

Information Sheet for Foreign Academics (and Doctoral Students) in Halle (Saale)

Information for international academics who are interested in further studies or job opportunities at academic institutions in Halle (Saale)

Dear Ladies and Gentlemen,

the Ausländerbehörde (Department of Foreign Affairs) of the city of Halle (Saale) would like to inform all foreign academics about residency requirements and regulations. It is our intention to ensure that you have a pleasant stay in our city without unnecessary difficulties.

Please send any questions to:

**Stadt Halle (Saale) – Ausländerbehörde
Am Stadion 5
06122 Halle (Saale)**

Office hours

Tuesdays 8.00-18.00

Thursdays 8.00-15.30

Fridays 8.00-12.00

Room 037

Telephone: 221 5311(Mondays and Wednesdays)

1. Visas and entry

Academics interested in further studies and or job opportunities in Germany are subject to **Visa requirements**. Any foreign applicant or academic who intends to spend more than three months in the Federal Republic is subject to this requirement. The required Visa application documents are available at the respective German embassy in the foreign country of residence. The exact required documents can be requested at the respective agency abroad.

Please note that no identity documents can be issued to foreign academics interested in further studies or job opportunities after entry into Germany with a tourist visa (Schengenvisum) or after entry without a visa under the terms of a three month grace period (e.g. Croatia, Slovenia, Brazil).

Issuance of the appropriate residency permit in the form of a visa must have occurred under **compliance and regulations of the Ausländerbehörde** (Department of Foreign Affairs) of the future intended place of residence. The visa application period is at least 3 months before entry. Please allow adequate time for mailing and processing.

Please inquire at the German embassy in your country whether § 34 Aufenthaltsverordnung (Right of residency ordinance) applies.

If applicable, a visa can be issued without the approval of the Ausländerbehörde (Department of Foreign Affairs) if you have been invited as a foreign guest academic, teacher, or research assistant to an academic institution in Halle (Saale).

Exempt from visa requirements are the citizens of the European Union, of EWR-states (Norway, Switzerland, Lichtenstein, Island, Andorra, Monaco, San Marino) as well as citizens from Australia, Israel, Japan, Canada, the Democratic Republic of Korea, New Zealand and the United States of America. **These citizens can travel without a visa into the Federal Republic of Germany and obtain the common right of residence certificate (Unionsbürger) or the required residence permits at the Ausländerbehörde (Department of Foreign Affairs).**

2. Residence permits under the employment ordinance (BeschV)

Issuance of residence permits with the aim of employment or activity in research, teaching, and/or as a guest academic at Martin-Luther-University Halle-Wittenberg, or at other higher learning institutions that are publicly financed, are by law not required to be approved by the Bundesagentur für Arbeit (Federal Employment Office). Unclear cases must be approved by the Bundesagentur für Arbeit (Federal Employment Office). In any event, applications for issuance of residence and employment permits can only be filed at the Ausländerbehörde (one-stop-government).

3. Residence permit regulations

Please find out whether your host institution will take care of the residence paperwork for you. Academics and doctoral students may contact the Ausländerbehörde Halle (Saale) by phone or e-mail for an appointment. (Contact persons are listed at the bottom of this document).

• Issuance of residence permits

After arrival, foreign applicants should register at the Bürgerservice (Citizens' Service Office) of Halle (Saale). Registration must be completed before application for a residence permit or the common right of residence certificate (Unionsbürger).

Foreign applicants should focus on completing the application form (**Antragsformular**), available in the Ausländerbehörde in legible print and in German. A special form exists for citizens of the European Union (Unionsbürger).

