

## Student Services

In your residence permit application, you will find a check list and additional forms for your residence permit. The process will take around 30 min to an hour of your precious time (if you have everything around you).

### CHECK LIST

	Check off here
<b>Residence Permit Application form (filled in Capital letters)</b>	
<b>Copy of the Registration with Local Authorities (Anmeldung)</b>	
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<b>Your Passport</b> and a <del>copy</del> of your personal data page and – if applicable – student visa page	
<b>1 Passport size photo</b>	
<b>Enrollment Confirmation</b>	
<b>Proof of Sufficient Funding (same you presented for your visa application)</b>	
<b>1 Copy of Your Proof of Health Insurance</b>	
<b>100 € (in cash or by an EC card. No credit card payment)</b>	

### Step 1. The Residence Permit Application Form

The residence permit application form can be download from the link below under Residence Permit -> Application:

<https://info.constructor.university/student-records/non-academic-services/registration-and-residence-permit>

In the next page you will find a pre-filled example residence permit form.

All fields marked yellow are mandatory and should be filled out! Don't forget to put a date and to sign the application. You can do so also at the foreigner's office upon submission.

**ANTRAG AUF ERTEILUNG EINES AUFENTHALTSTITELS**  
**Application for Granting a Residence Permit – Demande d'attribution d'un permis de séjour**  
**Richiesta per il conferimento del permesso di soggiorno**

1. **Familienname**  
 Family name / Nom de famille / Cognome  
 bei Frauen: Geburtsname  
 Women state maiden name / Pour les femmes mariées: Nom de jeune fille / Per donnee: cognome da ragazza

**Nr. 1 - YOUR FAMILY NAME**

← Only if you have changed your name (f.e. maiden name)

2. **Vornamen**  
 Given names / ... Prénoms / ... Nomi

**Nr. 2 YOUR FIRST NAME**

3. **Geburtsdag**  
 Date of birth / Date de naissance / Data di nascita

**Nr. 3 YOUR DATE OF BIRTH**

4. **Geburtsort**  
 Place of birth / Lieu de naissance / Luogo di nascita

**Nr. 4 YOUR PLACE OF BIRTH**

5. **Staatsangehörigkeit(en)**  
 Citizenship(s) / Nationalité(s) / Cittadinanza(s)  
 bei mehreren Staatsangehörigkeiten sind alle anzugeben.  
 (state all citizenships if more than one) / (indiquer toutes les nationalités s'il y en a plusieurs) / (in caso di più cittadinanze indicare tutte)

**Nr. 5a YOUR CURRENT NATIONALITY**

- a) jetzige  
 present / actuelle / attuale
- b) frühere  
 former / précédente / precedente

← NR. 5b Only if have had a former nationality and you gave it up

6. **Familienstand**  
 Personal status / Situation de famille / Stato civile

ledig — verheiratet seit \_\_\_\_\_ — geschieden — verwitwet  
 (single — married since \_\_\_\_\_ — divorced — widowed since and state not applicable)

**Nr. 6 CHOOSE ONE**

**SINGLE**    **MARRIED SINCE**    **DIVORCED**    **WIDOWED**

7. **Ehegatte \*) — Name**  
 Spouse \*) — Name / Époux \*) — Nom / Coniuge \*) — Cognome

**Nr. 7 Fill out only if you are married – details of your spouse**

Geburtsname (bei Frauen)  
 (Maiden name) / Nom de jeune fille (pour femmes) /  
 Cognome da ragazza (per donna)

Vornamen  
 Given names / ... Prénoms / ... Nomi

Geburtsdag  
 Date of birth / Date de naissance / Data di nascita

Geburtsort  
 Place of birth / Lieu de naissance / Luogo di nascita

Staatsangehörigkeit  
 Nationality / Nationalité / Cittadinanza

Wohnort  
 Residence / Domicile / Abitazione

8 Kinder *) Name	Vorname	Geburtsdag u. -ort	Staatsangehörigkeit	Wohnort
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**Nr. 8 Fill out only if you are have childred – details of your childred**


