

Office immediately if you are planning to change your course of study.

As a general rule, you can change your course of study during the first 3 semesters of your degree. To make the corresponding change to your residence permit, you will need your permit from the Student Service Point, your academic record, your new certificate of enrolment and a written request to change your course of study (no specific format required). There is a fee of €50 for this change.

Changing university/higher education institution

If you wish to move to a different location and change your university, you will need a new residence permit and/or a supplementary provisions amendment (see supplementary sheet). Be sure to make your decision in good time!

Once you have registered with the Residents' Registration Office in your new place of residence, you should present yourself at the new Foreigners' Office to make an appointment if necessary and/or obtain an application form. The Foreigners' Office will need to start by seeing all your documentation from Chemnitz.

Starting work

The supplementary sheet of your residence permit will indicate the conditions under which you are allowed to take on work (with an employment contract). As a rule, you will not be permitted to work in a self-employed capacity.

If you are taking a language course, you may only undertake paid work during the holidays.

If you have started a degree course, you are allowed to work for 120 days per year in accordance with § 16 para. 3 of the Residence Act. If your working hours do not exceed 4 hours per day, you may work for as many as 240 days per year.

In addition to this, you may undertake part time student work (e.g. as a student assistant at the TU).

Good luck with your studies!

Office hours

The City of Chemnitz Citizens' Office (Bürgeramt) has special opening times for registration of foreign students, in addition to its regular opening times. Personal appointments are available during these hours, to enable you to clarify registration related issues. Legal issues relating to foreign nationals cannot be dealt with; however, application documents can be submitted.

When?

From 04.03. bis 15.04.2020
Every Wednesday from 09:00 to 12:00

Where?

Düsseldorfer Platz 1
09111 Chemnitz 2nd floor
room 2.040

Contact

For registration issues:

☎ 0371 115
meldebehoerde@stadt-chemnitz.de

For legal issues relating to foreign nationals:

☎ 0371 488 3371
auslaenderbehoerde@stadt-chemnitz.de

For general immigration issues:

Frau Kobuß:
☎ 0371 488 5047
etelka.kobuss@stadt-chemnitz.de

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WELCOME TO ALL FOREIGN STUDENTS!

Points of contact, assistance and information

... for registration and residency
related issues



Welcome!

We are delighted that you have chosen to study here in Chemnitz. This leaflet provides a brief overview of your key contact points, and information and details of assistance on issues relating to registration and residency for foreign students.

REGISTRATION INFORMATION:

➤ Requirement to register your place of residence

ARRIVAL

If you move into a residence in Chemnitz, you must register with the Residents' Registration Office (Meldebehörde) at Düsseldorfer Platz 1 within 2 weeks. You will need to provide proof of ID (passport) and confirmation from your housing provider.

If you are just changing rooms within your accommodation, please send an email (meldebehoerde@stadt-chemnitz.de) to both the Foreigners' Office (Ausländerbehörde) (auslaenderbehoerde@stadt-chemnitz.de) and the Residents' Registration Office (meldebehoerde@stadt-chemnitz.de) with your new room number.



RESIDENCY INFORMATION:

➤ Extending your residence permit

Please apply for an extension of your residence permit in good time – approx. 2-3 months before your current permit ends. You will need the following documents:

- A completed application form (the form „Antrag auf Erteilung bzw. Verlängerung einer **Aufenthalts-erlaubnis für Studenten und deren Familie**“ (Application for the Issue or Extension of a Residence Permit for Students and their Families) is available from the stands in the Foreigners' Office waiting area or online via the QR code.
- A copy of your DSH certificate (German language proficiency test) or assessment exam (this only needs to be provided once)
- Your certificate of enrolment for the next semester
- An up-to-date copy of your academic record (showing the number of attempts at modules)
- A copy of your rental agreement (if not provided previously)
- Proof of financing, e.g. confirmation of a scholarship, declaration of commitment from a sponsor (Verpflichtungserklärung), or proof of independent financial resources in a blocked bank account (Sperrkonto)
- You must have at least as much money as the maximum BAföG payment – (€ 853,00 per month). If you are requesting a two-year extension of your residence permit, you will need to prove that you can support yourself for the entire period.



➤ Information on your course of study and on preparing to study – IMPORTANT!

PURPOSE OF YOUR RESIDENCE PERMIT

Your residence permit is only valid for the purpose stated in the supplementary sheet (language course or a course of study in the subject indicated). The residence permit will become invalid if you cease to pursue this purpose – regardless of the expiry date shown.



This means that you must regularly attend and participate in both language courses and your course of study.

For degree courses, your chosen subject of study determines the purpose of your residency.

→ See also *changing your course of study*

LANGUAGE COURSE

You have the option of taking language courses for 2 semesters in order to prepare for the DSH test. After two semesters, you will need to present a DSH certificate or an equivalent qualification (such as the Goethe-Zertifikat C2 from the Goethe-Institut or the TestDaF).

COURSE OF STUDY

Academic performance

In order to extend your residence permit, you must be able to demonstrate that you have been engaging with your studies appropriately. This includes making an effort to complete the required academic milestones (e.g. exams, module credits) on schedule.

Leave of absence

Interruptions to your course of study, particularly when taking a leave of absence, must be reported to the Foreigners' Office without delay.

Changing your course of study

As the purpose of your stay is determined by your course of study, you must inform the Foreigners'