



VISA AND IMMIGRATION REGULATIONS FOR STUDYING IN GERMANY

For Fulltime (Degree Seeking) Students

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1. Timing

International students are required to investigate in advance whether they need a visa to study in Germany or not! Please contact the nearest German embassy or consulate in your home country in this matter! Also, EBS International Programmes Team can offer general advice.

If a visa is required, you should calculate at least **8 to 12 weeks'** time to receive a visa. Also, at some embassies you have to wait for a very long time to get an appointment.

Please start the visa application process directly after receiving your EBS admission and enrolment letter!

Especially students from the following countries should expect long waiting times to get an appointment and a time-consuming visa application process in general: China, Russia, Iran, Lebanon and Morocco.

Degree-seeking Chinese students need to go through the time-consuming APS China-procedure. Due to high demand the process can take 4-6 month.



Which visa do you need for studying at EBS?

- You need to apply for a **D-visa** (also called "Student's Visa" or "National Visa").
- It is **not** an option to apply for a **C-visa** (Schengen Visa/Tourist Visa)

EBS has no possibility to speed up the visa process on your behalf. It is your responsibility to make sure to be on campus in time.

2. Who Needs to Apply for a Visa?

The German immigration law categorizes all visitors into 3 categories, depending on county of origin. They are as follows:

1. Visa-waiver countries:



Citizens of the USA, UNITED KINGDOM, CANADA, AUSTRALIA, NEW ZEALAND, JAPAN, REPUBLIC OF KOREA and BRAZIL can enter Germany without a visa. This way you are allowed to stay for 90 days.

After arrival, students need to register their address at the local authorities in Germany and apply for a German residence permit at the responsible immigration office. We will assist students with these two steps during the orientation days.

2. Visa-waiver only for TOURISTS:



Citizens of UKRAINE, SINGAPORE, HONG KONG, MALAYSIA, TAIWAN, ARGENTINA, CHILE, COSTA RICA, ECUADOR, GUATEMALA, MEXICO, TAIWAN and URUGUAY are allowed to enter Germany without a visa. But this only allows them to stay for 90 days maximum. After this period they **MUST** leave the country.

Degree-seeking/Exchange students of course need to stay longer than 90 days. This is only possible if you apply for a visa before entering Germany. The visa is valid for 90 and gives you the possibility to

register in Germany and apply for a residence permit after your arrival. We will help you with that during your first week at EBS. Once you have the residence permit, you are allowed to stay for up to 1 or 2 years.

Hong Kong holders of a British National Passport (overseas) also need to apply for a D-Visa.

3. Unconditional visa requirement:



Citizens of RUSSIA, BANGLADESH, CHINA, EGYPT, INDIA, INDONESIA, KAZAKHSTAN, LEBANON, MOROCCO, the PHILIPPINES, SOUTH AFRICA, PERU, IRAN, TURKEY or THAILAND ALWAYS need a visa to enter Germany! The visa will be valid for 90 days.

After your arrival you have to register your address at the local authorities in Germany and apply for a German residence permit at the responsible immigration office. EBS will help you with that during your first week at EBS. Once you have the residence permit, you are allowed to stay for up to 1 or 2 years.

APS-procedure China: All Chinese applicants residing in China (except applicants from HongKong and Macao) need to go through the APS procedure:

All Chinese fulltime students as well as Master and Bachelor Dual Degree students need to apply for the APS-China-procedure and pass a special APS interview or "TestAS". For more information have a look at the APS homepage: <https://www.aps.org.cn/web/zh/verfahren-und-services-deutschland>

3. Terminology: Visa vs. Residence Permit.

Both terms often cause confusion among applicants: they are very closely related but not the same thing. Here is the difference:

VISA: A visa is your permission to enter Germany. You have to apply for a visa at the nearest German embassy or consulate in your home country or country of residence. A visa is normally only valid for a maximum of 90 days.

Some countries (see above) have special agreements with Germany to waive the visa requirement. However, you will still need to apply for a residence permit when you are in Germany.

Please contact your local German embassy or consulate to enquire if you need a visa and how to apply for it.

