

Entering Germany: Necessary Documents for Students - Spring 2010

If you have been admitted to NYU in Berlin, you will need to be prepared to pass through German customs agents when you arrive. The documents you need depend mainly on your citizenship. Please carefully read the information below to help make sure you are well prepared for your arrival. If you have questions, be sure to contact your NYU in Berlin site rep, julie.shurts@nyu.edu.

Visa Information

- **What is a visa, anyway?** A visa is an official stamp issued by the German government that gets affixed to a page inside your passport. It must be shown to customs agents when you arrive in Germany. A visa can only be issued in your home country by an officer of the Consulate General of Germany or German Embassy. The requirements and decision to issue a visa rests solely at their discretion. New York University has no power to change a consular officer's visa requirements or decisions. There is typically an application and application fee involved, and processing of applications can take up to several months.
- **If you are a U.S. citizen, you do NOT need a visa.** You may enter Germany with your valid US Passport. You will need to apply for your *Aufenthaltserlaubnis* (residency permit) once you arrive in Germany. This requires some preparation in advance. See passport and residency permit information below.
- **If you are a citizen of the European Union, you do NOT need a visa.** You may enter Germany with your valid E.U. passport. You will need to apply for your *Aufenthaltserlaubnis* (residency permit) once you arrive in Germany. This requires some preparation in advance. See residency permit information below.
- **If you are not a citizen of the U.S. or the E.U., you may or may not need a visa.** You should check with the German Embassy to see which nationals require a visa for study in Germany for more than 90 days. A country list is available at: <http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/StaatenlisteVisumpflicht.html>.

If you must obtain an entry visa prior to departure, email global.visahelp@nyu.edu as soon as possible so we can help you with the process.

U.S. Passport Information

- **Your passport must be valid through November 2010.** If you don't have one or yours will expire before this date, please apply or renew today! Visit www.travel.state.gov. *Tip:* You can request expedited processing for an additional fee for faster processing time. (Without expediting it can take up to two months!).
- If you do not have two weeks to spare, you can visit a Passport Agency to request a passport the same day. A hefty fee is charged. For Passport Agency locations visit http://travel.state.gov/passport/passport_4312.html. Prior to going to the Passport Agency, please contact someone from our office so that we can provide you with a supporting letter.

Residency Permit Information

- **All admitted students must apply for an *Aufenthaltserlaubnis* (residency permit) upon arrival in Berlin.** The staff will assist you, but you will need to have some documents on hand (that you must bring to Germany with you).
- Below is a checklist of items needed to obtain a residency permit. The process usually takes two-three weeks. During this time, you will not have your passport and will not be able to travel. Do not make plans to travel for the first two - three weeks of the program.

German Residency Permit Checklist

(Please note that requirements are subject to change without notice)

● Valid U.S. Passport/E.U. Passport/US alien registration card or US resident visa

- There must be at least one empty double-page inside your passport. If your passport does not have at least one empty double-page you will need to renew it or add new pages before your arrival in Germany.

● Two Biometrical Photos*

- It is best to purchase these in Germany, as proper biometrical photos are difficult to obtain in the United States. It will cost you approximately 12 Euros for a set of four photos.
- No photocopies, personal photos, or photos from home printers will be accepted!

● Proof of Financial Resources

- Are you relying on your parents or guardian for financial support? If so, you can satisfy this requirement with a letter signed by a parent or guardian accompanied by a copy of the passport of the person who signs the letter. This letter needs to state that your parent/guardian will take full financial responsibility for you during the specific dates of your program. If your parent/guardian does not have a passport, a driver's license copy is fine.
- Are you responsible for your own financial support? If so, you can satisfy this requirement with a copy of your current bank statement showing a balance of at least \$2,800 (at least \$700 per month for each month of your stay).

● Copy of health insurance card / letter of coverage

- HTH Worldwide insurance card (comes as PDF via e-mail when you register with HTH)
- Optional German insurance through Humboldt University (60 Euros)
- You must have **one** of the above to satisfy this requirement. Personal insurance cards are not accepted if they do not clearly state that the plan covers you while you are abroad during the specific dates of the program.

● Copy of Humboldt University registration*

● Copy of Police registration*

● Permit processing fee in Euros (50 Euros as of September 30, 2009)

* The NYU in Berlin staff will help you obtain these documents. All other documents should be taken with you to Germany in your carry-on luggage.