

**VISA AND IMMIGRATION REGULATIONS  
FOR STUDYING IN GERMANY**

**VISA COUNTRIES**

(as of March 2015)

**Table of Contents**

1. Timing .....	1
2. Who Needs to Apply for a Visa? .....	2
3. Terminology: Visa vs. Residence Permit .....	4
4. The different steps of the visa application process .....	4
5. How Long am I Allowed to Stay in Germany?.....	5
6. Information on Proof of Health Insurance .....	6
7. Information on Proof of Financial Support .....	7
➤ Verpflichtungserklärung (eng. = formal obligation).....	7
➤ A blocked German bank account.....	8
➤ A scholarship certificate: .....	9
8. Residence Permit application: Documents.....	9
9. Annexes .....	10

**1. Timing**

**International students are required to investigate in advance whether they need a visa to study in Germany or not!** Please contact the nearest German embassy or consulate in your home country in this matter! Also, EBS International Programmes Team can offer general advice.

If a visa is required, you should calculate **6 to 10 weeks** time to receive a visa. Also, at some embassies you have to wait for a very long time to get an appointment.

**Thus, please start the visa application process directly after receiving your letter of acceptance from EBS!**

Especially students from the following countries should expect **long waiting times** to get an appointment and a **time-consuming visa application** process in general: **China, Russia, Iran, Lebanon, Egypt**



**You need to apply for a national visa (also called student's visa or D-visa). It's NOT an option to apply for a Schengen visa (C-visa).**



**If you apply for your visa too late, EBS has NO possibility to speed up the visa process on your behalf.** You need to make sure to get your in visa in time to be able to participate in the mandatory induction days at the beginning of the semester.

## 2. Who Needs to Apply for a Visa?

The German immigration law categorizes all visitors into 3 categories, depending on county of origin. They are as follows:

### **A) VISA-WAIVER COUNTRIES:**



**Exchange Students from Visa-Waiver countries (USA, CANADA, AUSTRALIA, NEW ZEALAND, JAPAN, REPUBLIC OF KOREA and BRAZIL) have 2 options:**

**OPTION 1:** You can enter Germany without a visa but with a valid passport. This way you are allowed to stay for 90 days.

After arrival:

- 1) REGISTER your ADDRESS in Germany at the local authorities (Bürgerbüro) and
- 2) APPLY for a German RESIDENCE PERMIT at the responsible immigration office which enables you to stay for more than 90 days in Germany/Schengen Area. We will help you with the application during the Orientation Days.
- 3) Make sure to leave the Schengen Area before your residence permit expires

**OPTION 2:** (not possible for Bachelor Dual Degree students): You can try to apply for a VISA before entering Germany which is valid for your ENTIRE stay at EBS/Germany/Schengen Area

- 1) Try to apply for a visa valid for your entire stay (1 or 2 semesters) at EBS/Germany/Schengen Area. Make sure that ALL your visa documents cover the period you are applying for. Also, please enquire with the responsible embassy in this matter.
- 2) REGISTER your ADDRESS after your arrival in Germany at the local authorities (Bürgerbüro)
- 3) Make sure to leave the Schengen Area before your entire semester's/full year's visa expires

### **B) VISA-WAIVER only for TOURISTS:**



Citizens of SINGAPORE, HONG KONG, MALAYSIA, TAIWAN, ARGENTINA, CHILE, COSTA RICA, ECUADOR, GUATEMALA, MEXICO, TAIWAN and URUGUAY are allowed to enter Germany without a visa. But this only allows them to stay for 90 days maximum. After this period they MUST leave the country.

Exchange students of course need to stay longer than 90 days. This is only possible if you apply for a D-visa BEFORE entering Germany.

You can apply for OPTION 1 or OPTION 2:

#### **OPTION 1:**

- 1) Apply for a usual D-visa before coming to Germany. A usual D-visa is valid for 90 days.
- 2) After arrival, REGISTER your ADDRESS in Germany at the local authorities (Bürgerbüro) and
- 3) APPLY for a German RESIDENCE PERMIT at the responsible immigration office which enables you to stay for more than 90 days in Germany/Schengen Area. We will help you with the application during the orientation days.
- 4) Make sure to leave the Schengen Area before your residence permit expires.

**OPTION 2** (not possible for Bachelor Dual Degree students):

- 1) Try to apply for a D-visa valid for your ENTIRE stay at EBS/Germany/Schengen Area. Make sure that ALL your visa documents cover the period you are applying for. Also, please enquire with the responsible embassy in this matter.
- 2) Register your address after your arrival in Germany at the local authorities (Bürgerbüro)
- 3) Make sure to leave the Schengen Area before your entire semester's/full year's visa expires



**ATTENTION:** Chinese holders of a British National Passport (overseas) also need to apply for a visa. They are only allowed to enter Germany without a Visa if they stay for up to 90 days as a tourist. As you would like to study in Germany and stay longer than 90 days, you definitely need a student's visa!

