

# Visa and Residence Permit Infosession



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TUM Center for Study and Teaching

Student Advising and Information

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# Important information before we start the presentation



Please pay attention to the presentation first.

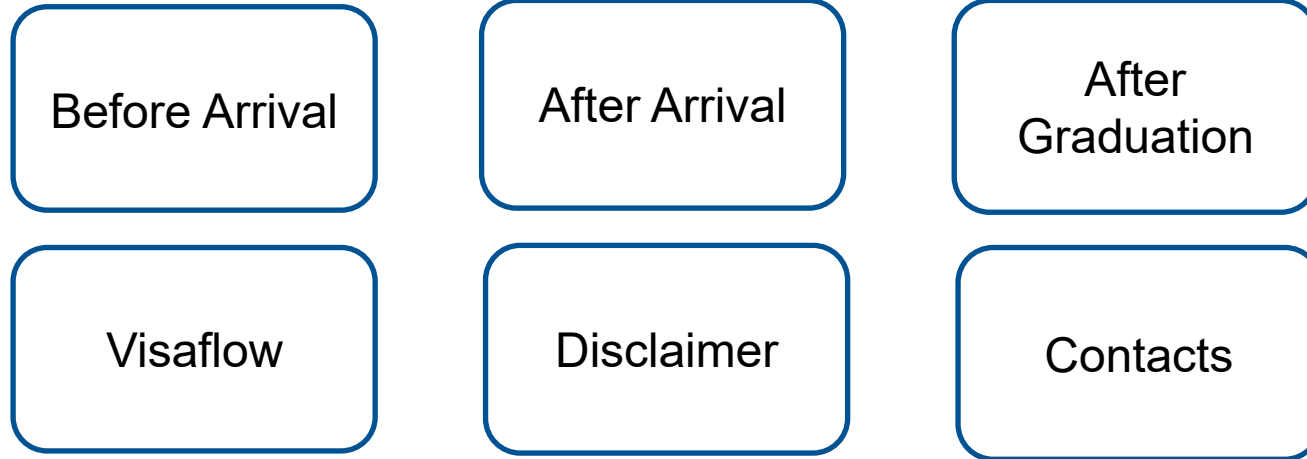


There will be time for questions after the presentation. Please use the Q&A tool.



Please do not include your personal information.

# Content



# Before arrival



Please check the [visa navigator](#) if you need a visa.

You can also find here an [Overview of visa requirements/exemptions for entry into the Federal Republic of Germany](#).



A student visa is typically issued for a period of **3 to 12 months**. After arriving in Germany, you will need to apply for a residence permit.

## Visa-free countries (e.g., Australia, Brazil, USA):



Technically, you can stay in Germany up to 90 days without a visa; however, it is recommended to apply for a student visa in your home country.