RESIDENCE PERMIT: As the visa gives you only permission to enter Germany and stay for 90 days every NON-EU-national needs a residence permit to study/ extend his/her right to stay in Germany. Students apply for the residence permit after entering Germany. There will be an info-session on the application process at the beginning of the semester.

In case you already have a German residence permit this does not automatically mean that you do not need to apply for a Visa. This always depends on the purpose for which your current residence permit has been issued!

Please check carefully with the responsible immigration office if it is possible to extend your current permit for your studies at EBS. In some cases it is not possible to extend the permit; for example if you have a residence permit issued for the purpose of visiting a (high)school or a language course which is not preparatory for your studies. In this case you need to go back to your home country and apply for a student's visa.

4. The Different Steps of the Visa Application Process

Apply for your visa at the nearest German embassy/consulate in your home country (or country of residence). Contact the embassy/consulate for all necessary details on the application process.

STEP 1 + 2:

Make an appointment at the nearest embassy/consulate and **prepare all your visa documents**. Each embassy/consulate around the world has its own procedures for applying for a visa. Thus, please enquire directly at the embassy/consulate for the first steps and which documents they require.



In the past we have noticed, that some embassies have different ways of checking the visa documents. **The local immigration office in Germany, however, has the final say in granting or rejecting your application! The following documents must be submitted** (even if the embassy does not want them initially) so that the immigration office in Germany can approve of your application:

1. EBS admission and EBS enrolment letter in GERMAN
2. Housing letter that EBS will assist you in your search for accommodation (in German; sample see Annex I); or German rental contract
3. Proof of sufficient health insurance in Germany (see chapter 6 for details; sample see annex II),
4. Proof of financial support. (see chapter 7 for details; sample in annex III)

No matter what the embassy/consulate in your home country tells you, the proof of health insurance and the proof of financial support must fulfil the requirements of the responsible immigration office in Germany. Please carefully read the info below about these two documents.

If any of these documents are missing/ unacceptable for the immigration office, they will ask you to supply more/different documents. This will slow down your application considerably!

STEP 3:

Hand in your application documents. The embassy/consulate of your home country will send the entire package to the responsible immigration office in Germany. The sending of the documents takes a minimum of 1-3 weeks. The immigration office in Germany is in charge of accepting or rejecting your application.

Make sure the embassy sends your visa application files to the correct Immigration office:

In general this is the immigration office Rheingau-Taunus-Kreis in Bad Schwalbach. This immigration office is responsible for Oestrich-Winkel and surrounding towns of the Rheingau Area, where most EBS students live. However, if you already know that you will live in Wiesbaden: make sure that the embassy sends your files to Wiesbaden!

If you do not know where you will live yet or if you already know that you will live in the Rheingau Area where most EBS students live and EBS is located, the responsible immigration office is:

**Rheingau-Taunus-Kreis
Ausländerbehörde
Heimbacher Str. 7
65307 Bad Schwalbach**

Germany

Phone: 06124-510-0

Fax: 06124-510-585

If you already know that you will live in Wiesbaden, the responsible immigration office is:

Ausländerbehörde Wiesbaden

Alcide-de-Gasperi-Straße 3

65197 Wiesbaden

Germany

Phone: 0611 31-7474

If your visa files are sent to the wrong immigration office this will slow down your application process for a minimum of 2 weeks!

If the immigration office has no reason to reject your application, they will stay silent for 3 weeks and 2 days (so called "Verschweigefrist"). If the embassy receives NO feedback after 3 weeks and 2 days it is a sign for them to issue the Visa.

If your application is incomplete, the countdown is stopped until you supply the missing documents. This severely slows down your visa process.

EBS has NO possibilities to speed up your visa process. It is your responsibility to apply in time and submit complete applications. EBS can only assist you with advice, trouble shooting or submitting missing documents directly to the immigration office.

STEP 4:

After the immigration office approves your visa application, the embassy will notify you when and where you may pick up the visa.

5. How Long am I Allowed to Stay in Germany?

Degree-seeking students can stay until the official end of their studies. The immigration office usually only issues residence permits for the duration of one year. If you studies last 2 years, you need to apply for an extension of your residence permit after the first year. Please make sure that your documents are all valid for the period you are applying your residence permit for.