**C) UNCONDITIONAL VISA REQUIREMENTS:**



Citizens of **RUSSIA, BANGLADESH, CHINA, EGYPT, INDIA, INDONESIA, KAZAKHSTAN, LEBANON, MOROCCO**, the **PHILIPPINES, SOUTH AFRICA, PERU, IRAN, TURKEY** or **THAILAND** ALWAYS need a visa to enter Germany! The visa is usually valid for 90 days but you can try to apply for a visa which is valid for your ENTIRE stay at EBS/in Germany/Schengen Area.

**OPTION 1:**

- 1) Apply for a usual D-visa before coming to Germany. A usual D-visa is valid for 90 days.
- 2) After arrival, REGISTER your ADDRESS in Germany at the local authorities (Bürgerbüro) and
- 3) APPLY for a German RESIDENCE PERMIT at the responsible immigration office which enables you to stay for more than 90 days in Germany/Schengen Area. We will help you with the application during the orientation days
- 4) Make sure to leave the Schengen Area before your residence permit expires

**OPTION 2** (not possible for Bachelor Dual Degree students):

- 1) Try to apply for a D-visa valid for your ENTIRE stay at EBS/Germany/Schengen Area. Make sure that ALL your visa documents cover the period you are applying for. Also, please enquire with the responsible embassy in this matter.
- 2) Register your address after your arrival in Germany at the local authorities (Bürgerbüro)
- 3) Make sure to leave the Schengen Area before your entire semester's/full year's visa expires

**Are you a non-EU citizen already studying in another Schengen State?**

- If so and if you have a VALID permit of another Schengen State, you *usually* do NOT need to apply for a visa to enter Germany. However, you MUST apply for the German residence permit directly AFTER arrival. E.g. a Chinese citizen pursuing a Bachelor Degree in Sweden usually does NOT need to apply for a visa to enter Germany as a STUDENT. **BUT:** You need to make sure that your residence permit from the Schengen country you are currently studying in is still valid when coming to Germany! For further information please contact the EBS International Programmes Office or the authorities.

**APS procedure for CHINESE applicants:**

All **Chinese** applicants residing in China (except applicants from HongKong and Macao) need to go through the **APS procedure**:

- All **Chinese degree-seeking** students (also **Master and Bachelor Dual Degree** students) need to **apply for the APS-China-procedure and pass a special APS interview or "TestAS"**.
- **If you are a Chinese exchange student, you need to go through the APS A-procedure. Please** contact your home university coordinator and ask for more information or check the APS homepage: <https://www.aps.org.cn/web/zh/verfahren-und-services-deutschland>

### 3. Terminology: Visa vs. Residence Permit.

Both terms often cause confusion among applicants: they are very closely related but not the same thing. Here is the difference:

**VISA:** A (national) visa is your permission to ENTER Germany. You have to apply for a visa at the nearest German embassy or consulate in your HOME COUNTRY or country of residence. A visa is *normally* only valid for a maximum of 90 days.

You may try to receive a visa for your entire semester at EBS. The responsible embassy may grant this application, but it also may happen you will receive a 90 days visa. Please enquire with your embassy in this matter.

Some countries (see above) have special agreements with Germany to waive the visa requirement. However, if you don't apply/get a visa for your entire stay in Germany/Schengen States, you will still need to apply for a residence permit when in Germany.

Please contact your local German embassy or consulate to enquire

- IF you need a visa;
- And HOW to apply for it.

**RESIDENCE PERMIT:** As the visa *usually* gives you only permission to enter Germany and stay for 90 days every NON-EU-national needs a German residence permit to study/extend his/her right to stay in Germany for an entire semester. Students apply for the residence permit AFTER ENTERING Germany. EBS International Programmes Office will assist you in this procedure during the orientation days at EBS.

Students who were successful in applying for a visa for their entire stay in Germany (as mentioned above) are exempt from applying for a residence permit.


### 4. The different steps of the visa application process

Apply for your visa at the nearest German embassy/consulate in your home country (or country of residence). Contact the embassy/consulate for all necessary details on the application process.


#### **STEP 1 + 2:**

**Make an appointment** at the nearest embassy/consulate and **prepare all your visa documents**.

Each embassy/consulate around the world has its own procedures for applying for a visa. Thus, please enquire directly at the embassy/consulate for the first steps and which documents they require.

