

## Information Sheet 1:

### Legal & Administrative Matters (Visa & Residence Permits)

Every MBS participant is themselves responsible for obtaining and maintaining the required immigration status (visa, residence permit as well as registration with local and national authorities) for the duration of the program in Germany, and issued for the purpose of studying.

Generally speaking, all foreigners must apply for a visa at the German Embassy/Consulates authority in charge before arriving in the country. Information on visa regulations for Germany is available as a general guideline (*Chapter 1*). MBS participants who will stay in Germany for more than three months are required to register with the Bürgeramt/Einwohneranmelde (Administrative Office for Citizens) responsible for their area of residence (*Chapter 2*), and subsequently apply for a residence permit after arriving in Germany (*Chapter 3*).

Mannheim Full-Time MBA participants who will go abroad for an exchange module/term at one of MBS' partner business schools in Europe, Asia, and North America may be required to apply for an additional visa for the partner business school. Information on the required visas for the stay at one of MBS' partner business schools is included in the fact sheet which participants will receive after their placement at the respective partner school.

## 1 Valid Visa for Germany

### General information on visa regulations

Comprehensive information on visa regulations such as the most recent updates, who needs a visa, bodies responsible for issuing visas, visa fees, and application procedures can be found on [http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html).

### Who needs a visa

EU and EEA (European Economic Area) as well as Swiss nationals do not need a visa to enter the Federal Republic of Germany. Furthermore, citizens of some countries (for example: Australia, Canada, New Zealand, the United States of America, Israel, Japan and Brazil), holders of SAR passports, and British Nationals with the corresponding BN(O) passports are exempted from the visa requirement, but need to obtain a residence permit after entering Germany. Citizens of certain states who do not need a visa to enter Germany may need to obtain a residence permit after entry.

### **Bodies responsible for issuing visas**

Every visa application is subject to approval from Ausländerbehörde where the applicant intends to reside in Germany. After obtaining the approval, the visa could be issued and collected from the office (Embassy/Consulate) of the Federal Republic of Germany where the applicant lodges his/her visa application.

### **Visa fees and types of visas**

Since 2008, the fee for all types of visas is 60 Euro. Exemptions may be possible. Therefore, please consult the responsible office. Alternately, please refer to the respective website of

'The Federal Foreign Office' in Berlin : <http://www.auswaertiges-amt.de/cae/servlet/contentblob/480896/publicationFile/131965/Gebuehrenmerkblatt.pdf>.

The "German National Visa" is granted for a stay in Germany for more than three months, e.g. for a course of study. As a result of the EC Regulation 265/2010, it is now possible for anyone in possession of a national visa (D visa) and a valid travel document to travel within the Schengen area up to three months in any six-month period.

### **Time required for processing a visa application**

Advanced planning is the key. The visa approval procedure usually takes up to three months, in some cases longer. A waiting period is expected during the peak travel season in summer.

### **Application procedure and requirements**

As a rule, an applicant must submit his/her visa application documents in person at the German Embassy. Visa applications must be submitted through an (online) appointment system.

Before submitting the documents, it is highly recommended to carefully check if the required supporting documents are in line with the visa formalities. Most information is available on the website of the respective German embassy to which the visa application will be submitted. In case of doubts, please contact the respective office in advance.

German visa application forms (in the local language) can be obtained from the German embassy and/or from the website, free of charge.

General requirements for obtaining the visa for study purposes are:

- Certificate of enrollment issued by Mannheim Business School (*provided by MBS on request*)
- Proof of adequate funds for the intended stay (e.g. via "Sperrkonto" - please refer to the Banking chapter for further information)
- Travel health insurance valid for the entire Schengen area with a minimum coverage of EUR 30.000

- *Important for Indian nationals:* Due to a regulation introduced by the German embassy in India in January 2008, Indian nationals are required to submit a proof of language proficiency in English (TOEFL/IELTS), no older than two years

## 2 Registration with the Administrative Office for Residents (Bürgeramt/Einwohnermeldeamt)

Registration is compulsory for MBS participants who intend to stay longer than 3 months in Germany for the purpose of study. Similarly, citizens of certain countries who do not need a visa to enter Germany need to do registration with the Administrative Office for Residents (Bürgeramt/Einwohneranmelde). The registration form is an important document for different administrative purposes in the future, e.g. opening a bank account, internet contracts, etc. *Every MBS participant is themselves responsible for having the correct registration status throughout his/her stay in Germany!*

Registration must be completed within the first two weeks after arriving in Germany, and it is conducted at the Administrative Office for Residents (Bürgeramt/Einwohnermeldeamt) responsible for the area of residence in Germany. Registration procedure, requirements, and opening hours may differ depending on the registration office. The general opening hours of German Administrative Office for Residents are between 8.00 AM and 12.00 PM (noon time). On some days, opening hours may be extended.

