



Ruprecht-Karls-Universität Heidelberg
Graduiertenakademie

**Important Information regarding Visas and
Residence Permits for International Doctoral
Students and Scholars**

New Visa/Residence Permit Regulations

- This information is for all **non-EU citizens** or so-called **third country citizens** who must apply for the first time or extend their existing residence permits. (For all others, residence permits in passports or in passport replacement documents will be valid until April 30th, 2021 at the latest.)

As of **September 1st, 2011** all EU countries have introduced the
electronic residence permit (elektronischen Aufenthaltstitel - eAT)
in credit card format.

This electronic residence permit will replace all formerly existing documents such as the residence permit sticker, the residence permit card and other passport replacement documents in paper form.

Personal data, biometric data and any applicable restrictions/special requirements will be stored on the **electronic residence permit (eAT)**.

Every non-EU citizen (including newborn babies) will receive an eAT (at a cost of 110€). All applicants (as of 6 years of age) must appear in person at the foreigners' office (Ausländerbehörde/Ausländeramt) when applying for the permit.

Important

- Due to the introduction of the new permits, there are **delays in obtaining appointments** for new applications/extensions at the foreigners' offices.
- Therefore, you must submit your application for a residence permit or for an extension of the same at the foreigners' office **before your visa or existing permit expires**, even if you do not yet have an appointment.

- We recommend that you submit your application **3 months** before your visa or your existing residence permit expires.

Procedure

You must apply for the electronic residence permit (eAT) at the appropriate foreigners' office (Ausländerbehörde). The office that is responsible for you depends on your place of residence:

- **If you live in Heidelberg**

You must submit your application documents for a new residence permit or permit extension to the foreigners' office at the main local residents' office (Bürgeramt) in Heidelberg (**Ausländerabteilung des Bürgeramtes der Stadt Heidelberg**). You can submit your documents without an appointment to the **Service Point**:

Foreigners' Office (Ausländerabteilung des Bürgeramtes der Stadt Heidelberg)

Service Point

Bergheimer Straße 69, Room 101

69115 Heidelberg

Contact: Frau King

Tel.: 06221-58 17520

Office Hours: Monday to Friday 8 am to 12 pm

The staff member of the Service Point can issue you upon demand a temporary residence certificate (**Fiktionsbescheinigung**) for approximately 20 € The certificate will contain the notice that the visa/residence permit has been extended until the date of the application appointment.

- **If you live outside of Heidelberg (e.g. Dossenheim, Eppelheim, Schriesheim etc.)**

Rhein-Neckar Kreis Foreigners' Office (Ausländeramt)

(located in the main building of the Landratsamt)

Kurfürstenanlage 38-40

69115 Heidelberg

Tel.: 06221-522-1478

Please see the following link for a complete list of the towns and cities served by the Rhein-Neckar Kreis foreigners' office:

<http://www.rhein-neckar-kreis.de/servlet/PB/menu/1340900/index.html>

For further questions about visas or residence permits please contact:

- **Graduate Academy Service Point**

University of Heidelberg Central Administration

Seminarstr. 2, Room 135

69117 Heidelberg

Tel.: 06221-54 3958

Graduiertenakademie@zuv.uni-heidelberg.de

- **Welcome Centre**
University of Heidelberg Central Administration
Seminarstr. 2, Room 141
69117 Heidelberg
Tel.: 06221-54-2134 und -3612
welcomecentre@zuv.uni-heidelberg.de

There is an English language flyer about the electronic residence permit available [here](#).