 In the past we have noticed, that some embassies have different ways of checking the visa documents. **The local immigration office in Germany, however, has the final say** in granting or rejecting your application! The following documents **MUST BE SUBMITTED** (even if the embassy does not want them initially) so that the immigration office in Germany can approve your application:

1. EBS **letter of acceptance** (in German; sample see Annex I)
2. **Housing Letter** that EBS will assist you in your **search for accommodation** (in German; sample see Annex II)
3. Proof of sufficient **health insurance** in Germany (see ch. 6 for details; sample see annex III),
4. Proof of **financial support**. (see ch. 7 for details; sample in annex IV)


 No matter what the embassy/consulate in your home country tells you, the **proof of health insurance** and the **proof of financial support** **MUST fulfil the requirements of the responsible immigration office** in Germany. Please carefully read the info below about these two documents.

If any of these documents are missing/unacceptable for the immigration office, they will ask you to supply more/different documents. This will slow down your application considerably!

**STEP 3:**

Hand in your application documents. The embassy/consulate will send the entire package to the responsible immigration office in Germany. The sending of the documents takes minimum of 1-3 weeks.

The immigration office is in charge of accepting or rejecting your application.

 Make sure the embassy sends your visa application to the correct Immigration Office in **Rheingau-Taunus-Kreis**! Even though parts of the EBS administration are situated in WIESBADEN, you will study in Oestrich-Winkel. Therefore, the responsible Immigration Office is this one:

**Rheingau-Taunus-Kreis**  
**Ausländerbehörde**  
**Heimbacher Str. 7**  
**65307 Bad Schwalbach**  
**Phone: 06124-510-0**  
**Fax: 06124-510-585**

If your visa application is sent to Wiesbaden instead, it has to be forwarded to the responsible office in Rheingau-Taunus-Kreis before it can be processed. This will slow down your application for a minimum of 2 weeks!

If the immigration office has no reason to reject your application, they will stay silent for 3 weeks and 2 days (so called "Verschweigefrist"). If the embassy receives NO feedback after 3 weeks and 2 days it is a sign for them to issue the visa.

**If your application is incomplete**, the countdown is stopped until you supply the missing documents. This severely slows down your visa process.

 **EBS has NO possibilities to speed up your visa process. It's your responsibility to apply in time.**

EBS can assist you with advice, trouble shooting or submitting missing documents directly to the immigration office, but it is impossible for us to speed up the proceedings of the immigration office! It is the student's responsibility to start the application process in time and submit complete applications.

**STEP 4:**

After the immigration office approves your visa application, the embassy will notify you when and where you may pick up the visa.

## 5. How Long am I Allowed to Stay in Germany?

Officially, **Spring Terms** run from 01 January – 31 July each year. Courses run from early January – mid-May. In Spring Terms you can apply for an entire semester's visa/German residence permit up to the end of July IF ALL your documents (health insurance, financial documents, etc.) cover you until the end July.

**Fall Terms** run from 01 August – 31 December each year. Courses run from mid/end of August – mid/end of December. In Fall Terms you can apply for an entire semester's visa/German residence permit up to the end of December IF ALL your documents (health insurance, financial documents, etc.) cover you until the end of December.

If you are staying for more than 1 semester you have to apply for a German residence permit valid for at least one year and make sure all files are valid accordingly.

## 6. Information on Proof of Health Insurance

By law, all students MUST have sufficient health cover for their stay in Germany to become registered as a student at a German university and/or to apply for a student visa.


Thus, **non-EU-students** should be careful in selecting a health insurance plan as it has to satisfy the very **strict requirements** of the university AND the immigration office (for visa/residence permit application).

**We strongly recommend purchasing full German student health coverage** for your stay at EBS. All public German Insurance providers offer the same, comprehensive services for the same price (ca. 80 EUR per month). It's not possible to apply for a public plan if you are 30+ years old at the favourable student rate.

Barmer for example offers a very convenient email application service:

- You can contact Mr. Oliver Weick at Barmer Insurance: [oliver.weick@barmer-gek.de](mailto:oliver.weick@barmer-gek.de) or +49-(0)611-3571-51-6001

Other public insurance providers in our area are for example AOK ([www.aok.de](http://www.aok.de)) or DAK ([www.dak.de](http://www.dak.de)).

 **ATTENTION:** From Spring term 2014 it is mandatory for all NON-EU students who are studying at EBS for more than one semester to submit a public German insurance plan (except you can provide a European Health Insurance Card or a 30+ years old)


If you are only studying at EBS for one semester and don't want to get full German health coverage, please take note of the following matters:

- Other plans may be cheaper but they provide less comprehensive coverage and mostly you have to pay all treatments in advance before being able to reclaim some of the costs!
- After arrival you need to get your insurance plan validated with a public insurance provider: they have to confirm that your coverage equals their comprehensive plans!
- **the immigration office that decides over your visa and residence application is extremely STRICT which plans they accept! Most international plans are NOT sufficient for them!** If a student hands in a plan not accepted by the immigration office, it will be rejected and the visa application will be halted. This may cause several weeks delay in the visa process and result in a student not being able to arrive in time for semester start.

