

Application Checklist

Residence Permit Service (RPS)

(applicable for students registered as inhabitants in Berlin)

To be filled out
by the applicant

Application: Residence permit for the purpose of studying (Extention)

First Name: _____ Last Name: _____
 Mobile: _____ Private e-mail: _____
 Date of birth: _____ Expiry date of visa/residence permit: _____
 Date of submission at RPS: _____

All documents must be in PDF & in colour. Documents must be in English/German with very few exceptions. Do not merge the documents into one PDF file. We do not accept Zip-files. Attach all documents in one email with maximum 20 MB & do not send incomplete application.

Send your complete application documents to : residencepermitservice.hsbe@srh.de

Documents	How and where to get them?
This Checklist	It is mandatory and attach it with your application documents
Passport (s)	Colour copies of all identity info pages with signature.
Current residence permit	Colour copies all sides.
Supplementary sheet (Zusatzblatt)	Colour copies of all sides (This can be a green folded document or a sticker in your passport)
Confirmation(s) of enrollment	For the current semester and the next semester (if available) download them from your campusnet or contact: studentservice.hsbe@srh.de . Do not submit the letter of acceptance or your learning agreement/study contract.
Tuition fee payment	For the current semester and possibly the next semester tuition fee payment(s). Please contact feemanagement.hsbe@srh.de for this document.
Study prognosis document	Contact examination.office.hsbe@srh.de to get this document signed & stamped. Template available on e-campus.
Proof of financial subsistence	Your last 6 months full bank statements with consistence income OR a notarized declaration of financial commitment by a German citizen or permanent resident + their last 6 months full bank statements + their colour passport/ID copy OR scholarship OR a notarized financial declaration from parents or spouse for the entire duration of your studies + their last 6-month full bank statements + their colour passport copy
Health insurance	Colour copies of both sides of your health insurance card OR a confirmation from your health insurance provider with a validity of least 1 year at the time of your residence permit application.
Confirmation of registration ("Anmeldung")	Address/city registration certificate ("Anmeldebestätigung"). Alternatively, you can also submit a copy of your rental contract + "Wohnungsgeberbestätigung" signed by the landlord + appointment confirmation to do the address/city registration until you have the "Anmeldung" document.

I hereby grant SRH Residence Permit Service (RPS) complete authority to manage my application documents for a residence permit. It includes permission to request or retrieve all necessary documents from other departments within SRH (Fee Management, Student Services, Examination Office, etc.). Additionally, RPS is authorized to represent me and handle my residence permit application with the Berlin State Office for Immigration (LEA Berlin).	_____ Your Signature
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