6. Information on Proof of Health Insurance

By law, all students must have sufficient health cover for their stay in Germany to become registered as a student at a German university and/or to apply for a student visa.

Thus, non-EU-students should be careful in selecting a health insurance plan as it has to satisfy the very strict requirements of the university AND the immigration office (for visa/residence permit application).



We strongly recommend purchasing full German student health coverage for your semester at EBS. All public German Insurance providers offer the same, comprehensive services for the same price (ca. 120 EUR per month). To apply for coverage, TK offers a very convenient email application service:

- **Techniker Krankenkasse:** You can directly apply online [German health insurance for foreign students](#) or contact Luis Garbo: Luis.Garbo@tk.de
- **Barmer:** please contact Mrs. Christina Dietz at Barmer Insurance: christina.dietz@barmer.de or +49 (0) 800 333004 303-720 www.barmer.de/en
- Other public insurance providers in our area are for example AOK (www.aok.de) or DAK (www.dak.de).

ATTENTION:

- If you are 30+ years old you canNOT apply for the public insurance plan anymore at the favourable student rate. Another option would be a private plan.
- Once enrolled on the basis of a public plan, you have to stay (by law) with the plan for the whole period you are enrolled at EBS – no matter if you are physically at EBS or not.

If you do not want to (or cannot) get full German health coverage, please take note of the following matters:

- Other plans may be cheaper but they provide less comprehensive coverage and mostly you have to pay all treatments in advance before being able to reclaim some of the costs!
- **The immigration office that decides over your visa and residence application is extremely strict which plans they accept! Most international plans are not sufficient for them!** If a student hands in a plan not accepted by the immigration office, it will be rejected and the visa application will be halted. This may cause several weeks delay in the visa process and result in a student not being able to arrive in time for semester start.
- **A German public health insurance company has to send us an approval that your insurance is sufficient.** It endangers your studies at a German university if we do not get that approval from a German public health insurance company.
- Once enrolled at EBS on the basis of a private plan, you cannot change to a public plan anymore.

If you decide to reject full student health coverage plans or you are 30+ years old, please check together with a German public health insurance company what private insurance plan would work for you. The following worked in the past (this could change at any time):

- **TARIFF XL** by Educare24 : <https://www.german-student-insurance.com/en>

Please note that travel insurances (= only emergency treatments) are immediately rejected by the immigration offices!

Also, they only accept insurance documents issued in either German or English! The insurance document must clearly state the insured student's name, exact dates of coverage and validity in Germany.

7. Information on Proof of Financial Support

By law you have to prove that you have a certain amount of money for every month of your stay in the Schengen Area/Germany. If you apply for a visa/German residence permit you need to show proof of:

At least € 861 for every month of your stay (at least for 2 semesters). The embassy in your home country might even require € 880 per month.

The embassy counts from the date of your arrival in Germany!

The local immigration office is very strict and accepts only three kinds of financial proof for your visa application:

- i. A “**Verpflichtungserklärung**” (eng. = formal obligation) issued by a German embassy/consulate abroad;
- ii. A **blocked German bank account** or
- iii. A **scholarship certificate**.

All of these documents need to fulfil special requirements or they will be rejected by the immigration office! Please find them listed here:

a) VERPFLICHTUNGSERKLÄRUNG (ENG. = FORMAL OBLIGATION)

This is the fastest and most convenient option for visa application purposes! We highly recommend for this purpose.

A “formal obligation” is an official document that only a German embassy or consulate abroad can issue. In the presence of an embassy official your parents/sponsors declare that they are willing and able to support you financially with at least € 861 per month during your studies in Germany. To prove this, they have to bring e.g. bank statements, statement by employer about monthly income, etc.

The formal obligation is signed by the financial sponsor and verified by the embassy/consulate.

The procedures to receive a formal obligation vary according to the responsible embassy/consulate. Please contact them directly to enquire!



In the past some Embassies have rejected to issue formal obligations e.g. Brazil, USA, China.

Please find a sample of a formal obligation in ANNEX IV.

b) A BLOCKED GERMAN BANK ACCOUNT

What is a blocked account?