If you decide to reject full student health coverage plans, we strongly recommend one of the following plans as they are acceptable for the immigration office and validation:

- **HanseMerkur/UNION:** <https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>
- **Caremed:** [www.caremed-travelinsurance.com](http://www.caremed-travelinsurance.com)

**Please keep in mind:** *You need to validate your private plan after arrival at a local German insurance company. They need to verify that your private plan equals the German requirements. The "validation letter" needs to be given to EBS by a communicated deadline.*

 Travel insurances (= only emergency treatments) are IMMEDIATELY REJECTED BY THE IMMIGRATION OFFICE! Also, they only accept insurance documents issued in EITHER GERMAN OR ENGLISH! **The insurance document must clearly state the insured student's name, exact dates of coverage and validity in Germany.**

## 7. Information on Proof of Financial Support

Until July 2016 you have to prove that you have at least 659 EUR for every month of your stay in Germany. **From August 2016** you need to prove that you have at least 720 EUR for every month of your stay. This means:

- If you apply for the period of 5 month (minimum) you need to prove  $5 \cdot 659 \text{ EUR} = 3295 \text{ EUR}$ .
- If you want to apply for the period of one year, you need to prove  $6 \cdot 659 \text{ EUR} + 6 \cdot 720 \text{ EUR} = 8724 \text{ EUR}$

The embassy counts from the date of your arrival in Germany!

- Example: For the Spring Term you arrive on 25 December and want to stay until 30 May in the following year. You will have to prove funds for the entire months of December – May (=  $6 \cdot 659 \text{ EUR} = 3954 \text{ EUR}$ )!

The local immigration office is very strict and **accepts only THREE kinds of financial proofs** (and nothing else!) for your visa and residence permit application:

- A "Verpflichtungserklärung" (eng. = formal obligation) issued by a German embassy/consulate abroad (not possible for some citizens, e.g from the US and Brazil)
- A blocked German bank account or
- A scholarship certificate.

All of these documents need to fulfil special requirements or they will be rejected by the immigration office! Please find them listed here:

### a) Verpflichtungserklärung (eng. = formal obligation)

**This is the fastest and most convenient option for VISA application purposes! We highly recommend getting one (if possible)!**

A "formal obligation" is an official document that only a German embassy or consulate abroad can issue. In the presence of an embassy official your parents/sponsors declare that they are willing and able to support you financially with at least 659 EUR (720 EUR from fall 2016) per month during your studies in Germany. To prove this, they have to bring e.g. bank statements, statement by employer about monthly income, etc.

The formal obligation is signed by the financial sponsor and verified by the embassy/consulate.

The procedures to receive a formal obligation vary according to the responsible embassy/consulate. Please contact them directly to enquire!

You can find a sample of a formal obligation in ANNEX IV. Your formal obligation has to be the same.

Attention: in the past some Embassies have rejected to issue formal obligations e.g. Brazil, USA. Actually they have the duty to issue formal obligations, so please show them the sample of the formal obligation (ANNEX IV) and point out that the responsible immigration office is definitely accepting this document. If they should still refuse to do so, please ask them to get in contact with the local immigration office in Bad Schwalbach to get their acceptance confirmation:

Rheingau-Taunus-Kreis  
Ausländerbehörde  
Heimbacher Str. 7  
65307 Bad Schwalbach  
Telefon: 06124-510-0  
Telefax: 06124-510-585

If it's still not working out with the formal obligation please apply for a blocked bank account.

## b) Blocked German Bank Account

### ***What is a blocked account?***

A special type of German bank account. Regardless of how much money you deposit in the account, it only gives you access to a previously agreed amount of money per month. This monthly amount has to be at least **659 EUR** per month. From Fall 2016 it will be 720 EUR per month.

The block can only be cancelled with written permission of the responsible immigration authority.

### ***Is a bank account at my home bank acceptable?***

NO. Only German bank accounts can be considered.

### ***Can I also open a regular German bank account instead?***

NO, only blocked accounts will be accepted. The authorities want to make sure that you do not spend all your money in the first week in Germany and are destitute after that. This is why they want proof of a minimum amount which you need to survive in Germany per month. This amount is set at **659 EUR/720 EUR**.

### ***How can I open a blocked account?***

From your home country:

You can open the blocked bank account with 2 German banks. We highly recommend applying for the account at Rheingauer Volksbank as this will be faster than applying with Deutsche Bank.

#### 1. Applying for a blocked bank account with Rheingauer Volksbank (recommended):

- Send an Email to [MSC@rheingauer-volksbank.de](mailto:MSC@rheingauer-volksbank.de) and state that you need a "Sperrkonto" for your studies at EBS. You need to add the following documents to this email:
  - very good copy of your passport
  - EBS letter of acceptance (German version)
  - Your full address (in your home country) + phone number
- After 2-3 weeks you will receive account details from Rheingauer Volksbank. You will subsequently need to transfer the money to the mentioned account. After this has been done, they will set up the block and you will receive a "Sperrkonto"-confirmation (which is needed for your visa/residence permit application).
- After arrival in Germany you need to go to the Rheingauer Volksbank in person to activate your account. Therefore you need to bring your passport, your student card and your registration letter (after arrival you need to register your address at the local authorities).

