

JLU

NEW PATHS. SINCE 1607.

JUSTUS-LIEBIG-  
 UNIVERSITÄT  
GIESSEN

IMMIGRATION AUTHORITIES OF THE CITY OF GIESSEN AND INTERNATIONAL OFFICE OF JLU

# RESIDENCE PERMIT FOR YOUR STUDY PERIOD

# Residence Permit for Your Study Period

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# Law on Residence for the Purpose of Studying

## 1. Visa Issue Requirements:

- Acceptance letter from an educational institution (e.g. Acceptance for studies, German course or obligatory internship)
  - Residence permit will be issued for 1-2 years

## 2. Social Services und Work:

### ✘ Social services

- E.g. Housing and child benefit, BAföG [Federal Law on Support in Education] is only applicable in special cases!

- ✓ Special church / university / DAAD funds
- ✓ Part-time job: 140 full days a year
- ✓ Student part-time jobs at university

# Law on Residence for the Purpose of Studying

## **3. Family Reunification:**

- Proof of livelihood for partner and children
- Proof that the resident in Germany has enough space in their home for the whole family
- Valid only for the duration of studies of the student
- Income of the partner is not limited
- Only for marriages that have been registered before entry to Germany

(cf. § 27 Principle of Family Reunification)

# Law on Residence for the Purpose of Studying

## 4. Residence after Completion of Studies:

- Can be extended up to 18 months for the purpose of searching for suitable employment opportunities
- During this period you have the right to take up and pursue profitable employment of any kind within this period
- Job after these 18 months must be a „qualified“ position, i.e. must require a university degree or degree from vocational training

(cf. § 20 Job Search after Completion of Studies)

# Extension of Residence Permit

## 1. Appointment:

- **approximately** 2 months before the expiry of your residence permit, you should contact the Immigration Authorities directly regarding your extension or you will receive a letter with the required documents
- after the documents have been checked by the Immigration Authorities, you will receive an appointment

## Contact:

Immigration Authorities of the City of Giessen [Ausländerbehörde der Stadt Gießen]

Department of Public Order Office

Berliner Platz 1, 35390 Giessen

Email: [auslaenderbehoerde@giessen.de](mailto:auslaenderbehoerde@giessen.de)

Telephone: 0641 306 2280 (transfer to contact person via Giessen's central hotline)

Monday to Thursday: 8:00am – 12:00pm and 2:00pm – 3:00pm

Friday: 8:00am – 12:00pm

# Extension of Residence Permit



aktuelle A-Z

## Ausländerbehörde

**Abt. des Ordnungsamts**

Berliner Platz 1  
35390 Gießen

☎ 0641 306-2280

📠 0641 306-2303

E-Mail

✉ Nachricht schreiben

📍 Karte anzeigen

📄 Adresse exportieren

### Sprechzeiten

Nach vorheriger Vereinbarung.

**Öffnungszeiten der Info Aufenthaltsrecht und Integration:**

Montag - Donnerstag  
08:00 - 12:00 Uhr und 14:00 - 15:00 Uhr

Freitag  
08:00 - 12:00 Uhr

**Website:**

<https://www.giessen.de/Rathaus/B%C3%BCrgerservice/Verwaltung-von-A-Z/Ausl%C3%A4nderbeh%C3%B6rde.php?object=tx,2874.1&ModID=9&FID=684.41.1&NavID=1894.119>

# Extension of Residence Permit

## 2. Required Documents:

- Passport
- Filled application form for extension of residence permit
- 1 recent biometric photo (taken directly at the photo booth at the Immigration Authorities)
- Recent certificate of matriculation
- Proof of blocked account or certificate of undertaking according to the Law on Residence for the Purpose of Studying (solvency of the applicant has to be proven)
- Proof of current health insurance (for private insurance, see information sheet)
- Proof of your previous academic performance (Transcript of Records – Leistungsnachweis)
- If applicable: proof of scholarship
- Fees: up to 100 € (extension fees 93 €, fictional certificate 13 €)

# Extension of Residence Permit

## 3. Forms for Download:

The forms can be found on the website of the Immigration Authorities:

<https://www.giessen.de/Rathaus/B%C3%BCrgerservice/Verwaltung-von-A-Z/Ausl%C3%A4nderbeh%C3%B6rde.php?object=tx,2874.1&ModID=9&FID=684.41.1&NavID=1894.119>

# Statement from the University

*What is this statement ?*

- The Immigration Authorities may require an official statement from the university when you **renew your residence permit**
- If this is the case, you will receive an e-mail with an **invitation for a consultation** at the International Office and the request to send them some documents (see next slide)
- The **statement will be discussed** during a **personal and confidential** consultation with the study advisors at the International Office

# Statement from the University

The aim of the consultation is to discuss the number of **courses and exams you have completed** and your **plans for the rest of your studies**.

