



Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

# First Steps for international students

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18.03.2024



Foto: UHH/von Wieding

# International Student Support

- Department for International Affairs / Section International Student Services and Mobility
- Advice and counselling for international students on matters related to immigration law

## Website:

[Studying and getting a degree](#)

## Email:

[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)

# Agenda for today

1. Dealing with authorities
2. Registration with the city authorities
3. Residence Permit
4. Working as a student
5. Going abroad as a student
6. Typical pitfalls

# Dealing with authorities

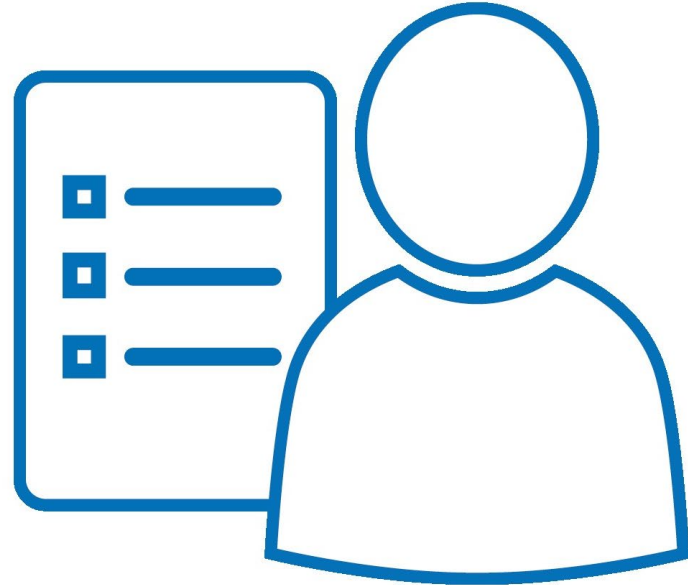
- Often strict opening hours; make an appointment
- Have all documents ready and keep all original copies
- Make copies of documents you need to submit
- Keep confirmations of receipt (email)
- Don't give presents to people working in the authorities (bribery)
- If necessary, ask someone to accompany you for translations



# Registration

You need the **Meldebescheinigung (Proof of Residence)** in order to

- open a bank account,
- get German health insurance,
- apply for a residence permit,
- get a mobile phone number.



# Registration

## Which documents do you need?

- Forms:  
<https://www.hamburg.com/welcome/forms/>
- Completed registration form
- Landlord/-lady confirmation  
“Wohnungsgeberbestätigung”
- Official photo identification (identification card or passport)
- Administration fee: EUR 13



# Registration

## Which documents do you need?

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- Administration fee: EUR 13

Within two weeks after arrival (booking appointment sufficient)



# Registration

## Where can you register your address?

- Forms:  
<https://www.hamburg.com/welcome/forms/>
- Hamburg Service vor Ort -  
Einwohnerangelegenheiten ('Residents' Affairs')  
=> choose one of several customer service centers  
throughout the city
- Please book your appointment in advance





# Registration: Book appointment

The screenshot shows the Hamburg Service website interface. At the top, there is a logo for Hamburg Service and navigation links for 'Gebärdensprache' and 'Leichte Sprache'. Below the navigation bar, there is a search bar and a breadcrumb trail: 'Start > Alle Dienste > Terminvergabe'. The main heading is 'Terminvergabe - Einwohnerwesen' and 'Digitales Terminmanagement'. A yellow warning box contains the following text: 'Im Schritt „Ihr Wunschtermin“ werden die frühestmöglichen Termine für den jeweiligen Standort angezeigt. Mit Auswahl eines Standortes (blauer Link) werden Ihnen weitere Termine angeboten. Sollten Sie Ihren Wunsch-Standort in der Übersicht nicht finden, so ist dort aktuell kein Termin verfügbar. Es werden täglich um 7.00 und 10.00 Uhr weitere Termine für den Tag freigegeben. Bitte stornieren Sie Termine, die Sie nicht wahrnehmen können, so rechtzeitig wie möglich.' Below this, there are two checkboxes: 'Ich habe den Hinweis gelesen' (checked) and 'Ich bin mit der Speicherung und Verarbeitung meiner Daten einverstanden.' (checked). A 'Datenschutzerklärung' link with a red plus sign is also visible. At the bottom, there is a red 'Weiter >' button.