**Please note that the whole process can take 4-5 weeks!**

#### 2. Applying for a blocked bank account with Deutsche Bank:

There are two ways to get the application form:

- Download the application form from the DEUTSCHE BANK homepage: [https://www.deutsche-bank.de/pbc/pk-studium-international\\_students\\_en.html](https://www.deutsche-bank.de/pbc/pk-studium-international_students_en.html). Click on "Opening a bank account/blocked account for foreign students".
- Write an email to the international students section of DEUTSCHE BANK at [db.student@db.com](mailto:db.student@db.com) (not recommended). State that you need a *Sperrkonto* (= blocked account) for your studies in Germany. You will receive an application form and a list of documents you need to submit (due to high demand it might take 3-4 weeks until you will receive the application form)

Fill out the application form and prepare all other required documents and go to a German embassy. They have to verify all documents and sign them. Send everything to Deutsche Bank. They will set up the account for you. Then you transfer money into it and they set up the block. You will then receive written proof of the account and the block which you need to apply for your visa. **The whole process may take 8-10 weeks at least. Sometimes even longer due to a large number of requests.**



*Does the proof of the blocked account need to fulfil certain criteria?*

YES. You need WRITTEN proof of your blocked account. The document needs to state explicitly that the block can only be removed with written permission of the "zuständige Ausländerbehörde" (the responsible immigration office). Also, the AMOUNT of the monthly block needs to be stated on the document as well as the TOTAL amount on the account.

*Which amount should be blocked for each month?*

The **absolute minimum** for the block is **659 EUR** per month. From Fall 2016 it will be **720 EUR**. If you want to bring more money than the absolute minimum, you should be careful! Even if you bring much more money, the block is ABSOLUTE and cannot be changed!

For example:

You want to bring 10.000 EUR for your 5 months stay in Germany and put it in your new German bank account.

Now, if you set the block at the minimum of 659 EUR/720 EUR per month you will ONLY GET 659 EUR per month. NOT A CENT MORE! NOT EVEN IN EMERGENCIES! NOT EVEN IF YOU BEG ON YOUR KNEES! The rest of the money will be totally out of reach for you!

There are 3 possibilities to avoid this problem:

- Set the block higher than the absolute minimum: e.g. bring 10.000 EUR for 5 months and set the block at 2.000 EUR per month.
- Put only 5\*659 EUR/720 EUR in the blocked account. Open a second bank account for the rest of the money so that you can use it whenever you want or need it. Most banks offer accounts free-of-charge to university students if you show your EBS student ID when opening the account.
- Put only 5\*659 EUR/720 EUR in the blocked account and get the rest of the money from your home bank account via cash withdrawals with your credit card or ATM card.

Attention: this may be rather expensive as many banks will bill you with high transfer charges for international cash withdrawals. Please discuss this possibility with your home bank first!

### c) Scholarship Certificate:

A scholarship statement can be accepted if it

- covers the minimum monthly requirement (at least 659 EUR/720 EUR);
- states your full name;
- states the exact time period of your scholarship (start day and end day);
- states the exact amount of money you will receive per month (if the document says e.g. "5000 EUR per semester", it is unacceptable for the immigration office!).

*What happens if your scholarship is less than 659 EUR/720 EUR per month?*

The authorities will require proof of an additional blocked account over the remaining amount. E.g. if you get a scholarship of 5\*600 EUR per month you need an additional blocked account over 5\*59 EUR/5\*120 EUR or a Verpflichtungserklärung (formal obligation) as described above.

## 8. Residence Permit application: Documents

If you don't have a VISA for your ENTIRE stay in Germany/Schengen States or if you are a Bachelor Dual Degree student you have to apply for a German residence permit after arrival. As mentioned there will be an Info-Session after your arrival. However: You can already prepare the following documents which will definitely be needed:

- Proof of sufficient health insurance cover (please see ch. 6)
- Proof of financial support (please see ch. 7)
- German EBS letter of acceptance
- A biometric picture
- Original passport valid for entire stay + 6 month

Furthermore you will have to organize the following things at a later stage:

- Rental contract
- You need to register your address at the local authorities (Bürgerbüro) after arrival
- Fill in the application form for the residence permit (we will do this together in the Info Session)

If you are staying for one semester only, you will have to pay a processing fee of 50 EUR. If you are staying for 2 semesters or 3 semesters you have to apply for a residence permit valid for one year which costs 100 EUR. Bachelor Dual Degree students can also apply for a permit valid for 3 semesters (110 EUR).