Registration will be done by an officer assigned to the respective queue number/online appointment. Each participant will be given a copy of the registration form with the official stamp. Once registered, any change of address (e.g. relocation within the same city or move outside Germany) must be reported to the registration office no later than five days after the date of relocation. Otherwise, a late fee is charged.

The information below is relevant for participants who will reside in Mannheim.

Documents to bring : Original passport with valid visa

: Proof of address in Germany, e.g apartment contract

Address : K7, on the ground floor of the building.

Office hours : Monday & Thursday 8.00 AM - 06.00 PM

Tuesday, Wednesday, and Friday 8.00 AM - 12.00 PM (noon time)

### Registration procedures

To register, participants could either visit the Bürgeramt in person or make an advanced appointment through <https://www.mannheim.de/buerger-sein/terminreservierung>. The service point for registration is on the right side of the main entrance door.

### Additional Support

A group registration/deregistration in the Mannheim registration office during the first/last week of the program may be arranged for Mannheim MBA participants. However, if participants arrive in Germany more than two weeks before the first course starts in Mannheim, they need to register by themselves.

## 3 Residence Permit Application with the Foreigners' Registration Office (Ausländerbehörde)

After registration, every MBS participant who will stay longer than 3 months at the Mannheim Business School must apply for a residence permit with the foreigners' registration office (Ausländerbehörde) within the first two weeks after arriving in Germany. Exceptions are EU and EEA (European Economic Area) as well as Swiss nationals; as they are not required to apply for a residence permit for the purpose of education after entering Germany.

### Bodies responsible for issuing residence permits

The residence permit is issued by the foreigners' registration office ("Ausländerbehörde") responsible for the area of residence. Each office may implement slightly varying application procedures and processes. Hence, it is recommended to check before submitting the residence permit application. Any changes to the permit status, such as from work to education, must be reported to the foreigners' registration office.

### Residence permit fee

The residence permit fee varies between €10 and €120 depending on the duration of stay. The exact amount has to be paid together with the submission of the residence permit application.

### German residence permit card

After a successful submission of the residence permit application, a German residence permit card will be delivered via mail within 4 – 8 weeks. The residence permit card containing all relevant individual

information is printed by the Federal Printing Agency in Berlin. Expiry date of a residence permit will normally be set accordingly to supporting documents that have been submitted during application (e.g. health insurance, rental agreement and finances) and passport.

During this waiting period, the German visa must still be valid. In case of expiry before the residence permit card arrives, a temporary confirmation, which costs about €20 - called "Fiktionsbescheinigung" - should be requested. This has to be done in order to legally reside legally in Germany and to be allowed to travel in Germany and other European countries.

The information below is relevant for participants who will reside in Mannheim.

Address : K7 (the same building as the registration office), on the second floor.



<u>Office hours:</u>	Monday	8.00 AM - 02.00 PM
	Tuesday, Wed, & Fri	8.00 AM - 12.00 PM
	Thursday	8.00 AM - 06.00 PM

**Application procedure:**

- Make sure that registration with the Registration Authority in Bürgeramt has been completed (!)
- Schedule an appointment with the officer responsible for the participant's last name - <https://www.mannheim.de/buerger-sein/ansprechpartner>. It may take between one to three weeks to schedule an appointment, and even longer during peak seasons.
- Arrive on-time for the appointment with duly filled-out forms and a set of the required documents (original & one photocopy).

### **Additional Supports**

Mannheim MBA Program Management provides support to our participants in arranging an appointment with an officer in the Mannheim foreigners' office. This can ideally be arranged if participants notify Program Management early.

*Disclaimer:*

*While MBS does its best to compile all information carefully, MBS does not take any liability for the information being complete, correct, and up-to-date. The information shared is based on the current status the MBS is aware of and only serves as a generic guideline.*