## Registration:

- book an appointment in advance: Residents' Affairs - Hamburg Service vor Ort
- Registration in Hamburg (only in German, use your browser's auto translation feature)

# Registration: Book appointment

serviceportal.hamburg.de/HamburgGateway/FVP/FV/Bezirke/DigiTermin/Dienstleistungen

Apps Mein Profil - Zoom Telefon Telefon SICSS UHH JOIN Internationale Studi... 1. Anmeldung : Fio... Studierende mit Be... STINE Client

0 Reisepass, Erst- oder Neuausstellung ?

0 Reisepass, Express ?

0 Kinderreisepass, Erst- und Neuausstellung ?

0 Personalausweis / Reisepass, Abholen ?

0 Elektronischer Identitätsnachweis für Unionsbürger und Angehörige des Europäischen Wirtschaftsraums, Ausstellung ?

**Meldewesen**

1 Wohnsitz, Anmeldung als Hauptwohnsitz ?

0 Wohnsitz, Ummeldung (innerhalb Hamburgs) ?

**Sonstiges**

0 Verpflichtungserklärungen, Aufenthalt bis zu 3 Monate ?

## Registration:


- book an appointment in advance: Residents' Affairs - Hamburg Service vor Ort
- Registration in Hamburg (only in German, use your browser's auto translation feature)

# Registration: Book appointment


## Ihr Wunschtermin


← Zurück

Termin ab dem

12.03.2024 

Gewünschter Zeitraum

07:00 

19:00 

Möglicher Wochentag

Mo  Di  Mi  Do  Fr  Sa

Termin suchen

Hier gibt's den frühesten Termin

[Hamburg Service - Standort Alstertal Einwohnerangelegenheiten](#)

Heute verfügbar, 12:15

[Hamburg Service - Standort Mitte Einwohnerangelegenheiten \(U-Gänsemarkt\)](#)

Heute verfügbar, 17:00

Ebenfalls verfügbar (A-Z)

[Hamburg Service - Standort Blankenese Einwohnerangelegenheiten](#)

ab 30.04. verfügbar, 11:00

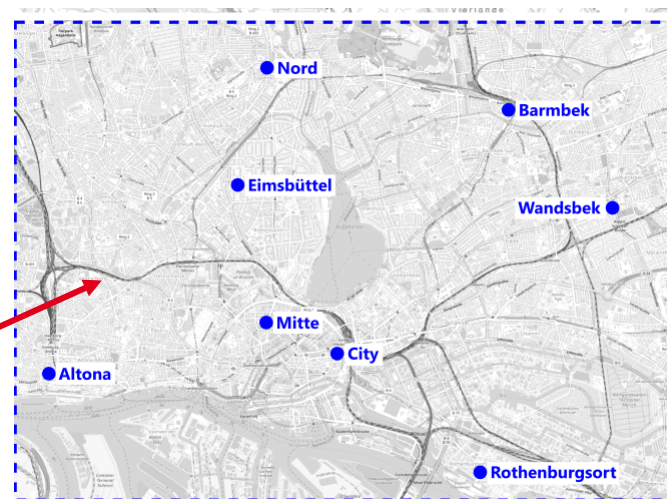
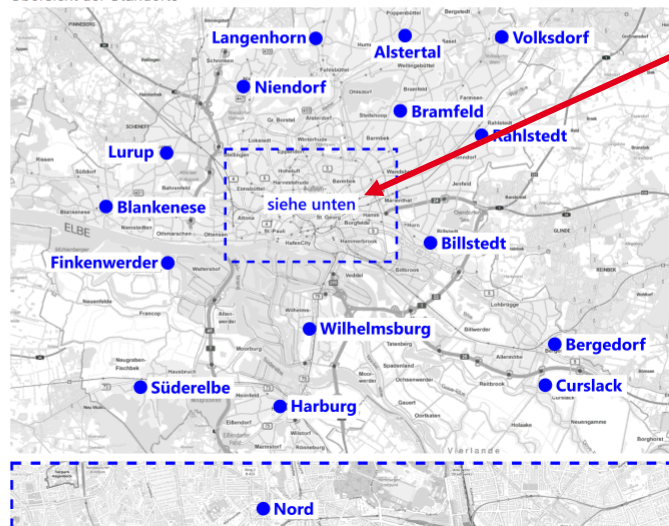
[Hamburg Service - Standort Eimsbüttel Einwohnerangelegenheiten](#)

ab 10.05. verfügbar, 12:15

[Hamburg Service - Standort Langenhorn Einwohnerangelegenheiten](#)