You need to apply for your German residence permit at the immigration office that is responsible for the area you are a registered citizen in (the area in which you are living).

## 9. Annexes

- i. Sample EBS letter of acceptance.
- ii. Sample accommodation support letter.
- iii. Sample proof of health insurance
- iv. Sample „formal obligation“

### Annex I: EBS Letter of Acceptance

**Annex I: EBS Letter of Acceptance**

Zur Vorlage bei der Visumsbeantragung



EBS Universität  
für Wirtschaft und Recht  
Gustav-Stresemann-Ring 3  
65189 Wiesbaden  
www.ebs.edu

Postal Address:  
Anne-Katrin Kriesch  
Rheingaustr. 1  
65375 Oestrich-Winkel  
Germany  
Telefon +49 611 7102 1576  
Telefax +49 611 7102 10 1576  
anne-katrin.kriesch@ebs.edu  
www.ebs.edu

07. Okt. 2010

**BESTÄTIGUNG**

Hiermit wird bestätigt, dass

**James Bond,**  
geboren am 11.11.1980 in London

in der Zeit vom 01. Januar 2011 bis zum 31. Juli 2011 an der EBS Business School im Rahmen eines Austauschprogramms studieren wird.

Studienort ist Oestrich-Winkel (zuständige Ausländerbehörde: Rheingau-Taunus-Kreis in Bad Schwalbach).

Wir wären Ihnen äußerst dankbar, wenn Sie aufgrund des relativ kurzen Aufenthaltes von der Möglichkeit gebrauch machen könnten, dem Antragsteller ein nationales Visum über den gesamten Studienzeitraum auszustellen (vgl. Schengener Übereinkommen, Artikel 18, § 2).

Die zuständige Ausländerbehörde des Rheingau-Taunus-Kreises ist über dieses Anliegen informiert und bereit, bei ordnungsgemäßer Einreichung aller erforderlichen Unterlagen einem solchen Antrag zuzustimmen.

Diese Zusage ist verbunden mit der Auflage, spätestens am 12.01.2011 auf dem Campus präsent zu sein.

Mit freundlichen Grüßen,




Anne-Katrin Kriesch  
Austauschkoordinatorin

EBS European Business School gemeinnützige GmbH | Amtsgericht Wiesbaden HRB 19951 | Universität für Wirtschaft und Recht i.G.R. | Umsatzsteuer-ID DE 113 891 213  
Aufsichtsrat: Dr. Helmut K. Albrecht, Vorsitzender | Geschäftsführung: Prof. Dr. Christoph Jahn, Präsident, Prof. Dr. Ralf Tümmes, Dekan Business School;  
Sabine Fuchs, CMC, Prof. Dr. Dr. Gerrit Fritz, v. Hoyningen-Huene, Gründungsdekan Law School

DZ Bank AG Frankfurt Kto. 25 844 (500 804 00) IBAN: DE22 500 804 00 00000 28644 BIC: 25120330	Deutsche Bank AG Wiesbaden Kto. 4 052 510 (510 700 21) IBAN: DE77 510 700 21 0456251000 BIC: 25120330	Nassauische Sparkasse Kto. 454 013 220 (510 500 15) IBAN: DE06 510 500 15 0454013220 BIC: 25120330	Rheingauer Volksbank eG Kto. 20 24 24 26 (510 915 00) IBAN: DE99 510 915 00 00 20242426 BIC: 25120330	Deutsche Postbank AG Frankfurt Kto. 12 25 609 (500 100 60) IBAN: DE47 500 100 60 000 1225609 BIC: 25120330
--	--	---	--	---

Annex II: Sample Accommodation Support Letter

**Annex II: Sample Accommodation Support Letter**



EBS Universität  
für Wirtschaft und Recht  
Custav-Stresemann-Ring 3  
65189 Wiesbaden  
www.ebs.edu

EBS Universität · Custav-Stresemann-Ring 3 · 65189 Wiesbaden

<b>Ihre Nachricht vom</b>	<b>Unser Zeichen</b>	<b>Durchwahl</b> [- 305]	<b>Datum</b> 21 June 2010
---------------------------	----------------------	-----------------------------	------------------------------

Sehr geehrte Damen und Herren,

hiermit bestätigen wir, dass **John DOE** eingeschriebener Student der EBS Business School ist.

Wir werden John DOE bei der Suche nach einer Unterkunft unterstützen und sie/ihn während des Aufenthaltes in Oestrich-Winkel betreuen.

Für weitere Fragen wenden Sie sich bitte an das Housing Office der EBS Business School oder an die Abteilung Internationale Programme.

