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 (Auszländeramt)**
  (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:

**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.