**Please send in advance or bring along (in paper or digital form):**

- a proof of your up-to-date academic performance (Transcript of Records)
- a complete list of all the courses you will attend as part of your degree course as well as the respective amount of Credit Points (use template)
- information on the validity of your current residence permit (expiry date)
- a proof in case there are specific reasons for a delay in your study progress (e.g. medical certificate, leave of absence (Urlaubssemester), or similar)

# Statement from the University

*How do I create a list of the classes that I have to complete?*

*How many Credit Points (CP) do I need?*

→ [www.uni-giessen.de/studium/studienangebot](http://www.uni-giessen.de/studium/studienangebot)

The screenshot shows the website navigation for Social Sciences. The main menu includes 'Studium', 'Forschung', 'Fachbereiche', 'Organisation', and 'Internationales'. Below the navigation, there are tabs for 'Überblick', 'Studienaufbau', 'Bewerbung', 'Perspektiven', 'Weiterführende Infos', and 'Kontakt'. The 'Weiterführende Infos' tab is active, showing a list of links. The link 'Prüfungs- und Studienordnungen' is circled in red. Below it, there is a sub-link 'Spezielle Ordnung (mit Modulbeschreibungen und Studienverlaufsplänen)'. Other links include 'PDF-Dokumente zum Studiengang', 'Lehrveranstaltungen im Vorlesungsverzeichnis', and 'Links'.

7.35.03 Nr.1 Bachelor "Sozialwissenschaften" / "Social Sciences"

Übersicht der Speziellen Ordnungen des Bachelor-Studiengangs "Sozialwissenschaften" / "Social Sciences" (7.35.03 Nr.1)

The screenshot shows the 'Spezielle Ordnung aktuelle Fassung (8. Änderungsfassung)' page. The page title is 'Spezielle Ordnung aktuelle Fassung (8. Änderungsfassung)'. Below the title, there is a section 'Gültigkeit' with the text 'Die 8. Änderungsfassung tritt am 19.05.2018 in Kraft und gilt für alle Studierenden, die ihr Studium zum Wintersemester 2018/19 beginnen.' Below this, there is a list of links: 'Spezielle Ordnung (barrierearmes PDF)', 'Anlage 1: Studienverlaufplan', 'Anlage 2: Modulbeschreibungen', 'Anlage 3: Praktikumsordnung (barrierearmes PDF)', and 'Anlage 4: Übergangstabelle'. The link 'Anlage 2: Modulbeschreibungen' is circled in red.

# Statement from the University

*How do I create a list of the classes that I have to complete? How many Credit Points (CP) do I need?* → [www.uni-giessen.de/studium/studienangebot](http://www.uni-giessen.de/studium/studienangebot)

The screenshot shows the website navigation and content for the 'Human Movement Analytics - Biomechanics, Motor Control, and Learning' program. The 'Studium' menu is active, and the 'Human Movement Analytics - Biomechanics, Motor Control, and Learning' page is selected. The 'Examination regulations' and 'Courses offered in the course catalogue' links are circled in red.

**Navigation:** Über die JLU | Studium | Forschung | Fachbereiche | Organisation | Internationales | Website durchsuchen

**Programme:** Studienangebot, Studiengangsfinder, Bachelor, Master, **Human Movement Analytics - Biomechanics, Motor Control, and Learning**, Lehramt, Staatsexamen, Promotion, Weiterbildungs-/Aufbaustudium, Neue Studiengänge, Bewerben und Einschreiben, Information und Beratung, Studieninteressierte, Studienbeginn, Im Studium, Lehre an der JLU, Einstieg mit Erfolg 2020, Deutschlandstipendium, FAQ

**Programme:** **Human Movement Analytics - Biomechanics, Motor Control, and Learning** (Master of Science (M.Sc.))

**Navigation:** Overview | Study Programme | Application | Occupational Fields | Further Information | Contact

**Examination regulations**

- Examination- and study regulations (in German) (including module descriptions and course of study plans)
- General study regulations for modular and multi-stage study programmes

**Courses offered in the course catalogue**

- Electronical course catalogue (in German)

**Links**

- Faculty 06
- Dean's Office
- Examinations's Office (in German)
- Students' Associations
- Course Catalogue (in German)

**Master's Degree Programmes of Faculty 06**

- Human Movement Analytics - Biomechanics, Motor Control, and Learning (taught in English)
- Clinical Sport Therapy and Sport Physiology
- Psychology
- Psychology: Clinical Psychology and Psychotherapy
- Mind, Brain and Behavior (taught in English)

# Statement from the University

*How do I create a list of the classes that I have to complete? How many Credit Points (CP) do I need?* → [www.uni-giessen.de/studium/studienangebot](http://www.uni-giessen.de/studium/studienangebot)

