrival, use the same proof of funding as for your visa application.

As proof of sufficient funding, you can use various things:

- **Proof of Full Payment of Semester fees** (this one applies to Foundation Year and Bachelor students, you should have it on your application portal, and if not - please contact sfs@jacobs-university.de)
- **Scholarship** (applies to students with full scholarships, as well as Exchange / Visiting Students. Exchange and Visiting students would have their proof of sufficient funding included in their welcome package)
- **Blocked or regular account** (with about 11900€) - Master Students
- **Verpflichtungserklärung** (a formal obligation by a relative living in Germany)

The proof of sufficient funding can be a combination of all or some of these documents.

OK, once you have the proof of funding, please cross it off from the check-list:

Proof of Sufficient Funding (same you presented for your visa application)	✓
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Step 7. Proof of health insurance

Most of you will have the German public health insurance. As proof of the insurance, please use a copy of the health insurance card (which will be delivered to you in the next couple of weeks) OR if the card has not arrived - the confirmation issued by the health insurance company. The health insurance card looks like this, but depending on the company, there might be variations. Proof of insurance is copied and included in the application? Cross it off the check-list:



1 Copy of Your Proof of Health Insurance	✓
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Now your application is complete. You need to go in person with all documents so far assembled at your designated appointment at the Migration office.

The application costs 100€ for all students. You can pay in cash or by card.