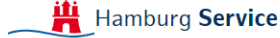
ab 02.04. verfügbar, 14:45

Übersicht der Standorte



 OpenStreetMap contributors

# Registration: Book appointment

 Hamburg Service [Gebärdensprache](#) [Leichte Sprache](#)

START ALLE DIENSTE

[Start](#) > [Alle Dienste](#) > [Terminvergabe](#)

Schritt 4 von 5

Terminvergabe - Einwohnerwesen

## Terminauswahl

Hamburg Service - Standort Eimsbüttel Einwohnerangelegenheiten

Grindelberg 62-66, 20144 Hamburg

**Termin ab dem**    **Möglicher Wochentag**  Mo  Di  Mi  Do  Fr  Sa

Wählen Sie ein Datum und eine Zeit aus

1. Tag auswählen 2. Verfügbare Termine für Fr, 10. Mai

## Registration:

- book an appointment in advance: Residents' Affairs - Hamburg Service vor Ort
- Registration in Hamburg (only in German, use your browser's auto translation feature)

# Registration: Book appointment

## Terminauswahl ?

### Hamburg Service - Standort Eims

Grindelberg 62-66, 20144 Hamburg

Termin ab dem

12.03.2024

Gewünschter Zeit

07:00

März 2024						
Mo	Di	Mi	Do	Fr	Sa	So
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7



[Start](#) > [Alle Dienste](#) > [Terminvergabe](#)

Schritt 4 von 5

Terminvergabe - Einwohnerwesen

## Terminauswahl ?

### Hamburg Service - Standort Eimsbüttel Einwohnerangelegenheiten

Grindelberg 62-66, 20144 Hamburg

Termin ab dem

12.03.2024

Gewünschter Zeitraum

07:00

19:00

Möglicher Wochentag

Mo  Di  Mi  Do  Fr  Sa

Termin suchen

Wählen Sie ein Datum und eine Zeit aus

1. Tag auswählen 2. Verfügbare Termine für Fr, 10. Mai

[Fr, 10. Mai](#)

[12:15](#)

[< Zurück](#)

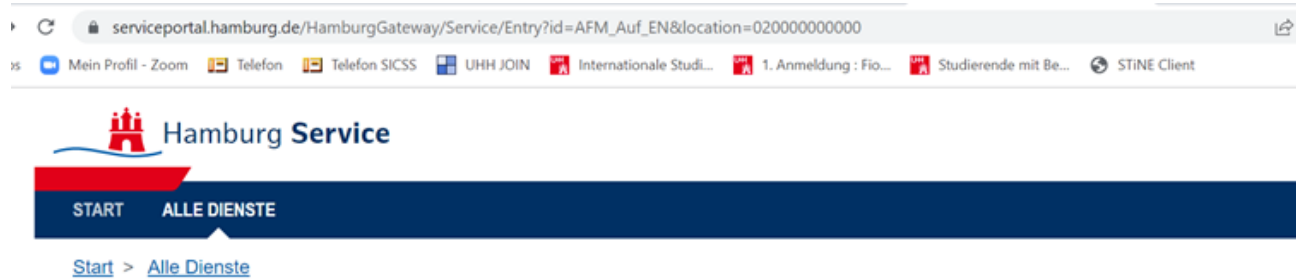
[Weiter >](#)

# Residence permit for students (§16b AufenthG)

- entitles to stay in Germany for the purpose of studying
- max. 10 years (including Studienkolleg, Bachelor and Master)
- Additional 5 years if you continue with PhD
- please apply as early as possible before expiry of your entry visa (or within 90 days after entry if no entry visa was necessary)
- unlimited entry and departure, **BUT: If you leave Germany for longer than 6 months, the residence permit will expire.**