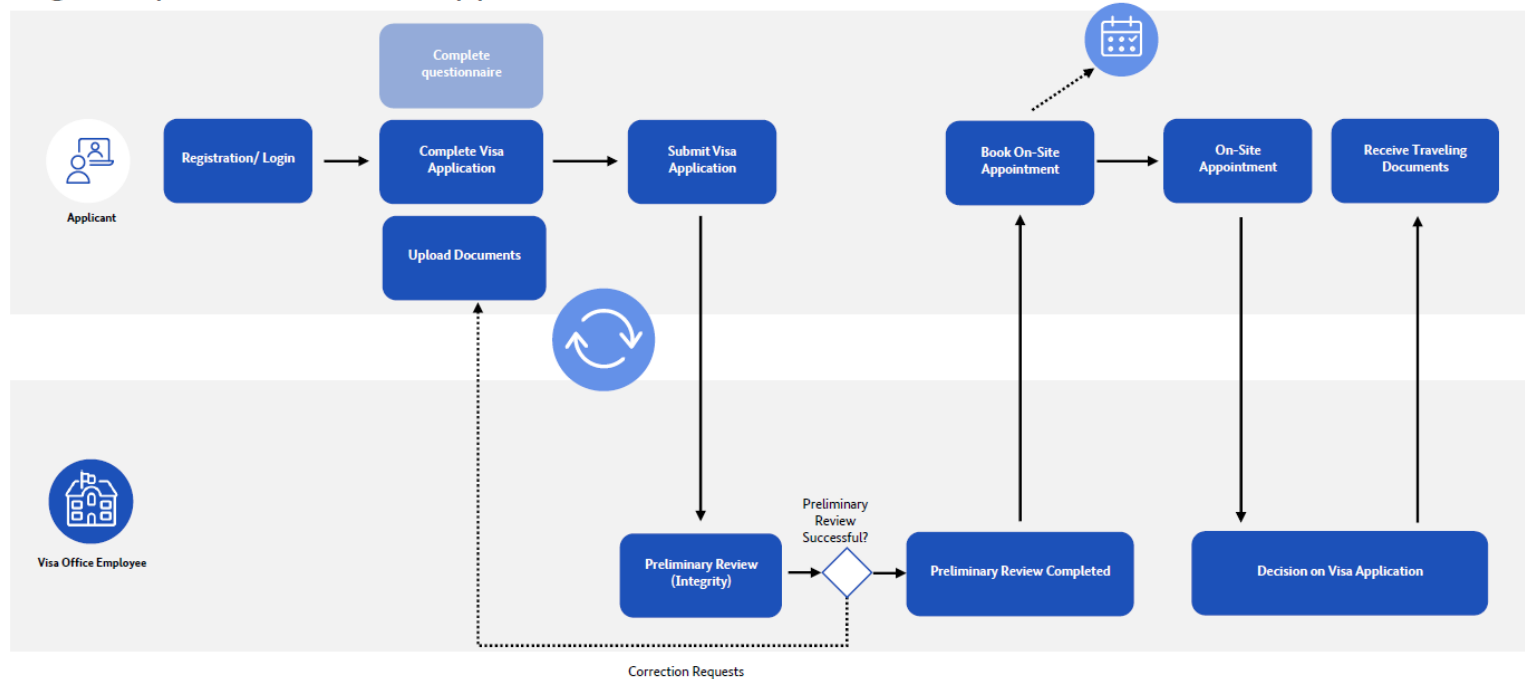


**Reason:** After your arrival in Germany, you will need to apply for a residence permit, which can take **several months** to process. If you leave Germany before your residence permit is processed, you can not re-enter after the 90 days.

# Homepage - Consular Services Portal

## How does the Application Process work?

Digital up to the on-site-appointment



# How to apply for a visa online?

1. Log in / create a user account in the [Consular Service Portal](#)

2. Fill out the application form and submit all required documents. The Consular Services Portal will guide you through the process step by step.

3. Documents will be pre-checked and you will receive feedbacks

4. Submit corrections if necessary

# How to apply for a visa online?

5. After the preliminary review is completed, you will receive a link to book an appointment

6. Go to the appointment, present the requested original documents, provide your biometric data, and pay the fee

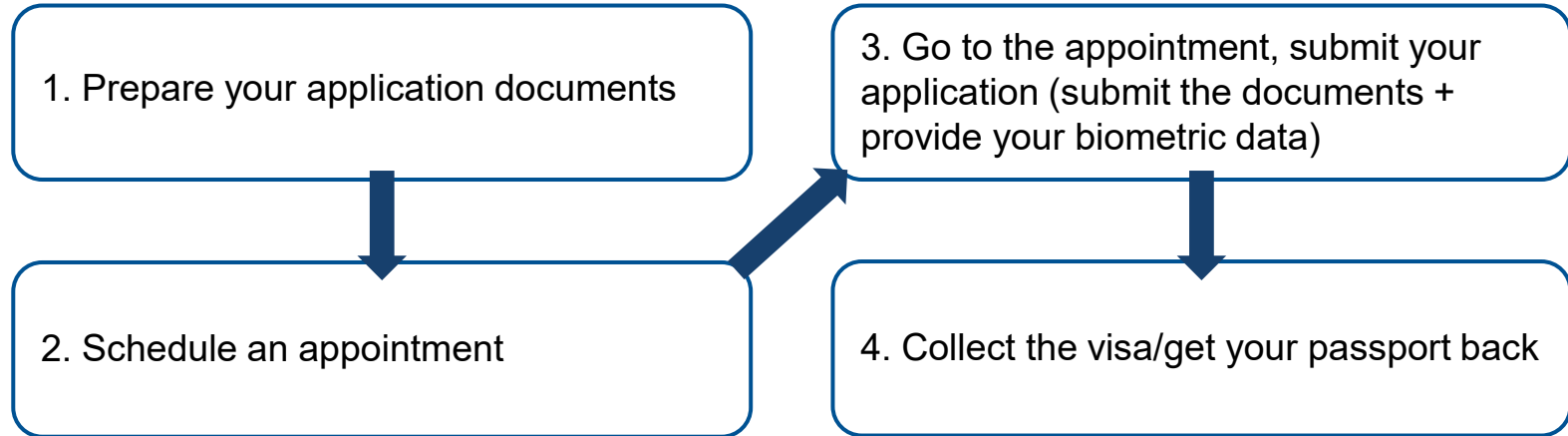
7. Track the status of your application in the portal

8. After the visa is issued, collect the passport or receive it per post

## Important information

For ***technical reasons***, some mandatory documents (e.g., degree certificates, transcripts, payment confirmations, proof of health insurance) are marked as “optional” documents on the Consular Service Portal. Please check the relevant embassy's website and ensure you upload all required documents.