\*) Angaben sind auch erforderlich, wenn diese Personen im Ausland verbleiben  
 \*) Completion required even though these persons are abroad

9. Vater \*) (des Antragstellers) — Name  
Father \*) of the applicant — Surname / Père \*) (du requérant)  
— Nom / Padre \*) (del richiedente) — Cognome

Vornamen  
Christian name / — Prénoms / — Nome

10. Mutter \*) (des Antragstellers) — Name  
Mother \*) of the applicant — Surname / Mère \*) (du  
requérant — Nom / Madre \*) (del richiedente) — Cognome

Vornamen  
Christian name / — Prénoms / — Nome

11. Paß oder sonstiger Reisenausweis  
— Genaue Bezeichnung —  
Passport or other travel document / — Passeport ou autre  
certificat de voyage / — Passaporto oppure altro documento  
di viaggio

Nr.  
No. / — N° / — N°

gültig bis  
Valid until / — Valable jusqu'au / — Valabile fino al

ausgestellt von  
Issued by / — Délivré par / — Emesso da

ausgestellt am  
Issued on / — établi le / — rilasciato il

12. Rückkehrberechtigung  
(falls im Paß vermerkt) nach  
— Authorization to return (if endorsed in passport) to /  
— Autorisation de retour (si indiquée dans le passeport) en  
— Autorizz. di ritorno a (se registrato sul passaporto)

bis zum  
valid until / — valable jusqu'au / — fino al

13. Eingereist am \*\*)  
Entered Germany on\*\* / Date d'entrée en Allemagne\*\* /  
Entrato il\*\*)

14. Haben Sie sich bereits früher in  
Deutschland aufgehalten?  
Have you ever stayed in Germany before? / Avez-vous déjà  
séjourné antérieurement en Allemagne? / Ha già soggiornato  
precedentemente in Germania?

Wenn ja, Angabe der Zeiten und Wohnorte  
If so, enter the dates and places / Dans l'affirmative, dates  
et lieux de résidence / In caso affermativo indicare i periodi  
e i luoghi

15. Vorgesehener Aufenthaltsort (ggf. Anschrift)  
in der Bundesrepublik Deutschland  
Proposed place of residence in the Federal Republic of Ger-  
many (address) / Lieu de résidence prévu en République fé-  
dérale d'Allemagne (adresse) / Soggiorno previsto nella Re-  
pubblica Federale Tedesca (eventualmente indirizzo)

16. Zugezogen \*\*) — am  
Arrived on \*\*) / Date d'établissement au lieu de  
résidence \*\*) le / Arrivato  
\*\*) — il

VON  
from — venant de — da

17. Wird ständiger Wohnort außerhalb der  
Bundesrepublik Deutschland beibehalten  
und ggf. wo?  
Do you intend to maintain your permanent residence abroad?  
If so, where? / Conserverez-vous un domicile permanent en de-  
hors de la République fédérale d'Allemagne et, le cas éché-  
ant, où? / Manterrò la residenza permanente al di fuori dalla  
Repubblica Federale Tedesca, in caso affermativo dove?

18. Sollen Familienangehörige mit einreisen? \*\*\*)  
Are dependants to enter the country as well? / Les membres  
de la famille doivent-ils venir aussi? / Lei 2 accompagnati  
di familiari?

Wenn ja, welche?  
If so, by whom? / Dans l'affirmative, de quelles personnes  
s'agit-il? / In caso affermativo quali?

