

Residence permit to take part in a student exchange or to attend school

A temporary residence permit may be issued for school attendance or for participation in a pupil exchange.

As a rule, a temporary residence permit for school attendance is possible from the 9th class. For a pupil exchange, residence may also be enabled for lower class levels.

Attending school lessons does not entitle the student to a residence permit for this purpose.

Prerequisites

Student exchange

The temporary student exchange must have been agreed by a school exchange organisation, a non-governmental youth organisation, a German school or other public sector entity in cooperation with a school or public sector entity in the other country.

Privately or commercially organised pupil exchanges are also possible.

Type of school for a stay to attend school

The school must be either

- * a public or state-recognised school with an international orientation or
- * a school which is not or is not predominantly financed from public funds and which prepares the pupils for international qualifications, qualifications of other states or state-recognised qualifications.

For all types of school a student body consisting of pupils of various nationalities must be ensured (exceptions may be considered for so-called embassy schools).

Consent of the parents

Only if the foreign student is not yet of age

Main residence in Berlin

In-person visit

In the case of those children who have not yet reached the age of 18, the application must be submitted by a supervisor who has been authorised to do so by the parents (host parents).

Documents required

Valid passport or passport substitute

1 current biometric photo

35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background

https://www.berlin.de/labo/_assets/kraftfahrzeugwesen/foto-mustertafel.pdf

Form "Antrag auf Erteilung eines Aufenthaltstitels" (filled out)
available in German, English, French, Italian, Greek, Turkish, Serbo-Croatian,
Spanish, Portuguese and Russian

- Certificate from school
The certificate from the school must show the duration, the general conditions and any costs of the student exchange or school attendance.
- Agreement or contract for the student exchange (original)
- Proof of secure livelihood
 - * Exchange students: written declaration by the host parents that accommodation, meals and pocket money will be provided.
 - * School attendance without student exchange: blocked account at a German bank with a credit balance of 807.00 Euros for every month (e.g. 9,684.00 Euros for 12 months?school attendance) or submission of an undertaking by third parties on official notepaper or a declaration by the parents that support will be provided for the duration of the schooling (evidence of the parents?income and copies of passports are to be attached)
- Health insurance
 - * Exchange students: travel health insurance will suffice. This must be valid for the entire time of the stay.
 - * School attendance without student exchange: those persons holding statutory health insurance will have sufficient health insurance. Those students holding private health insurance must heed the nature and extent of their health insurance. (Please read the leaflet "Health insurance" for further information.)
- School reports
These are not required for exchange students.
- Written declaration of consent of the parents
 - * Minors under 18 years: A written notarized statement of the persons entitled to care must be presented.
 - * Minors under 16 years: In addition, parents must appoint a responsible adult caregiver.

Forms

- Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, English, French, Italian
https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72301-labo_agen1__antrag_engl_frz_ital_03_2017.pdf
- Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Greek, Turkish, Serbo-Croatian
https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72304-labo_agen2__antrag_griech_tuerk_sk_03_2017.pdf
- Antrag auf Erteilung eines Aufenthaltstitels (Application for Issuance of a Residence Permit) - in German, Spanish, Portuguese, Russian
https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f72307-labo_agen3__antrag_span_port_russ_03_2017.pdf
- Leaflet "Health insurance"

https://www.berlin.de/formularverzeichnis/?formular=/labo/zuwanderung/_asets/mdb-f131960-labo_4326_merkblatt_krankenversicherungsschutz_05.13__engl_.pdf

Fees

- * Adults: 100.00 euros
- * Minors: 50.00 euros
- * Exchange student: free of charge

Legal basis

- Section 16f para. 1 Aufenthaltsgesetz - AufenthG

https://www.gesetze-im-internet.de/englisch_aufenthg/englisch_aufenthg.html#p0346

Average time to process request

Around 5-6 weeks

A personal visit four to six weeks before the existing temporary residence permit expires is best. If possible you should book an appointment for this.

Responsible authority

This service can only be taken advantage of in the Berlin Immigration Office (Landesamt für Einwanderung - LEA) at Keplerstrasse.

Information on this location

LEA, Zum Business Immigration Service (BIS)

Address

Fasanenstraße 85
10623 Berlin

Mailing address

Friedrich-Krause-Ufer 24
13353 Berlin

Current information on this location

In collaboration with IHK Berlin and Berlin Partner, our Business Immigration Service (BIS) offers Berlin businesses an outstanding relocation service for foreign professionals and executives.

Through the BIS, Berlin businesses, foreign investors and start-ups, managers, highly skilled professionals and their families can quickly and easily clarify any residency issues and can be put in touch directly with the person responsible for dealing with them.

Please note:

The service is only available to registered customers and after arranging an appointment with us. Therefore we are unfortunately not able to help walk-in customers without an appointment. You can find more information about the service of the Business Immigration Service on our website.

Barrier-free access

This facility is wheelchair accessible.

Handicapped parking space available.

A wheelchair-accessible elevator is available.

A wheelchair-accessible WC is available.

Public transportation

S-Bahn S5, S7, S75 (Zoologischer Garten)

U-Bahn U 2 and U 9 (Zoologischer Garten)

Bus M45, M46, M49, X9, X10, X34, 100, 109, 110, 200, 204, 245, 249

Bahn RE1, RE2, RE7, RB14, RB21, RB22 (Zoologischer Garten)

Contact

Telephone: (030) 90269-5900

Fax: (030) 9028-3468

Internet:

<https://www.berlin.de/einwanderung/service/business-immigration-service/>

E-mail:

<https://www.berlin.de/einwanderung/service/business-immigration-service/online-formulare-des-bis/>

Payment methods

Payment cannot be made at this location.

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