# How to apply for a visa offline?



For detailed information, such as how to book an appointment and the document list, please check the website of the relevant German embassy.

# Documents required for the visa application

1. **Reference person:**  
the respective  
departmental student  
advisor at TUM



2. The **admission letter**  
from TUM states that the  
language requirements  
have been met.  
Additional confirmation is  
therefore **NOT**  
necessary.



3. **Tuition fees:** TUM can  
only issue a payment  
confirmation for one  
semester. Please transfer  
the tuition fees for the  
second semester into  
your blocked account.

# Documents required for the visa application

4. **Blocked account:** The amount of money is determined by the Federal Foreign Office. A blocked account can be opened from abroad. Private providers may charge fees.

More information regarding the blocked account can be found [here](#).



5. **Health insurance:** Statutory health insurance is only valid after the start of the semester. If you wish to enter Germany before the semester starts, you will need private or travel insurance.

Information regarding insurance type can usually be found on the website of the respective German embassy.



6. Other documents required by the respective embassy

# TUM documents for visa application

In TUMonline (PDF Download):

**1. Confirmation of registration**

(“submission of application” section in your application)

**2. Admission letter**

(“admission” section of your application)

**3. Enrollment certificate**

(will be available in TUMonline after enrollment, under “Documents”)

**4. Payment proof**

(will be available in TUMonline after enrollment, under “Documents”)

If the embassy requests confirmation of tuition fees:

- 1. “Fee structure” (total costs) certificate**
- 2. Confirmation of payment of tuition fees**

Please send an email to

[beitragsmanagement@tum.de](mailto:beitragsmanagement@tum.de) (only if the embassy requires such documents)

# Frequently Asked Questions (FAQ)

# What to do if I (anticipate to) receive my admission late?

Before receiving admission, apply for **a student applicant visa**. You can download the “Confirmation of registration” for this purpose in TUMonline after your application has been sent. Instructions can be found [here](#).

## ***Is there a workaround?***

Apply for a Schengen visa to attend the interview or test. Afterwards, you need to return to your home country and apply for a student visa (you **MUST** leave Germany!).

**Tip:** Please research the processing time for a student applicant visa. If it takes too long and your aptitude test is in 3 weeks, it might make more sense to apply for a Schengen visa. A Schengen visa is **NOT** sufficient for studying in Germany; you need a valid student visa.

## What to do if I received a visa for another university and want to study at TUM?



In most cases, your visa will specify your degree program, university, and city. If you enter Germany with the “wrong” purpose, it can lead to unexpected problems at the airport. Therefore, it is recommended to contact the embassy and request a change in purpose if necessary.



**Important:** Please check the purpose of your visa and have it changed if necessary

# What to do if I receive my visa late?

**Definition of “late”:** If you receive your visa after the semester starts (01 April & 01 October).

Contact the **departmental student advisor** to ask whether it is ok to arrive later. They can issue a „late arrival letter“ if the German embassy requires one.

**Postpone the start of your studies:** Defer admission and reapply in the next application period.

# After arrival

**1. Register your place of residence (the law stipulates a period of 14 days)**

How to find your local registration office: Enter “*Wohnsitzanmeldung*” + *your place of residence* in Google

A “**Confirmation of residence (Wohnungsgeberbestätigung)**” from your landlord/hotel/hostel is required. The landlord must provide this document.

**2. Apply for a residence permit at the respective immigration office**

To find the immigration office responsible for your application: [BAMF-NAVI – Authorities](#)

**Important:** Apply for your residence permit as soon as possible. Do not wait until your visa is about to expire.

# What happens after submitting the application?

**Processing time:** varies depending on the immigration office  
KVR Munich: officially up to 10 months, in reality about 1 year

**Fictitious effect (“Fiktionswirkung”):** As long as you applied for a residence permit before your current visa/residence permit expires, your stay in Germany remains legal until a decision has been made on your application.

## **What to do if I need to leave Germany during this time?**

A temporary residence permit (“**Fiktionsbescheinigung**”): *different for privileged countries*

Regarding how to obtain it, please consult the immigration office directly.

# Kreisverwaltungsreferat „KVR“ Munich:

Responsible for students living and registered in Munich

Apply for your residence permit **shortly after arrival**



Apply for an extension **1 year** before your current permit expires

***What to do if you need a valid document before receiving your residence permit?***

Call +49 89 233-96010 to book an emergency appointment, attend the appointment with proof about the emergency, and obtain a temporary residence permit (“**Fiktionsbescheinigung**”).