19. Wie sind Sie wohnungsmäßig untergebracht? \*\*)  
How are you accommodated? \*\*) / Comment êtes-vous logé? \*\*) /  
Come 4 alloggiato? \*\*)

Nr. 9 YOUR FATHER'S FAMILY NAME

Nr. 9 YOUR FATHER'S FIRST NAME

Nr. 10 YOUR MOTHER'S FAMILY NAME

Nr. 10 YOUR MOTHER'S FIRST NAME

Nr. 11 Please enter "PASSPORT"

Nr. 11 PASSPORT NUMBER

Nr. 11 PASSPORT VALID UNTIL (DATE)

Nr. 11 PASSPORT ISSUING AUTHORITY (ISSUED BY)

Nr. 11 PASSPORT ISSUED ON (DATE)

Nr. 12 LEAVE EMPTY

Nr. 13 DATE ON WHICH YOU ENTERED GERMANY

Nr. 14 HAVE YOU BEEN IN GERMANY BEFORE? IF YES; DETAILS

ja — nein  
yes — no / oui — non

VON ..... bis ..... in .....  
from / du / dal ..... to / zu / ad ..... in / à / a .....

VON ..... bis ..... in .....  
from / du / dal ..... to / zu / ad ..... in / à / a .....

VON ..... bis ..... in .....  
from / du / dal ..... to / zu / ad ..... in / à / a .....

Bremen

Nr. 16 DATE YOU MOVED INTO YOUR ACCOMODATION (THE DATE IS ON YOUR MELDEBESTÄTIGUNG

Nr. 16 PLACE WHERE YOU MOVED FROM (CITY; COUNTRY)

ja — nein  
yes — no / oui — non / si — no

Nr. 18 WILL DEPENDENTS COME LIVE WITH YOU (APPLIES TO SPOUSE AND CHILDREN ONLY)

ja — nein  
yes — no / oui — non / si — no

Einzelzimmer — Sammelunterkunft — Wohnung mit ..... Zimmer  
(Nichtausreisendes streichen)

Single ↑ — Collective ↑ — Accommodation — Dwelling with — Home (delete words which are not applicable)

Nr. 19 CHOOSE

SINGLE ROOM

COLLECTIVE ACCOMODATION

APPTME

ROOM

\*) Angaben sind auch erforderlich, wenn diese Personen im Ausland verbleiben.

\*\*) Ausfüllung erfolgt im Ausland.

\*\*\*) Ausfüllung nur im Ausland

\*) This information is also required if the person concerned remains outside the Federal Republic of Germany.

\*\*) Not to be completed if the application is made outside the Federal Republic of Germany.

20. Zweck des Aufenthalts in der Bundesrepublik Deutschland  
Purpose of your stay in the Federal Republic of Germany /  
Objet du séjour en République fédérale d'Allemagne  
Scopo del soggiorno nella Repubblica Federale Tedesca  
(z. B. Besuch, Touristenreise, Studium, Arbeitsaufnahme usw. —  
(E.g. visit, holiday, study, employment, etc. / (p. ex. visita,  
voyage de tourisme, études, travail, etc. / (ad m. visita, viaggio  
turistico, studio, lavoro ecc. —

— Arbeitgeber  
employers / employeur / datore di lavoro

Name der Verwandten, der Studienanstalt, Referenzen usw.)  
Name of relatives, educational establishments, references, etc.) /  
Nom de parents, de l'établissement d'enseignement, références, etc.) /  
Nome dei parenti, dell'istituto, referenze ecc.)

Deren Anschrift  
their address / leur adresse / indirizzo

Beabsichtigte Erwerbstätigkeit  
Intended Employment (state profession) / Activité envisagée  
(Désignation de la profession exercée) / Impiego previsto  
(Indicare il mestiere da svolgere)

21. Erlernter Beruf  
profession / profession apprise / mestiere

22. Haben Sie bereits eine Erlaubnis der deutschen Arbeitsverwaltung?  
Have you already received the permit of the German administration?  
Êtes-vous déjà en possession d'une autorisation de l'administration allemande du travail? /  
C'è un permesso dall'amministrazione tedesca di lavoro?

