



PSA – Ingolstadt



Application for Residence Permit

Prepared by PSA Ingolstadt Student Board (23-24):

- Muhammad Zain ul Abdin
- Ghulam Rasool
- Syeda Badarqa Shah
- Ibtahaj Athar Qadri
- Muhted Baig

Modified by:

Required Documents:

1. Passport with a valid visa
2. Anmeldung (city registration) at Ingolstadt
3. Health insurance certificate
4. Proof of financial means, normally a blocked account. But you can also use “Verpflichtung Erklärung (kind of sponsorship letter) “. For this sponsorship letter, the person who is sponsoring your study should contact “Ausländerbehörde” to get it for you.
5. Confirmation of enrollment at university
6. Biometric photo i.e. passport size.

Note: You must also know the basic information about your parents, spouse, and children.

Procedure:

1. Download the application form.
2. If you are a THI student, please refer to the following link to fill out the form.
<https://moodle.thi.de/mod/hvp/view.php?id=330588>
3. If you are a KU student, check with your university to see if they provide any guidance.
4. Prepare a document pack of the following documents.
 - a. Printed and signed application form for residence permit.

https://drive.google.com/file/d/13FPk_Zszo5jGVLorf6GMZ-nscyig869m/view?usp=drive_link

- b. Passport
 - c. Visa
 - d. Stadt Anmeldung document
 - e. Proof of health insurance
 - f. Proof of financial means
 - g. Confirmation of enrollment at university
 - h. Rental contract or landlord conformation (Wohnungsbestätigung)
 - i. Biometric photo (sign it on the backside with your family name)
5. Scan all the documents mentioned in step 4, except the photo and save them in PDF form.
 6. Name all documents properly as per the following format:

<Document_familyname e.g. passport_sharif>

7. Sending Documents to Ausländeramt:

The prepared document can be forwarded to Ausländeramt by following one of the following methods, choose one.

7.1 THI Student and Want to Apply through THI International Office (Recommended for the First Time):

- a. If you are a student of THI, send all the documents to the THI international office at the following email address. Please note that all the documents should be attached separately, and the subject of the email should be: ‘*Application for the residence permit your family name.*’
incomings@thi.de
- b. THI International office will check your documents and send them to “Ausländeramt”.

7.2 THI Student and Want to Apply Directly to Ausländeramt:

If you are a THI student and want to apply directly to Ausländeramt, complete all the steps up to step 6 and send documents to the following email address.

auslaenderamt@ingolstadt.de

7.3 Student at KU:

If you are a student of KU, check with the international office of your university to see if they provide assistance regarding residence permit (Aufenthaltstitel) matters. If they don't, follow step 7.2 to send your documents.

8. After following one of the methods described in step 7, you will receive an appointment from Ausländeramt in a few days.
9. Follow the instructions described in the appointment email. Bring all the mentioned documents and **113 Euros (100 Euros fee for Aufenthaltstitel and 13 Euros for Fiktion)** with you at the time of the interview. You can also pay through credit/debit cards but bringing cash is recommended.
10. After 3-4 weeks, you will receive a PIN/PUK letter from Bundesdruckerei at your address, so make sure you have your name at the Postal Box.
11. Book an appointment to pick up your Aufenthaltstitel at least 3 weeks from receiving the letter for Bundesdruckerei at the following link.

<https://www.ingolstadt.de/tevisweb/select2?md=4>

12. On the pickup appointment date, take the letter you received with you to Rathaus and pick up your Aufenthaltstitel card.

NOTE: Don't worry if your visa is expiring within the period of picking up your Aufenthaltstitel card. After the interview at Ausländerbehörde, you will get Fiktion which is as applicable as Aufenthaltstitel, you can even fly abroad.

Important to Remember:

1. The Aufenthaltstitel (residence permit) you got is for your current degree program. In case you change the university, you will have to inform Ausländerbehörde, otherwise you will be fined.
2. If you change your address, you must inform Rathaus within two weeks.
3. With a residence permit, you are allowed to work for 140 days/per year.
4. Hours of working on bachelor's or master's Thesis with a company are not included in these 140 days.
5. Voluntary internship hours include in 140 days/year limit.
6. Working hours at university, e.g. a research assistant, are not included in these working hours limit.

Your tax ID and Social security ID will not change for your complete stay in Germany. You will receive tax ID at your home, 2 weeks after completing the Stadt Anmeldung. If you are insured with public health insurance, you will receive social security ID from your health insurance provider. If you have got private health insurance, you will have to apply for social security ID at the local German pension office.