It is a certain type of German bank account. Regardless of how much money you deposit in the account, it only gives you access to a previously agreed amount of money per month. This monthly amount has to be at least € 861 per month. The block can only be cancelled with written permission of the responsible immigration authority.

Is a bank account at my home bank acceptable?

No. Only German bank accounts can be considered.

Can I also open a regular German bank account instead?

No, usually not. Most embassies require the blocked bank account. However, the immigration office Bad Schwalbach would be fine with a regular German bank account.

How can I open a blocked account?

From your home country:

You can open the blocked bank account with 4 banks.

1. Applying for blocked bank account with [Expatrio \(highly recommended\)](#) or Fintiba:

<https://www.expatrio.com/>

<https://www.fintiba.com/>

2. Applying for a blocked bank account with Rheingauer Volksbank:

- Send an Email to MSC@rheingauer-volksbank.de and state that you need a “Sperrkonto” for your studies at EBS. You need to add the following documents to this email:
 - very good copy of your passport
 - EBS acceptance letter (German version)
 - Your full address (in your home country) + phone number
- After 4-5 weeks you will then receive account details from Rheingauer Volksbank. You will subsequently need to transfer the money to the mentioned account. After this has been done, they will set up the block and you will receive a “Sperrkonto”-confirmation (which is needed for your visa application).
- After arrival in Germany you need to go to Rheingauer Volksbank in person to activate your account. Therefore you need to bring your passport, your student card and your German address registration letter.

3. Applying for a blocked bank account with Deutsche Bank:

There are two ways to get the application form:

- Download the application form from the DEUTSCHE BANK homepage: https://www.deutsche-bank.de/pbc/pk-studium-international_students_en.html. Click on “Opening a bank account/blocked account for foreign students”.
- Write an email to the international students section of DEUTSCHE BANK at db.student@db.com (not recommended). State that you need a *Sperrkonto* (= blocked account) for your studies in Germany. You will receive an application form and a list of documents you need to submit (due to high demand it might take 4-5 weeks until you will receive the application form)

Fill out the application form and prepare all other required documents and go to a German embassy. They have to verify all documents and sign them. Send everything to Deutsche Bank. They will set up the account for you. Then you transfer money into it and they set up the block. You will then receive written proof of the account and the block which you need to apply for your visa. The whole process may take 6-8 weeks.

Does the proof of the blocked account need to fulfil certain criteria?

YES. You need written proof of your blocked account. The document needs to state explicitly that the block can only be removed with written permission of the “zuständige Ausländerbehörde” (the responsible immigration office). Also, the amount of the monthly block needs to be stated on the document as well as the total amount on the account.

Which amount should be blocked for each month?

The absolute minimum for the block is € 861 per month. If you want to bring more money than the absolute minimum, you should be careful! Even if you bring much more money, the block is absolute and cannot be changed!

For example:

You want to bring € 12.000 for your 12 months stay in Germany and put it in your new German bank account.

Now, if you set the block at the minimum of € 861 per month you will ONLY GET € 861 per month. Not a cent more! Not even in emergencies! The rest of the money will be totally out of reach for you.

There are 3 possibilities to avoid this problem:

- Set the block higher than the absolute minimum: e.g. bring € 12.000 for 12 months and set the block at € 1000 per month.
- Put only 12* € 861 in the blocked account. Open a second bank account for the rest of the money so that you can use it whenever you want or need it. Most banks offer accounts free-of-charge to university students if you show your EBS student ID when opening the account.
- Put only 12* € 861 in the blocked account and get the rest of the money from your home bank account via cash withdrawals with your credit card or ATM card. Attention: this may be rather expensive as many banks will bill you with high transfer charges for international cash withdrawals. Please discuss this possibility with your home bank first!

c) SCHOLARSHIP CERTIFICATE:

A scholarship statement can be accepted if it

- covers the minimum monthly requirement (at least € 861);
- states your full name;
- states the exact time period of your scholarship (start day and end day);
- states the exact amount of money you will receive per month (if the document says e.g. “€ 5000 per semester”, it is unacceptable for the immigration office!).