# Residence permit – where to apply



The screenshot shows a web browser window with the URL [serviceportal.hamburg.de/HamburgGateway/Service/Entry?id=AFM\\_Auf\\_EN&location=020000000000](https://serviceportal.hamburg.de/HamburgGateway/Service/Entry?id=AFM_Auf_EN&location=020000000000). The browser's taskbar shows several open applications: Mein Profil - Zoom, Telefon, Telefon SICSS, UHH JOIN, Internationale Studi..., 1. Anmeldung : Fio..., Studierende mit Be..., and STINE Client. The website header features the Hamburg Service logo and a navigation bar with 'START' and 'ALLE DIENSTE' buttons. Below the navigation bar, there is a breadcrumb trail: [Start](#) > [Alle Dienste](#).

## Residence Permit Hamburg

Do you need a residence permit for yourself or your child? This online service can help. You can enter your personal details online, upload your documents and submit everything to the correct agency. The agency can then start processing your application. Information on this online service and the processing of your residence permit can be found below.

To start the online service, click on the following "Hier starten"-button.

[> Hier starten](#)

[Online](#)  
[application tool](#)

# Residence permit – where to apply

- Enter your data into the [Online application tool](#)
- Upload all necessary documents **as a single pdf**

Your initial application will be processed by the [Hamburg Welcome Center for Professionals](#)

The Hamburg Welcome Center for Professionals is **responsible if you** want to apply for a residence permit for the purpose of training, **studying**, employment or self-employment and freelance work (§§ 16a to 21 AufenthG) **for the first time after entering Germany.**





# Residence permit - Which documents do you need?

- Forms and checklists:  
<https://www.hamburg.com/welcome/forms/>
- national passport
- biometric photograph (not older than six months)
- Proof of residence (Meldebestätigung)
- rental agreement or other proof of accommodation
- current certificate of study/ enrollment
- proof of financial resources (following slide)
- health insurance confirmation
- fee: appr. 100 EUR



# Residence permit – finances

Minimum of 934 EUR/month 11.208 EUR/year

## Proof of finance:

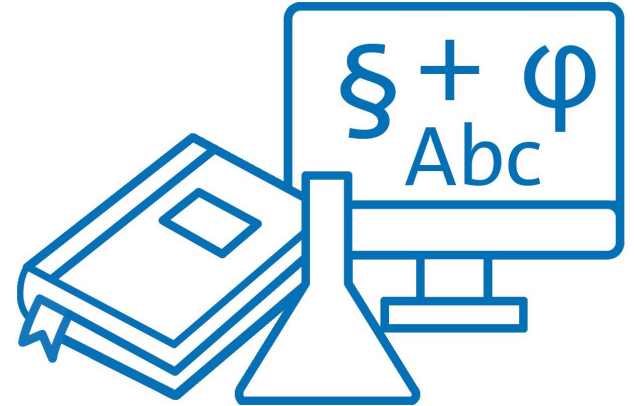
- bank account statement
- scholarship
- formal obligation (Verpflichtungserklärung)
- own income (usually only after you have received residence permit)
- combination 1-4



# Residence permit – Am I allowed to work?

Employment up to 140 days or 280 half-days per year and secondary student work

- half-day = max. 4 hours,
- calendar year is relevant
- every legal job (no self-employment)



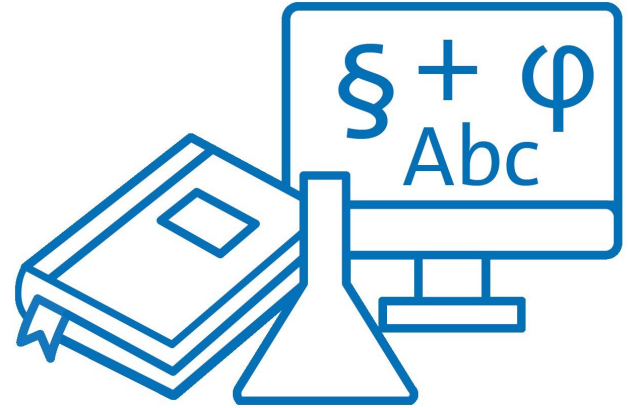
# Residence permit – Am I allowed to work?