Mit freundlichen Grüßen





**Julia Bayer**  
Housing Office


---

European Business School gemeinnützige GmbH | Amtsgericht Wiesbaden HRB 19951 | Universität für Wirtschaft und Recht i. G. | Umsatzsteuer-ID DE 115 891 213  
Aufsichtsrat: Dr. Hellmut K. Albrecht, Vorsitzender | Geschäftsführung: Prof. Dr. Christopher Johns, Präsident; Prof. Dr. Jolt Tilmes, Dekan Business School;  
Sabine Fudus, CMO; Prof. Dr. Gerold Fink, v. Hupfingen-Hornig, Gründungsdekan Law School

DZ Bank AG Frankfurt Kto. 25120510000002512010 IBAN: DE22 500 634 00 0000 02512010 BIC: GZDF33HAN	Deutsche Bank AG Wiesbaden Kto. 4105 510 510700 211 IBAN: DE27 510 700 21 0005251000 BIC: DDFB33HAN	Nassauische Sparkasse Kto. 454013220 (510 50015) IBAN: DE05 510 500 15 0454013220 BIC: NASS2135	Rheingauer Volksbank eG Kto. 20242226 (510 91500) IBAN: DE05 510 915 00 00 20242226 BIC: GLNUEL31RUU	Deutsche Postbank AG Frankfurt Kto. 12 2500 (500 100 60) IBAN: DE43 500 100 50 000 122500 BIC: PDKF33HAN
--	--	--	---	---

**CareMed<sup>®</sup>**  
International Travel Insurance

Annex III: Sample Proof of Health Insurance

HanseMerkur 

IN CASE OF EMERGENCY PLEASE CALL  
CAREMED ASSIST 24-HOUR EMERGENCY NUMBER

**+49(0)1805-777331**

INSURED: [REDACTED]

DOB: [REDACTED]

ORG-CODE: 709206

EFFECTIVE DATES: 01-Jan-2010

TO: 30-Jun-2010

POLICY#: HM09HAIT3Z2LTB-60377-60378

**Claim Center**

HanseMerkur Reiseversicherung AG  
Abt. RLK 4  
Siegfried-Wedells-Platz 1  
20354 Hamburg  
Germany  
Phone: +49(0)40 4119-2300

Ms. Dreberisch  
Phone: +49(0)40-4119-1422  
E-mail: Nadine.Dreberisch@hansemerkur.de  
Ms. Nöke  
Phone: +49(0)40-4119-1146  
E-mail: Sabine.Noek@hansemerkur.de

↑ Please detach and take it with you as an insurance card ↓

**CareMed<sup>®</sup>**  
International Travel Insurance

**Payment and Insurance Confirmation**

We hereby confirm that the person listed below is insured with CareMed<sup>®</sup> International Travel Insurance

<b>Mr/Ms:</b>	Ms	<b>Date of birth:</b>	[REDACTED]
<b>First name:</b>	[REDACTED]	<b>Start date of insurance:</b>	01-Jan-2010
<b>Last name:</b>	[REDACTED]	<b>End date of insurance:</b>	30-Jun-2010
<b>Street:</b>	[REDACTED]	<b>Home country:</b>	South Africa
<b>ZIP code, City:</b>	[REDACTED]	<b>Destination:</b>	Germany
<b>Country:</b>	[REDACTED]	<b>Policy number:</b>	HM09HAIT3Z2LTB-50377-50378

CareMed GmbH provides the Insured with International travel insurance programs marketed under the CareMed<sup>®</sup> trademark:  
CareMed GmbH, Oscar-Romero-Allee 15, 53113 Bonn, Germany  
Insurer: HanseMerkur Reiseversicherung AG, Siegfried-Wedells-Platz 1, 20354 Hamburg, Germany

Please visit our website [www.caremed-travel.com/login](http://www.caremed-travel.com/login). Here you find our complete policy wording, further information on your insurance policy as well as on claim submission and emergency assistance.  
If you have questions concerning your enrollment, please contact CareMed (+49(0)228-5554900, [germany@caremed-travel.com](mailto:germany@caremed-travel.com)).

**Schedule of Benefits**

Travel Health Insurance (HA)	CareMed Traveler
<b>Deductible</b>	€ 80
Physician/ hospital/ medication	100%
Transportation to in-patient treatment	100%
Cost of patient's transportation home	100%
Repatriation/ funeral costs up to	€ 10.000
Painkilling dental treatment up to	€ 250
Choice of physician/hospital	free choice
Monthly Premium Travel Health Insurance € 24,00	Total Premium Travel Health Insurance € 144,00
Travel Accident Insurance (I)	Included
Return Travel Emergency Insurance (T)	Included
Travel Third Party Liability Insurance (3)	Included
Monthly Premium Non-Medical € 6,00 (incl. insurance tax)	Total Premium Non-Medical € 36,00 (incl. insurance tax)

**Paid by:** Credit Card

**Total Premium: € 180,00**

If we cannot debit your account, insurance coverage shall not be guaranteed.