What happens if your scholarship is less than € 861 per month?

The authorities will require proof of an additional blocked account over the remaining amount. E.g. if you get a scholarship of 10* € 600 per month you need an additional blocked account over 12* € 361 or a Verpflichtungserklärung as described above.

8. Residence Permit application: Documents

You can already prepare the following documents for your residence permit application:

- Proof of sufficient health insurance cover (please see chapter 6)
- Proof of financial support (please see chapter 7)
- German EBS letter of acceptance
- A biometric picture

Furthermore you will have to organize the following things at a later stage:

- Rental contract (open contract or valid for at least 1 semesters)
- You need to register your address at the local authorities (Bürgerbüro) after arrival
- Fill in the application form for the residence permit (we will do this together in the Info Session)

9. Annexes

- i. Sample EBS letter of acceptance
- ii. Sample accommodation support letter.
- iii. Sample „formal obligation“

Annex I: EBS Letter of Acceptance

EBS  **Universität**

für Wirtschaft und Recht

EBS Universität
für Wirtschaft und Recht i.G.
Gustav-Stresemann-Ring 3
65189 Wiesbaden
www.ebs.edu

Zur Vorlage bei der Visumsbeantragung

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Anne-Katrin Kriesch
Rheingastr. 1
65375 Oestrich-Winkel
Germany
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www.ebs.edu

07. Okt. 2010

BESTÄTIGUNG

Hiermit wird bestätigt, dass

James Bond,
geboren am **11.11.1980** in London

in der Zeit vom **01. Januar 2011 bis zum 31. Juli 2011** an der EBS Business School im Rahmen eines Austauschprogramms studieren wird.

Studienort ist Oestrich-Winkel (zuständige Ausländerbehörde: Rheingau-Taunus-Kreis in Bad Schwalbach).

Wir wären Ihnen äußerst dankbar, wenn Sie aufgrund des relativ kurzen Aufenthaltes von der Möglichkeit gebrauch machen könnten, dem Antragsteller ein nationales Visum über den gesamten Studienzeitraum auszustellen (vgl. Schengener Übereinkommen, Artikel 18, § 2).

Die zuständige Ausländerbehörde des Rheingau-Taunus-Kreises ist über dieses Anliegen informiert und bereit, bei ordnungsgemäßer Einreichung aller erforderlichen Unterlagen einem solchen Antrag zuzustimmen.

Diese Zusage ist verbunden mit der Auflage, spätestens am 12.01.2011 auf dem Campus präsent zu sein.

Mit freundlichen Grüßen,



Anne-Katrin Kriesch
Austauschkoordinatorin

EBS European Business School gemeinnützige GmbH | Amtsgericht Wiesbaden HRB 19951 | Universität für Wirtschaft und Recht i.G. | Umsatzsteuer-ID DE 113 891 213
Aufsichtsrat: Dr. Helmut K. Albrecht, Vorsitzender | Geschäftsführung: Prof. Dr. Christopher Jehns, Präsident, Prof. Dr. Rolf Tillies, Dekan Business School;
Sabine Fuchs, CMO; Prof. Dr. Dr. Gerrit Pfltr. v. Hoyningen-Huene, Gründungsdekan Law School

DZ Bank AG Frankfurt
Kto. 25 844 (500 604 00)
IBAN:
DE22 500 604 00 00000 28644
BIC: GENODE33

Deutsche Bank AG Wiesbaden
Kto. 4 052 510 (510 700 21)
IBAN:
DE77 510 700 21 0406251000
BIC: DEUTDE33

Nassauische Sparkasse
Kto. 454 013 220 (510 500 15)
IBAN:
DE06 510 500 15 0454013220
BIC: NASSDE55

Rheingauer Volksbank eG
Kto. 20 24 24 26 (510 915 00)
IBAN:
DE95 510 915 00 00 20242426
BIC: GENODE51RGG

Deutsche Postbank AG Frankfurt
Kto. 12 25 609 (500 100 60)
IBAN:
DE47 500 100 60 000 1225609
BIC: PBNKDE33

Annex II: Sample Accommodation Support Letter

EBS Business School

EBS Universität für Wirtschaft und Recht
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Fax +49 611 7 102 10 1999
info@ebs.edu

25. November 2019

HOUSING LETTER

Sehr geehrte Damen und Herren,

hiermit bestätigen wir, dass «vorname» «nachname» eingeschriebener Student der EBS Business School ist.