## Secondary student activities (without any time restriction)

- student activities at universities and other academic institutions
- activities which serve an educational purpose in the subject area of the studies (e.g. AStA),
- **no time limit**

## EU-Citizens

- no restrictions



# Residence permit – Am I allowed to work?

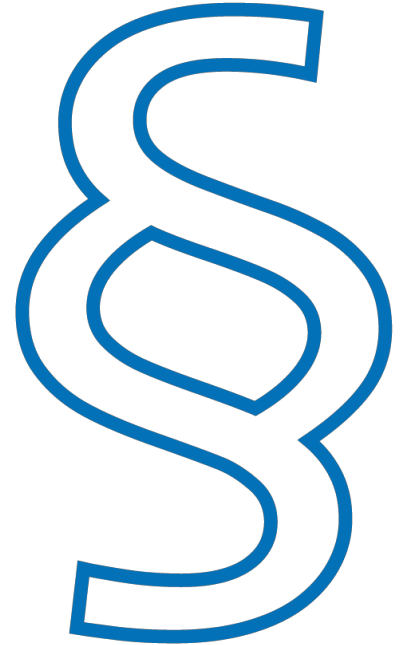
## PLEASE NOTE:

- students are generally only allowed to work a maximum of 20 hours / week during the semester
- Any questions related to working as a student: [BeSI](#) (Counselling Center for Social and International Affairs at Studierendenwerk Hamburg)

# Residence permit – general hints

- If you have submitted your request for an appointment prior to the expiry of your entry visa, your visa will remain valid until a decision on the application has been made. §81, section 4 AufenthG.
- If your entry visa is about to expire but you haven't received information on your appointment yet please contact us. Together we will evaluate what actions can be taken if any are required.

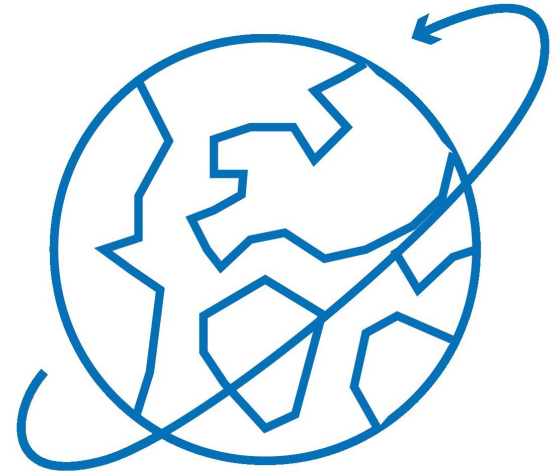
[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)



# Residence permit – Am I allowed to study abroad?

Yes!

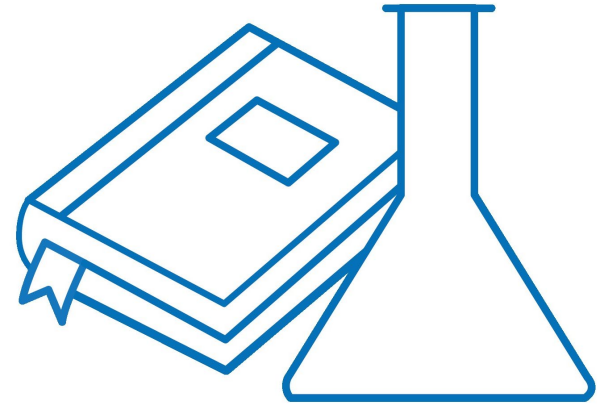
- If you plan to take part in a study-abroad program, please let your local immigration authority know about your stay outside of Germany.
- You will have to make sure your residence permit is valid until after your return to Germany.



# Residence permit – Am I allowed to change my subject?

Yes!