The following **documents** are required:

Doctoral students

- A fully completed application form, available at the Ausländerbehörde or on the internet at: www.halle.de.
- Two current photos (passport pictures – frontal view).
- Certificate of registration in Halle (Saale). The registration takes place at the Registration Office (Meldebehörde) located in Room 012 in the Ausländerbehörde or at the main office (Einwohnermeldeamt).
- Proof of purpose (e.g. approval document or student matriculation document).
- Proof of adequate medical health insurance (certificate of membership in a lawful health insurance).
If applicants are privately insured in their country of origin, we strongly recommend you contact the Ausländerbehörde before arrival to make sure the foreign insurance meets the requirements of the Ausländerrecht (Immigration Law).
- Proof of financial support, e.g. a certificate showing either financing through a scholarship program or a certificate of employment in an academic field (research assistant).
- Proof of adequate housing (a lease or a certificate from a landlord), sub-leases must be confirmed by the renter or owner of the housing unit.
- A current national license or passport with the necessary visa for entry into Germany (Visumpflicht).

All necessary documents must be copied beforehand. Please bring the original documents along so that they can be checked on demand.

Academic co-worker, employee (Employment)

- A fully completed application form, available at the Ausländerbehörde or on the internet at www.halle.de.
- Two current photos (passport pictures – frontal view).
- Certificate of registration in Halle (Saale). The registration takes place at the Registration Office (Meldebehörde) located in Room 012 in the Ausländerbehörde or at the main office (Einwohnermeldeamt).
- Proof of purpose (e.g. outline of the employment agreement with the Human Resource Department of the university or any other similar academic institute or binding statement of employment).
- Proof of adequate medical health insurance (certificate of membership in a lawful health insurance company)
- Proof of adequate housing (a lease or a certificate from a landlord or guest house caretaker), sub-leases must be confirmed by the renter or owner of the housing unit.
- A current national license or passport with the necessary visa for entry into Germany (Visumspflicht).

All necessary documents must be copied. Please bring the original documents along so that they can be checked on demand.

A fee of **60 Euros** must be paid for first time residence permits exceeding one year in duration. First time residence permits for up to one year in duration cost **50 Euros**. Scholarship recipients are exempt from fees. **A scholarship grant certificate must be presented.** The issuance of the common right of residence certificate for European Union citizens (Unionsbürger) is also free of charge.

- **Extensions of residence permit**

An extension is possible only before the expiration date of the last residence permit. In each extension request, the Ausländerbehörde will check if the **proof of purpose** continues to be valid.

Along with the extension of a residence permit, the applicant must fill out the appropriate application form. The following documents must be attached to the application form:

- A copy of the passport (personal information and expiration date) if new or extended.
- A copy of the matriculation certificate (Immatrikulationsbescheinigung) or a copy of any valid certificate or contract from an academic institute or employment entity.
- A copy of the health insurance certificate.
- A copy of the lease (Mietvertrag); sub-leases must be confirmed by the renter or owner of the housing unit if a change of housing has occurred since the last issuance of a residence permit
- One current photo (passport picture – frontal view)

An extension of residency exceeding 3 months will incur a **fee** in the amount of **30 Euros**. For an extension of residency up to and not over three months, the fee is **15 Euros**. Scholarship students are not required to pay a fee. **A scholarship grant certificate must be presented.** The issuance of the common right of residence certificate for European Union citizens (Unionsbürger) is also free of charge.

Here is where you find us

Halle - Neustadt
Am Stadion 5

06122 Halle (Saale)

Public transportation: Straßenbahn (city tram): 2, 9, 10, 11 + S-Bahn
Bus: 21, 37, 41, 42, 43, 44

Contact persons in the division >legal aliens registration<

Ms. Angelika Kopp (international doctoral students and academic employees)
Telephone: 0345/221 5311
E-Mail: angelika.kopp@halle.de
Room: 037

Mr. Raimund Kokott (academic employees, international guest academics and guest professors)
Acting team leader, Telephone: 0345/221 5310
E-Mail: raimund.kokott@halle.de
Room: 003

When absent, contact Mr. Schade, team leader, Telephone: 0345/221 5303
E-Mail: fred.schade@halle.de

This information sheet can be found on the internet at www.halle.de, keyword ausländische Wissenschaftler (Foreign academics).

The employees of the Ausländerbehörde (Department of Foreign Affairs) wish you a pleasant stay in the city of Halle (Saale).

September 2008 Ausländerbehörde der Stadt Halle (Saale)