Wir werden «vorname» «nachname» bei der Suche nach einer Unterkunft im Rahmen unserer Möglichkeiten unterstützen.

Mit freundlichen Grüßen



EBS Universität für Wirtschaft und Recht

EBS Universität für Wirtschaft und Recht gemeinnützige GmbH
Anlagestraße Wiesbaden HRB 19291 // Urool.zulassung-ID DE 119 201 219 // Steuer-Nr. 40 250 50192
Universitätsleitung, Professor Dr.-Ing. Markus Giesek, LL.M. (Präsident) // Geschäftsführung, Professor Dr. Alja Sander (Kanuten), Dr. Dorothea Hofe

Evangelische Bank eG
IBAN: DE 11 5208 0410 0005 0198 40
BIC: GENODE33HAN

Thüringische Volksbank eG
IBAN: DE 26 5102 1500 0003 2424 20
BIC: GENODE33HAN

Annex III: Sample Formal Obligation

Bundesrepublik Deutschland VERPFLICHTUNGSERKLÄRUNG DÉCLARATION DE PRISE EN CHARGE ANNEX IV: Sample "Formal Obligation" / FORMAL OBLIGATION		D 0743792
Person / Personne / Person Firma / Société / Company Verband / Association / Association	Ich, der/ die Unterzeichnende / Je, soussigné(e) / I, the undersigned	
	Name / Nom / Surname	
	Vorname(n) / Prénom(s) / First name	
	Geburtsort und -ort / Né(e) le/à / Date and place of birth	
	Staatsangehörigkeit / Nationalité / Nationality	
	Identitätsdokument ⁽¹⁾ /Aufenthaltstitel ⁽²⁾ / Document d'identité ⁽²⁾ /Titre de séjour ⁽²⁾ / Identity card ⁽²⁾ / Residence title ⁽²⁾	
	Wohnhaft in / Adresse / Address	
	Beruf / Profession / Profession	
Zuständige Behörde Autorité compétente Competent authority	verpflichte mich gegenüber der Ausländerbehörde / Auslands- vertretung, für Name / Nom / Surname Vorname(n) / Prénom(s) / First name Geburtsort und -ort / Né(e) le/à / Date and place of birth Staatsangehörigkeit / Nationalité / Nationality Reisepass Nr. / Passport n°/ Passport No. Wohnhaft in / Adresse / Address	m'engage auprès du service des étrangers / de la représentation diplomatique à héberger take full responsibility towards the aliens authority / diplomatic representation for accommodating
(1) Art / type / type Nummer / number / number		
(2) Nicht Ausländer, Art des Titel (3) Name / nom / surname Vorname / prénom / first name Geburtsort / date de naissance / date of birth Geschlecht / sexe / sex	Verwandtschaftsbeziehung mit dem Antragsteller / Lien de parenté avec le demandeur / Family relationship to applicant und folgende(n) im Begleite der Person(e) / avec l'accompagné(e) de son conjoint ⁽²⁾ / accompanied by his or her spouse ⁽²⁾ und Kinder ⁽³⁾ / accompagné(e) de ses enfants ⁽³⁾ / accompanied by children ⁽³⁾	
Dauer der Verpflichtung / Durée de la prise en charge / Duration of obligation	ab Einreise nach § 68 des Aufenthaltsgesetzes die Kosten für den Lebensunterhalt und nach §§ 68 und 67 des Aufenthaltsgesetzes die Kosten für die Ausreise o. g. Ausländer/in zu tragen.	et à prendre en charge les frais de subsistance de l'étranger accompagné conformément à l'article 68 de la loi relative au séjour ainsi que les frais de retour conformément aux articles 68 et
	and for bearing the living costs according to § 68 of the Residence Act, and the costs for the departure of the abovementioned foreigner according to §§ 68 and 67 of the	

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