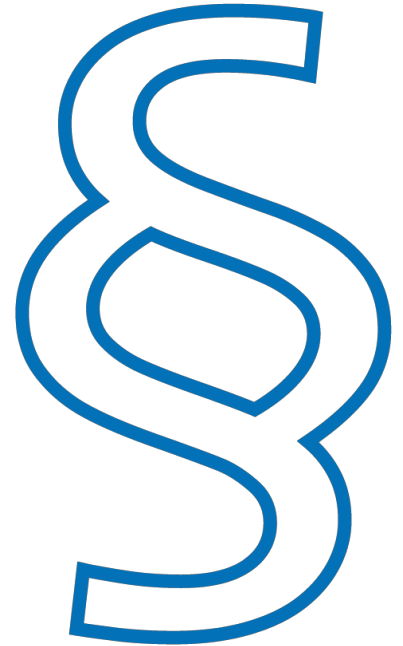
- You need to inform your local immigration authority.
- Change of subject usually no problem during the first three to four semesters.
- After this time, the immigration authorities evaluate each case individually (statement by university might be requested; can the new program be finished within 10 years?)





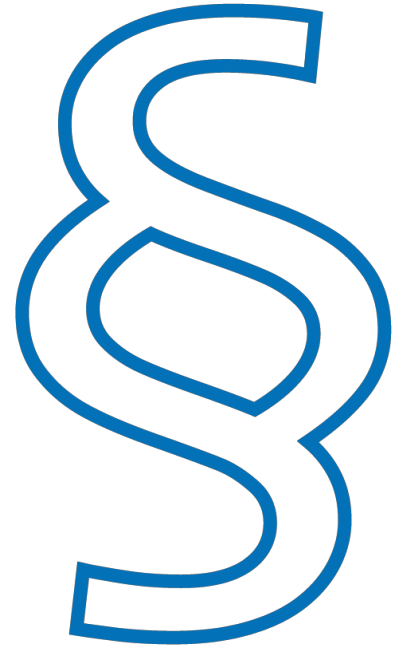
# Residence permit – typical pitfalls

- Renew your residence permit before it expires
- Proof of financial resources necessary (can be mix of savings and job or scholarship => 934 € / month)
- Inform your Immigration Authority (Ausländerbehörde) of any changes in your student status (change of study program, graduation)
- You are allowed to work 140 full days or 280 half days per year => if you would like to work self-employed = „selbstständig“, you need the permission by the immigration authority.



# Residence permit – typical pitfalls

- You are allowed to leave Germany for six months  
=> if you do not return in time, your residence permit will expire
- If you would like to take part in a study-abroad program, inform your immigration authority about your plans
- **Limitation of ten years for Bachelor`s and Master`s degree**
- After graduation, you can apply for a job-seeking visa (for up to 18 months)



# Advising for international students

- Mix of digital and in-person counselling
- Advising by phone or video call by arrangement / online booking tool available on website soon for in person appointments or video calls

## Contact details:

Via email:

[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)

[Studying and getting a degree](#)

# Advising for international students

## When to contact us?

- Questions concerning your residence permit (renewal / working as an international student / changing your study program etc.)
- Issues concerning the progress of your study (illness / financial issues / personal problems etc.) that might affect your residence status

## Contact details:

Via email:

[international-student-support@uni-hamburg.de](mailto:international-student-support@uni-hamburg.de)

[Studying and getting a degree](#)

# Other counseling services at UHH

## Dep. Of International Affairs

Advising on various topics offered by our Department

[Advising : PIASTA : Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de)

## Campus Center contact form

For administrative and general topics regarding studying:

[www.uni-hamburg.de/studium](https://www.uni-hamburg.de/studium)  
[www.uni-hamburg.de/admission](https://www.uni-hamburg.de/admission)

## Academic Offices in the Faculties

for topics related to your studies:

<https://www.uni-hamburg.de/en/campuscenter/beratung/weitere-beratungseinrichtungen/studienbueros.html>

# Other counseling services at UHH

## Accommodation

Studierendenwerk [Counseling Center Accommodation \(BeWo\)](#)

## Health Insurance

Studierendenwerk [Counseling Center for Social and International Affairs \(BeSI\)](#)

## Finances

Studierendenwerk [Counseling Center for Study Financing \(BeSt\)](#)

## Discrimination complaints

[Discrimination Complaints Office for Students](#) at Campus Center

[Office of Advising for Sexual Discrimination and Violence for Students](#) at Campus Center

**Do you have any questions?**

