

# Fact Sheet

## of the office for foreigners of the town of Siegen for foreign students

### Welcome!

The office for foreigners of the town of Siegen welcomes you as a new student. We hope you find this fact sheet helpful.

Your stay here in the Federal Republic of Germany is based on section 16 of the residence act (Aufenthaltsgesetz, AufenthG). According to this act, foreigners can be granted a residence permit for the purpose of applying to and studying at a state or state-recognised university or a similar educational institute, including preparatory tasks for their studies. This residence permit can be extended for your studies if the purpose of your stay has not yet been achieved but can be achieved in a reasonable period of time. For you, this means that you are obligated to concentrate on your studies and to complete your studies as soon as possible.

Your residence permit will be limited in time but will give you enough time to properly complete your course of study, including the phases of education. The purpose of your stay will include all phases of study. This includes:

- Language courses
- Preparatory college or other forms of state-funded preparatory studies
- Internships that are required for the course of study
- Studies at a German university up to a first professional qualification or, in case of consecutive and non-consecutive bachelor's/master's degrees also up to a second professional qualification (basic and advanced studies including any course-related internships (obligatory or not), intermediate and final exams), also if have already studied abroad
- Postgraduate studies or doctoral studies after a course of study
- Practical activities if they form part of the obligatory course of study or can be proven necessary for achieving the educational goal (section 2 paragraph 2 number 1 BeschV, employment of foreigners) and
- Studies that complement studies started abroad and studies that are started in Germany and completed abroad.

**Proper completion** of a course of study generally means you do not exceed the average duration of study at the respective university in the respective course of study by **more than three semesters**. For consecutive bachelor's/master's degree courses, you may exceed the bachelor duration of study by two semesters and the master duration of study by one semester.

Any participation in German language courses, preparatory colleges and other kinds of state-funded preparatory measures necessary for admittance to the course of study may as a general principle **not exceed two years overall. If only a language course is necessary for preparation for the course of study, this must be completed in 18 months or less.**

If you **change your specialisation** during your studies, this is deemed a **change in the purpose of your stay**. The purpose of your stay will not be changed if you change your course of study or your field of study within one course of study within the first 18 months of your studies. If you want to change your course or field of study later, this can be permitted at the discretion of the person in charge if the studies can be completed within a reasonable period of time. As a general rule, a reasonable period of time is if you can complete your studies, including the time spent on the previous course, within a total duration of stay of ten years. These rules also apply if you change between different institutions (for instance, if you first attend a university and then change to a technical university with the same specialisation).

**If you intend to change your purpose of stay (even if this is within the first 18 months of your studies), please talk to us as well as your university about this because we will have to examine whether this change can be legally permitted with regard to the law on foreigners.**

**In exceptional cases you may be allowed to continue to stay in Germany on the basis of your residence permit according to section 16 even if you take a temporary break from your studies. Since this is only possible in exceptional cases, you must clarify matters with us before you apply for a leave of absence.**

You are allowed to work as an employee for a limited period of time without applying for a working permit, but only up to a maximum of 120 working days or 240 half working days (no more than four hours per day) in total per year. During a preparatory language course, you may **only** work during the holidays.

Furthermore, you may work as a student assistant at the university or another academic /research institute without any limitation in time.

After you have successfully completed your studies, the residence permit can be extended for up to 1.5 years to give you time to look for an employment that corresponds to your degree; There are certain requirements for this which we would be happy to inform you of.

Please do not hesitate to contact us if you have any questions.

We wish you a pleasant stay in Germany and in Siegen.

The employees of the  
office for foreigners of the town of Siegen

## Attachment to the fact sheet

Today you have been granted your residence permit under the following terms:

- Valid for a preparatory language course in Siegen only. You may only work during the holidays and up to 120 days or 240 half-days per year.
- Valid for studying and internships only, specialisation: .... You may work up to 120 days or 240 half-days per year and you may work as a student assistant without any limitation in time.

You may appeal against this residence permit and its terms.

### **Instruction on your right to appeal**

You may file a COMPLAINT against this decision within one month from the day of disclosure. This must be done in writing at the Arnsberg administrative court, Jägerstraße 1, 59821 Arnsberg (postal address: Verwaltungsgericht Arnsberg, 59818 Arnsberg) or declared orally for record to the registrar of the administrative court office and must contain a specific application. You must also state facts and evidence to support your complaint, as well as the decision to be appealed in the original or as a copy.

You can also file the complaint by electronic means as specified in the ordinance for electronic legal communication with administrative courts and financial courts in North-Rhine Westphalia - ERVVO VG/FG - dated 07 November 2012 (GV NRW page 548) as amended. The electronic document must be signed with a qualified electronic signature according to section 2 number 3 of the signature act dated 16 May 2001 (Federal Law Gazette I page 876) as amended and transmitted to the electronic mailbox of the court.

The deadline for filing the complaint is only met if the administrative court receives the complaint before the deadline has expired. If an agent appointed by you fails to meet the deadline, you will be accountable for not meeting the deadline.

### **Please note:**

If you file the complaint by electronic means, you will have to adhere to special technical framework conditions which are explained at [www.egvp.de](http://www.egvp.de).