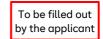


Application Checklist Residence Permit Service (RPS)



(applicable for students registered as inhabitants in Berlin)

Application: Res	idence permit for the purpose of studying (Extention)
irst Name:	Last Name:
Mobile:	Private e-mail:
Date of birth:	Expiry date of visa/residence permit:
ate of submission at RP	S:
exceptions. Do not documents i	ist be in PDF & in colour. Documents must be in English/German with very few a merge the documents into one PDF file. We do not accept Zip-files. Attach on one email with maximum 20 MB & do not send incomplete application. In plete 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 nest 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 <u>feemanagement.hsbe@srh.de</u> for this document.
Study prognosis document	Contact <u>examination.office.hsbe@srh.de</u> 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.
manage my application permission to request departments within S Office, etc.). Additional	esidence Permit Service (RPS) complete authority to on documents for a residence permit. It includes or retrieve all necessary documents from other RH (Fee Management, Student Services, Examination ally, RPS is authorized to represent me and handle my lication with the Berlin State Office for Immigration (LEA

Berlin).

Your Signature