**CareMed<sup>®</sup>**  
International Travel Insurance  
www.caremed-travel.com  
E-Mail: [germany@caremed-travel.com](mailto:germany@caremed-travel.com)  
Tel: +49(0)228-5554900

Annex IV: Sample "Formal Obligation"

Annex III: formal obligation

Bundesrepublik Deutschland



Annex IV: Sample "Formal Obligation"

**VERPFLICHTUNGSERKLÄRUNG**  
DÉCLARATION DE PRISE EN CHARGE  
FORMAL OBLIGATION

D 0743792

<p>Person / Personne / Person Firma / Société / Company Verband / Association / Association</p>	<p><b>Ich, der/ die Unterzeichnende</b>    <b>Je, soussigné(e)</b>    <b>I, the undersigned</b></p> <p>Name / Nom / Surname  <input type="text" value="[REDACTED]"/></p> <p>Vorname(n) / Prénom(s) / First name  <input type="text" value="[REDACTED]"/></p> <p>Geburtsort und -ort / Né(e) le/à / Date and place of birth  <input type="text" value="[REDACTED]"/></p> <p>Staatsangehörigkeit / Nationalité / Nationality  <input type="text" value="[REDACTED]"/></p> <p>Identitätsdokument<sup>(1)</sup>/Aufenthaltskarte<sup>(2)</sup>/ Document d'identité<sup>(3)</sup>/Titre de séjour<sup>(4)</sup>/ Identity card<sup>(5)</sup>/Residence title<sup>(6)</sup>  <input type="text" value="[REDACTED]"/></p> <p>Wohnhaft in / Adresse / Address  <input type="text" value="[REDACTED]"/></p>	
<p>Zuständige Behörde Autorité compétente Competent authority</p>	<p>verpflichte mich gegenüber der Ausländerbehörde / Auslands- vertretung, für</p> <p>Name / Nom / Surname  <input type="text" value="[REDACTED]"/></p> <p>Vorname(n) / Prénom(s) / First name  <input type="text" value="[REDACTED]"/></p> <p>Geburtsort und -ort / Né(e) le/à / Date and place of birth  <input type="text" value="[REDACTED]"/></p> <p>Staatsangehörigkeit / Nationalité / Nationality  <input type="text" value="[REDACTED]"/></p> <p>Reisepass Nr. / Passeport n° / Passport No.  <input type="text" value="[REDACTED]"/></p> <p>Wohnhaft in / Adresse / Address  <input type="text" value="[REDACTED]"/></p>	<p>m'engage auprès du service des étrangers / de la représentation diplomatique à héberger</p> <p>take full responsibility towards the aliens authority / diplomatic representation for accommodating</p>
<p>(1) Art / type / type Nummer / numéro / number</p> <p>(2) Nur bei Ausländern, Art des Titre (3) Name / nom / surname Vorname / prénom / first name Geburtsort / date de naissance / date of birth Geschlecht / sexe / sex</p>	<p>Verwandschaftsbeziehung mit dem Antragsteller / Lien de parenté avec le demandeur / Family relationship to applicant</p> <p><input type="text" value="[REDACTED]"/></p> <p>und folgende ziv./in legierte/le Person(e) u./ur Ehegatten<sup>(7)</sup> / accompagnée/le de son conjoint<sup>(8)</sup> / accompanied by his or her spouse<sup>(8)</sup></p> <p><input type="text" value="[REDACTED]"/></p> <p>und Kinder<sup>(9)</sup> / accompagnés/le de ses enfants<sup>(9)</sup> / accompanied by children<sup>(9)</sup></p> <p><input type="text" value="[REDACTED]"/></p>	
<p>Dauer der Verpflichtung / Durée de la prise en charge / Duration of obligation</p>	<p>Von Beginn der tatsächlichen Wohnhaftigkeit an ... bis zur Beendigung des Aufenthalts u./ur Ausreise ... / À partir de pour le commencement de la durée de validité de la visite ... jusqu'à la fin du séjour de l'étranger au moment de son départ de l'Allemagne ou pour son départ de l'Allemagne / starting with the person's ... first day of validity of his visit ... up to the end of his stay in Germany or up to the date of his departure from Germany</p> <p>ab Einreise</p>	<p>nach § 68 des Aufenthaltsgesetzes die Kosten für den Lebensunterhalt und nach §§ 68 und 67 des Aufenthaltsgesetzes</p> <p>et à prendre en charge les frais de subsistance de l'étranger augmentés conformément à l'article 68 de la loi relative au</p> <p>and for bearing the living costs according to § 68 of the Residence Act, and the costs for the departure of the above-</p>

Disclaimer: All information is carefully monitored. Nevertheless, we can not give liability for the content as the content can not cover every individual case. The given information is not necessarily complete, comprehensive or up to date. It does not represent a legal advice nor is it legally binding. The given information can also not replace information from experts in the particular case.