Apply for Your German Residence Permit

Document Checklist to Get a Residence Permit (Berlin)

A
Valid Passport
- Must be valid for at least 3 months BEYOND the end of your stay in Germany;
- Must contain at least 2 blank visa pages;
- Must have been issued within the past 10 years.

B
Upload a color scan of your passport signature and bio pages
- This must be a true color scan of your passport signature and bio pages. It cannot be a photo you took with your phone.
- Your passport must have your signature.

C
Submit residence application form in your Enrollment Portal
- Fill out the application form, but do not sign it yet.
- Follow the sample application guide to help you complete the form.
- Note that you will leave a few items blank and complete them after your arrival in Berlin.

D
Print NYU Berlin letter
- Within the month before you travel, you will receive an email from OGS containing a letter from NYU Berlin that confirms the details of your semester away.
- Print the letter and make sure to carry it with you when you travel. Keep it in your hand luggage.

This checklist is only intended for students who do not need to apply for a visa prior to traveling to Germany. This document only applies to you if you are a citizen of the United States, Canada, Australia, New Zealand, Israel, Japan, or South Korea.

Not applying for a residence permit?
- Visa Document Checklist
Submit proof of financial means (must be dated for the month of arrival)

• The financial requirement can be met in three ways. All proof must be in English. Indicate in your checklist which method you will be using.
  
  • Bank statement of a checking account in your name, showing a minimum availability of the equivalent of 853 EUR per month of your stay in Germany.
  
  • Bank statement of a parent’s checking account, showing the same availability. In that case, you MUST provide a signed declaration of financial support alongside a color scan of the account holder’s passport (signature and bio pages).
  
  • A letter from the Office of Financial Aid if you receive financial aid from NYU.
  
  • Make sure to obtain the bank statement in the month of your departure as you will be expected to show the most recent statement available to you upon your arrival in Germany.
  
  • If you are unable to provide an original bank statement, you may also obtain a bank letter in your or your parent’s name. This letter must be on official bank letterhead and include the account holder’s full name and show the available balance of funds required. (Typically, you need to go to the bank in person to request this letter.)
  
  • Once you have obtained the documentation, upload a copy in the Enrollment Portal.

Remember that you do not need to apply for a visa in advance of traveling, but you do need to complete the above steps to ensure that there are no problems with your in-country residence permit application.