23. Beabsichtigte Dauer des Aufenthalts in der Bundesrepublik Deutschland  
Intended duration of stay in the Federal Republic of Germany  
Durée probable du séjour en République fédérale d'Allemagne  
Durata prevista del soggiorno nella Repubblica Federale Tedesca

24. Aus welchen Mitteln wird der Lebensunterhalt bestritten?  
What are your means of subsistence? / Quels sont vos moyens de subsistance? /  
Con quali mezzi fa fronte al sostentamento?

25. Sind Sie vorbestraft?  
Have you any previous convictions? / Avez-vous des antécédents judiciaires? /  
Ha già subito condanne?

a) in Deutschland  
in Germany / en Allemagne / in Germania  
wann und wo?  
when and where? / Quand et où? / Quando e dove?  
Grund der Strafe  
For what reason? — Motif de la peine encourue / —  
motivo della condanna  
Art und Höhe der Strafe  
Nature and extent of the penalty / — Nature et importance de la peine / —  
Tipo et entità della condanna

b) im Ausland  
in other countries / à l'étranger / all'estero  
wann und wo?  
when and where? / Quand et où? / Quando e dove?  
Grund der Strafe  
For what reason? — Motif de la peine encourue / —  
motivo della condanna  
Art und Höhe der Strafe  
Nature and extent of the penalty / — Nature et importance de la peine / —  
Tipo et entità della condanna

26. Sind Sie aus der Bundesrepublik Deutschland ausgewiesen oder abgeschoben oder ist ein Antrag auf Aufenthaltserlaubnis abgelehnt oder eine Einreise in die Bundesrepublik Deutschland verweigert worden?  
Have you been expelled or deported from the Federal Republic of Germany, or was your application for a permission to reside rejected or your entry into the Federal Republic of Germany refused?  
Avez-vous été expulsé de la République fédérale d'Allemagne ou refugé ou une demande de permission de séjour vous a-t-elle été refusée ou un voyage en République fédérale de Allemagne délégué?  
Lei è stato espulso oppure rimpatriato dalla Repubblica Federale Tedesca o è stata rifiutata la sua richiesta di un permesso di soggiorno o è stata negata l'entrata nella Repubblica Federale Tedesca?

27. Leiden Sie an ansteckenden Krankheiten?  
Do you suffer from any infectious diseases? / Êtes-vous atteint(e) de maladies contagieuses? /  
Soffre di malattie contagiose?

Nr. 20 Please enter "STUDIUM"

LEAVE EMPTY

CONSTRUCTOR UNIVERSITY

BREMEN CAMPUS RING 1

28759 BREMEN

LEAVE EMPTY

NR. 21 LEAVE EMPTY

ja — nein  
yes — no / oui — non / si — no

Zusicherung der — Arbeitslaubnis / Legitimationskarte  
Assurance of the — labour permit/legitimation card / Garantie de l'autorisation de travail/carte de légitimation / Garanzia del — permesso di lavoro/carta di legittimazione

31.08.2026 — UG

31.08.2025 — Graduate

31.08.2024 - FY

01.09.2023

vom / from / du / del

bis / to

Nr. 24 FINANCIAL PACKAGE, PARENTS; SCHOLARSHIP; BLOCKED ACCOUNT ?

ja — nein  
yes — no / oui — non / si — no

Nr. 25 HAVE YOU BEEN CONVICTED?