Über die JLU Studium Forschung Fachbereiche Organisation Internationales Website durchsuchen

Studienangebot  
Studiengangsfinder  
Bachelor  
Master  
**Transition Management**  
Lehramt  
Staatsexamen  
Promotion  
Weiterbildungs-/Aufbaustudium  
Neue Studiengänge  
Bewerben und Einschreiben  
Information und Beratung  
Studieninteressierte  
Studienbeginn  
Im Studium  
Lehre an der JLU  
Einstieg mit Erfolg 2020  
Deutschlandstipendium  
FAQ

**Transition Management (M.Sc.)** 🌐 🇬🇧 🇩🇪

**Master of Science (M.Sc.)**

Overview Composition of the Study Programme Application Career Options Contact **Further Information**

**PDF documents for the courses of study**  
→ Brochure: "Agrobiotechnology, Insect Biotechnology and Bioresources, Transition Management"

**Prüfungs- und Studienordnungen**  
→ Examination- and study regulations (in German) (mit Modulbeschreibungen und Studienverlaufsplänen)  
→ Examination Committee and Regulations (Informationen in English)

→ General study regulations for modular and multi-stage study programmes

**Courses offered in the course catalogue**  
→ Electronical course catalogue (in German)  
→ List module (Informationen in English)

**Links Faculty 09**  
→ Faculty 09  
→ Faculty's Deanery  
→ Examinations Office  
→ Student representatives

**Master's Degree Programmes of Faculty 09 taught in English**

- Agrobiotechnology (taught in English)
- Insect Biotechnology and Bioresources (taught in English)
- Sustainable Transition (taught in English - Digital degree programme)
- Transition Management (taught in English)

# Application for Leave

## Reasons for an Application for Leave (Urlaubssemester):

- long-term illness (proof from doctor required)
- obligatory internship for your studies
- stay abroad for your studies
- maternity leave or care of relatives

## **NOT** a reason for an Application for Leave:

- Preparation for graduation exams
- Late arrival
- Financial need

### More information:

[www.uni-giessen.de  
/studium/stichworte/urlaub](http://www.uni-giessen.de/studium/stichworte/urlaub)

(only in German)

# Change of Subject

## Take note:

- Change of subject should be applied for as early as possible!
- Subject can only be changed once within the first 3 semesters without a reason
- A change of subject after the first 3 semesters may affect your residence permit → seek a consultation!

# Change of Subject

Sometimes it may be necessary to change your course of study. If you notice the following, please go for counselling:

- decreased motivation
- poor results and multiple failed exams
- fear of exams and permanent high stress levels

## Consultations at:

### International Office

Goethestrasse 58

+49 (0)641 99 12143

+49 (0)641 99 12174

[international.students@uni-giessen.de](mailto:international.students@uni-giessen.de)

### Central Student Advisory Office

Goethestrasse 58

1st floor

Contact:

[www.uni-giessen.de/studium/beratung/zsb](http://www.uni-giessen.de/studium/beratung/zsb)

## Contact: International Student Support Services

In case of uncertainties, questions or concrete difficulties, seek the advice of the experts. The consultation is free of charge and confidential.

### International Office

Open Office Hours for international degree-seeking students:

Mondays: 10 am – 12 pm

Wednesdays: 2 – 4 pm

Goethestrasse 58, Room 38

Phone: +49 (0)641 99 12174/-43

The consultation sessions will take place via email, phone or in the office.

Please contact us:

[international.students@uni-giessen.de](mailto:international.students@uni-giessen.de)

More information for international students:

[www.uni-giessen.de/internationales](http://www.uni-giessen.de/internationales)

# Further Events

## Orientation Week for International Student (OWIS):

Date & Time	Event
Wed, 8 April, 7:30 pm	Germany Made Easy – A Guide for International Students ( <i>online</i> )
Thu, 9 April, 4:00 pm	Campus Tour ( <i>in-person</i> )
Fri, 10 April, 12:00 pm	Studying in Germany ( <i>online</i> )
Fri, 10 April, 2:00 pm	Academic Survival Workshop ( <i>online</i> )

All events and meeting links: <https://www.uni-giessen.de/de/internationales/studierenjlu/imma/owisprogramm>

# Further Events

## Career Preparation Events in English

**21 May**, 9:30 am – 12:30 pm:

Explore Your Skills and Prepare Your Application

**2 June**, 9:30 am – 1:00 pm:

How to Apply – Prepare Your Application for the German Job Market

➤ Register via Stud.IP

➤ More career preparation information on:

[https://www.uni-giessen.de/en/faculties/research-centers/zfbk/career\\_services/career\\_services\\_inhalt\\_en?set\\_language=en](https://www.uni-giessen.de/en/faculties/research-centers/zfbk/career_services/career_services_inhalt_en?set_language=en)

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Questions?

Thank you!