**Important:** TUM can not help arrange an emergency appointment for you!

# TUM documents for residence permit application

In TUMonline (PDF Download):

**1. Enrollment certificate**

(“Immatrikulationsbescheinigung”, under “Documents”)

**2. Enrollment record**

(“Studienverlaufsbescheinigung”, under “Documents”)

**3. Transcript of records**

(“Leistungsnachweis”, under “Transcripts”)

**4. Disenrollment certificate**

(“Exmatrikulationsbescheinigung”, only available when you are not enrolled in any degree program at TUM, under “Documents”)

From the respective departmental student advisor:

**1. Confirmation of the expected duration of studies**

**2. Confirmation of academic achievement / active study**

# Frequently Asked Questions (FAQ)

# What to do if I am disenrolled?

Check your “**Zusatzblatt**” if your residence permit is tied to your enrollment.

If yes, think ahead about what you could do next—maybe start another degree program or get a job. **Important:** You need to submit your application for a new residence permit **before** you're officially disenrolled.

If not, you need to inform the responsible immigration office, and they will decide whether to keep, change, or revoke your residence permit

If you need help with orientation regarding your studies, please contact our [general student advisors](#). For more information regarding residence permit, working and living in Germany, you can refer to [Make it in Germany](#).

# What to do if I want to change my degree program?

***For students living in Munich and KVR is the responsible immigration office:*** A change in the first 3 semesters is usually possible. Starting from your 4th semester, you need approval from the immigration office before you can enroll in a new degree program.

***For students living and registered in other cities and communities,*** please contact your responsible immigration office directly.

***Important:*** You always need to inform the immigration office when you change the degree program

# What to do if I want to transfer to TUM?

1. **TUM and the previous university are in the same city** → inform the immigration office about the change (or apply for approval beforehand) or apply for a new residence permit if you need to.

2. **TUM and the previous university are not in the same city** → re-register your residence, then inform the responsible immigration office in the new city about the change (or apply for approval beforehand), or apply for a new residence permit if you need to.

Be sure to contact the responsible immigration office in the new city to inquire about relocating **in advance**.

**Important:** You must always inform the immigration office when you change universities.

# Am I allowed to work during studies?

In general: **140 full days or 280 half days** per calendar year without separate permission

Working as a student assistant (Hiwi) or doing a mandatory internship does **NOT** count towards the 140 allowed working days.

**Important:** Please read the “**Zusatzblatt**”. It contains information regarding working during studies, and sometimes it may also contain information that differs from the general regulations.

More information regarding working as a student can be found [here](#).

## How to find the contact details of the respective departmental student advisor?



Go to our [database](#).



Search your degree program.



The contact details (e-mail and/or phone number) of the departmental student advisor are listed on the description page of the degree program. You can find them in the right column under “***Departmental Student Advising***”.

# After graduation



## ***What are the options?***

With a contract: [EU Blue Card](#), [Residence permit - skilled workers with academic training](#)

Without a contract: [job-seeking residence permit](#)



## ***No final graduation documents yet?***

You can still apply using the ***preliminary graduation certificate***. It is available in TUMonline under “***Student Dossier***”, once the Graduation Office has started issuing your final documents.

# After graduation



In order to apply for an EU Blue Card, you need to meet the **minimum salary requirement**. The salary threshold is lower for fresh graduates and bottleneck occupations.



**Not meeting the requirements for an EU Blue Card?** -> Skilled worker residence permit



A job-seeking residence permit gives you up to **18 months** to find a job. When those 18 months start depends on the immigration office. Some count from the day you finish your last exam, others from the day you apply for the permit.

# Visaflow

Visaflow is a tool that can help you plan your visa and residence permit application

It is free of charge for TUM students; just use the code „TUM25“.

Visaflow is a **third-party** provider and not part of TUM. For technical issues or questions regarding the content, please contact Visaflow directly.

# Disclaimer / Do's and Dont's

## *TUM cannot:*

1. Arrange an appointment at the embassy or the immigration office
2. Issue a letter of support so that your application can be processed faster
3. Apply pressure so that your application will be prioritized
4. Influence the application process directly

## *TUM can help you with:*

In complex cases, TUM may request information from the responsible authority. Even in such cases, we can **only** request information and cannot influence the application process.

Please write an email to [studium@tum.de](mailto:studium@tum.de) and write “**Visum und Aufenthalt**” in the subject line, and state your matriculation number

# Contacts

- [Student Information](#)
  - [studium@tum.de](mailto:studium@tum.de) (preferred way to contact for visa-related questions)
  - +49 89 289 22245 (general inquiries only)
  - [Online Open Hours](#) (general inquiries only, registration required)

- [General student advisors](#) (need help with orientation)

- Departmental student advisors (inquiries related to the degree programs): see slide 27

Question Time



Thank You for Your  
Attention