IF YES; DETAILS

Nr. 26 HAVE YOU BEEN EXPELLED FROM GERMANY? IF YES; DETAILS

Nr. 27 DO YOU SUFFER FROM INFECTIONS DISEASES? IF YES; DETAILS

Ich beantrage den Aufenthaltstitel für

I hereby apply for a residence permit for

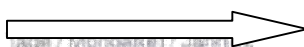
Richiedo il permesso di soggiorno per

Je sollicite une autorisation de séjour pour

3 YEARS - Bachelor

2 YEARS - Master

1 Year - FY



Exchange and visiting students should put the duration until end of the semester they are staying in for:

Fall 23 – 31.01.2024

Spring 24 – 31.08.24

**LICHTBILD  
des  
Antragstellers**

Photo of applicant

Photographie du  
requérant

Fotografia  
del  
richiedente

Jetzige Anschrift:

Present address  
Adresse actuelle  
Indirizzo attuale

Bremen

(Ort / City / Localité / luogo)

**YOUR ADDRESS (CAN BE FOUND ON YOUR MELDEBESTÄTIGUNG)**

(Straße, Hausnummer / Street, Number / Rue, numéro / Via, numero)

Ich versichere vorstehende Angaben dieses Antrages nach bestem Wissen und Gewissen richtig und vollständig gemacht zu haben. Die Ergänzungen durch den/die Sachbearbeiter/-in beruhen auf meinen Angaben, wurden mir vorgelesen und von mir genehmigt.

Ich werde hiermit auf Folgendes hingewiesen:

1. Ich bin verpflichtet, meine Belange und für mich günstige Umstände, soweit sie nicht offensichtlich oder bekannt sind, unter Angabe nachprüfbarer Umstände unverzüglich geltend zu machen und die erforderlichen Nachweise über meine persönlichen Verhältnisse, sonstige erforderliche Bescheinigungen, Erlaubnisse und Nachweise unverzüglich beizubringen, Nach Ablauf der dafür von der Ausländerbehörde gesetzten Frist geltend gemachte Umstände und beigebrachte Nachweise können unberücksichtigt bleiben (§ 82 Absatz 1 AufenthG).
2. Falsche oder unvollständige Angaben zum Zwecke der Erlangung eines Aufenthaltstitels stellen einen Ausweisungsgrund nach § 55 Absatz 2 Nr. 1 AufenthG dar und können zur Ausweisung (§ 55 Absatz 1 AufenthG) oder zur Versagung des Aufenthaltstitels (§ 5 Absatz 1 Nr. 2 AufenthG) führen.
3. Mit Freiheitsstrafe bis zu drei Jahren oder mit einer Geldstrafe wird bestraft, wer unrichtige oder unvollständige Angaben macht oder benutzt um für sich oder einen anderen einen Aufenthaltstitel zu beschaffen oder einen so beschafften Aufenthaltstitel wissentlich zur Täuschung im Rechtsverkehr gebraucht (§ 95 Absatz 2 Nr. 2 AufenthG).

Bremen, \_\_\_\_\_

**Datum**

Date / Date / Il



**Eigenhändige Unterschrift**

autographic signature / Signature personnelle / Firma autografa



Good Job! Cross it off the check-list.

Residence Permit Application form (filled in Capital letters)	✓
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## Step 2. Meldebestätigung

This is your registration with the local authorities in Germany. Your registration should have been processed together with your housing contract (students with university housing). If you have submitted it as guided by housing, you will have it in your mailbox in about 2 – 3 weeks.

If you live off-campus, you must process the registration yourself. More information under Registration - First Time Registration:

<https://info.constructor.university/student-records/non-academic-services/registration-and-residence-permit>

The Anmeldung looks like this (of course this may vary from office to office, but usually it has your name, your address, your signature and seal of the issuing person):

Tagesstempel der Meldebehörde		<b>Meldebestätigung</b>	
10.09.2019			
<b>Neue Wohnung</b>			
<b>Gemeindekennzahl</b>		04011000	
<b>Die neue Wohnung ist</b> <input checked="" type="checkbox"/> <b>alleinige Wohnung</b> <input type="checkbox"/> <b>Hauptwohnung</b> <input type="checkbox"/> <b>Nebengewohnung</b>			
<b>Tag des Einzugs</b>	Postleitzahl, Gemeinde, Ortsteil		
27.08.2019	28759 Bremen		
	Straße, Hausnummer, Zusätze		
	College Ring 6 / MB-320		
<b>1</b>	Familienname, ggf. Doktorgrad		
	Passname	Tag der Geburt	23.0...
<b>Vornamen</b> (Rufnamen unterstreichen)			

Please make a copy of it. Copy machines are available throughout the Campus (Library, Colleges, Research Buildings).

