



Visa Information

Foreign students wishing to enter the Federal Republic of Germany require a residence permit visa for educational purposes or student visa (*Aufenthaltserlaubnis in der Form des Sichtvermerks*) issued by a diplomatic representation of the Federal Republic of Germany (embassy or consulate) in the student's country of origin and entered into the passport. This regulation does not apply to study applicants and students from EU countries or from countries with which Germany has agreed different regulations. Currently these are: Australia, Brazil, Honduras, Iceland, Japan, Canada, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland and the USA. Non-EU students must obtain a residence permit from the local authorities in Germany if he/she is staying longer than 3 months.

Prospective students should inquire in detail at an early stage about the visa requirements.

Please note that it may take up more than 2 months to get the visa in your home country.

Students are warned against entering Germany with a tourist visa. A tourist visa cannot be retrospectively converted into a visa or residence permit for educational purposes.

The following documents are usually required when applying for a visa:

- a valid passport
- proof of health insurance cover (stating beginning, end and the coverage of the insurance)
- **proof of sufficient funds (minimum 720 € per month) – see below**
- notification of admission/ letter of acceptance from the German university
- one passport photograph (note the new regulations further below)
- application documents (registration form)
- application form for residence permit
- attestation of the landlord (tenancy agreement)

For exchange students (visiting for 1 semester only): Since December 2016, visas are generally issued for students with a validity period of six instead of three months. If the student is staying a longer period then the visa must be converted into a residence permit at the foreign office.

For degree seeking students the visa is normally issued for three months only and must be converted into a residence permit at the foreign office after arrival in Flensburg.

The fee for the residence permit is waived for nationals from an EU member country.

Students from other countries may also be exempted from the fee if they receive a grant from public funds.

All students including EU students need a resident permit once you arrive in Germany.

Proof of Sufficient Funds

New regulations require of all international students, EXCEPT EU CITIZENS, proof of sufficient funds to the sum of 720 € per month. This can be supplied in one of these forms:

1. A grant/stipend letter of confirmation
2. A formal obligation letter of the person who finances your studies, a so- called **“Verpflichtungserklärung”**, which can be obtained from the German embassies.

3. A blocked bank account with at least 720 €/ per month for a single person, or
4. A bank guarantee for 720 € per month (single person) for at least 12 months

New passport regulations: Make sure that the facial expression is neutral with the mouth closed. The person in the photo must be looking directly at the camera. The eyes must be open and clearly visible and must not be covered by hair or eyeglass frames. The background must be one colour and bright (ideally a neutral grey colour) and in a contrasting colour to the face and hair. The picture should have the size: 35*45 mm.

Scholarships

The DAAD (German Academic Exchange Service) gives an overview of various [funding opportunities](#) for students, graduate students and researchers. Please note that some of those scholarships have to be applied for from your home countries. In the [DAAD database](#) you can search for subject field and status and find out about possible funding programs or scholarships.

Europa-Universität Flensburg cannot offer any scholarships for study.

Jobs

A part-time job may be helpful towards financing studies in Flensburg. However, you will not be able to finance yourself entirely by working part-time while studying and it is not easy finding a part-time job in Flensburg as the job market for students is very competitive. Most importantly, experience shows that employers require you to have good German language skills before considering your job application.

Here you can find an overview of the [legal regulations](#) when looking for a part-time job in Germany.

Students from the European Union (EU) or European Economic Area (EEA) have free access to the German job market and are practically equivalent to German students. International students from other countries can work a total of 120 full or 240 half days per year. If you want to work more, you need a permit from the "Agentur für Arbeit" (Federal Employment Agency) and the foreigners' authority.

To find job offers there are the following possibilities:

- The career service of the Campus Flensburg, CampusCareer, has a list of job offers and internships for students in Germany and Denmark: campuscareer.de. The homepage of the *Asta* (general students committee) provides you with links to various [job offers](#). It also has a notice board in the university main building (HG, ground floor) where current student jobs are posted.
- Many students work part-time in cafés and restaurants, as hosts at trade fairs, as bicycle couriers, office assistants, cleaners or babysitters. Offers for this kind of job can be found in the small ads of regional or local newspapers (e.g. Flensburger Tageblatt, Moin Moin), they may also be advertised on the premises of the various employees.
- Some jobs are advertised online with the [Agentur für Arbeit](#).