Do not give out originals. Keep the original in your file, as you will need it for various registration processes in Germany.

Once you have the Anmeldung, make a copy and cross the Anmeldung off the check list:

Copy of the Registration with Local Authorities (Meldebestätigung)	✓
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#### Step 4. Passport

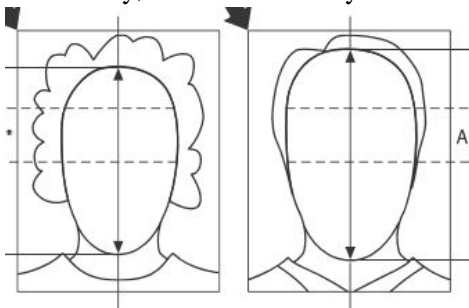
You need to prepare a copy of your passport's personal data page and (if applicable) – visa page. Of course, when you go to the office, you will need to also bring your passport with you.

<b>Your Passport</b> and a <u>copy</u> of your personal data page and – if applicable – student visa page	✓
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#### Step 4. Picture

The German picture standard is somewhat different than the US (or other countries). You can find a detailed explanation of how your picture should look like: <https://goo.gl/U41G76>

Basically, the idea is that your head takes almost the entire picture, you have a neutral background is single color (preferably white). If you wear glasses, the eyes have to be recognizable.



If unsure that your picture meets his requirement, you should invest some time and ~6€ (in coins, I think) and get it done at a photo machine, because it's a strict requirement and you will be sent back if your picture does not meet the standard.

There are photo machines in at the main station in Bremen. The machines have guides in English, German and various other languages, you need to select passport picture and follow the guide. Don't be scared by the result, passport pictures are usually terrible 😊.

Do you have your picture in your hand? Cross it off the check-list:

<b>1 Passport size photo</b>	✓
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#### Step 5. Enrollment confirmation.

This one is easy. This is the small blue paper, which you have received in your welcome package. It was attached to the semester ticket. Just separate one in German language and include it in your application. Then cross it off the check-list:

<b>Enrollment Confirmation</b>	✓
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## Step 6. Proof of Sufficient Funding

**NB: If you have applied for a German D-Visa prior to arrival, use the same proof of funding as for your visa application.**

As proof of sufficient funding, you can use various things:

- **Proof of Full Payment of Semester fees** (this one applies to Foundation Year and Bachelor students, you should have it on your VIP page, and if not - please contact sfs@constructor.university)
- **Scholarship** (applies to students with full scholarships, as well as Exchange / Visiting Students. Exchange and Visiting students would have their proof of sufficient funding included in their welcome package)
- **Blocked or regular account** (with about 11330€) - Master Students
- **Verpflichtungserklärung** (a formal obligation by a relative living in Germany)

The proof of sufficient funding can be a combination of all or some of these documents.

OK, once you have the proof of funding, please cross it off from the check-list:

<b>Proof of Sufficient Funding (same you presented for your visa application)</b>	✓
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## Step 7. Proof of health insurance

Most of you will have the German public health insurance. As proof of the insurance, please use a copy of the health insurance card (which will be delivered to you in the next couple of weeks) OR if the card has not arrived - the confirmation issued by the health insurance company. The health insurance card looks like this, but depending on the company, there might be variations. Proof of insurance is copied and included in the application? Cross it off the check-list:



<b>1 Copy of Your Proof of Health Insurance</b>	✓
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Now your application is complete. You need to go in person with all documents so far assembled at your designated appointment at the Migration office.

The application costs 100€ for all students. You can pay in cash or with EC card.