


A WARM
WELCOME
FROM THE INTERNATIONAL SUPPORT SERVICES

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with Valeria, Fernanda & Mira



@unipassau.international
@allyoucando.unipassau
@generationencafe.passau

International Support Services



Support in
non-academic
matters

istudi-Coach

for international degree seeking students

istudicoach@uni-passau.de

Instagram: [@unipassau.international](https://www.instagram.com/unipassau.international)

Welcome Centre

for international researchers,

lecturers and PhD students

researchmobility@uni-passau.de

ALL YOU CAN DO

The University's holistic engagement programme

Make new friends, feel at home in Passau, do something meaningful – and learn German!

Join fellow students from around the world in local volunteering projects. Choose out of 17 interesting projects.

Registration deadline: 19 April

Sign up here: <https://www.uni-passau.de/studium/campus-und-kultur/all-you-can-do-aycd/was-ist-all-you-can-do>



WHY PARTICIPATE IN ALL YOU CAN DO (AYCD)?

- ✓ **Doing good**
- ✓ **Developing skills**
- ✓ **Networking**
- ✓ **Personal growth**
- ✓ **Real-life language practice**
- ✓ **A change from everyday university life**
- ✓ **Karma points:** Getting involved makes you and others happy
- ✓ **Recognition:** A volunteer certificate will enhance your resume

GENERATIONENCAFÉ

- brings together international students and people of all ages from Passau
- relaxed atmosphere, conversations arise about daily life, culture, life experiences, and perspectives
- across generations and cultural backgrounds
- foster connections on equal footing, mutual learning, and social inclusion for everyone involved.

Sundays at 11:00 - upcoming dates:

26 April, 24 May, 14 June, 26 July, 23 August, 27 September 2026

Haus der Generationen, Heiliggeistgasse 3, 94032 Passau



COMFY CORNER FOR STUDENTS

- Meet international and local students in a relaxed atmosphere, chat, do small activities together, and make new friends.
- a place to settle in, feel at ease and belong
- In an open and cozy setting, you can share your thoughts, talk about your worries, or simply have a good time with others
- As a safe space, this gathering spot offers a place for mutual support and helps you maintain your mental balance amid the demands of everyday student life.



COMFY CORNER FOR STUDENTS

Upcoming dates:

8 April, 14:00, ITZ room 017 – your Soft Start in Passau

20 May, 17:00, KSG Room (entrance via NK courtyard)

17 June: 17:00, Picnic & Games in Bschütt Park (Passau Hals)

15 July: 17:00, KSG Room

Special edition „Let`s talk German“:

13 May, 27 May, 10 June, 24 June, 8 July, 22 July

17:00, KSG room

You do not need to register for the summer semester dates.
**For the latest information, feel free to join
the Stud.IP group 992026 B.**




RESIDENCY: register your address & permits



APPLICATION

RESIDENCY: register your address & permits



Who needs to
do what?

– **City registration**

Anyone residing in Germany for over 3 months must register their address within 14 days after moving into the permanent residency.

– **Residence permit (Aufenthaltserlaubnis)**

If you are from a non-EU country and stay longer than your visa allows you to, you will have to apply for a residence permit before your visa expires.

If you are from a non-EU country and entered Germany without a visa, you will have to apply as well, as your legal stay ends 90 days after arrival.

CITY REGISTRATION



– required documents

- Filled form
- Copy of your passport
 - If your place of birth is not mentioned in your passport, please provide a further document which provides this information (e.g. copy of birth certificate, certificate of family relations, family register or similar)
- Copy of your visa, if applicable
- Copy of your entry stamp to the Schengen Area (if not available: copy of tickets)
- Copy of Landlord's confirmation (Wohnungsgeberbescheinigung)

CITY REGISTRATION

– Where to register?

You have a Visa, German residence permit or EU passport?

- **Citizens` Office** (2 locations available in Passau)
- Appointments: <https://termine-reservieren.de/termine/passau/select2?md=1>
- Choose „Meldewesen“ and „Zuzug von einem Wohnsitz im Ausland“ (if it is your first time taking residence in Germany), choose location and date, insert personal details and **confirm via link** you receive via mail
- Receive your „Meldebescheinigung/city registration certificate“ during your appointment

You entered without a Visa and are from a non-EU country
or have a residence permit from another EU country?

- Send the filled form and all necessary documents via **e-mail to the Immigration Office (auslaenderamt@passau.de)**
- Immigration Office shall send you an email once you are registered
- Get an appointment with the Citizens` Office (<https://termine-reservieren.de/termine/passau/select2?md=1>) to pick up your „Meldebescheinigung/city registration certificate“

UPDATE Campusportal

- 
- Update your address in the Campusportal as soon as you have a permanent address here

Keeping your permanent address in Passau updated on the Campusportal is important to

- Use the extensive services of the libraries
- Apply for a residence permit
- Etc.

CITY DE-REGISTRATION

– De-register your address...

...If you move out of Germany

De-register with the Citizen's Office or online (if you de-register your only address in Germany: https://www.buergerservice-portal.de/bayern/passau/bsp_abmeldung_ausland/#/)

– Change your address...

...If you move to another place in Passau

Change your address at the Citizen's Office (please use the same form as for first-time registration: https://www.uni-passau.de/fileadmin/dokumente/internationales/auslandsamt/ausf%C3%BCllbare_Anmeldung_Wohnung.pdf)

If you move to another place in Germany, please register with the Citizen's Office of your new town/city of residence – in that case, a de-registration from Passau is not necessary additionally.

CITY REGISTRATION



– City registration – why?

- Required under the Federal Registration Act (Bundesmeldegesetz)
- You get your tax ID (via post) only after registering
- Banks, service providers, immigration offices etc. require official registration

Important:
name on
letterbox

Everyone with a registered address is subject to “TV tax” licence fee/Rundfunkbeitrag for public broadcasting which is currently 18,36€/month/household.

FAQ:

https://www.rundfunkbeitrag.de/welcome/english/students_and_apprentices/

Information
via post

CITY REGISTRATION



– Filling out the form – information needed here

Find the form here: https://www.uni-passau.de/fileadmin/dokumente/internationales/auslandsamt/ausf%C3%BCllbare_Anmeldung_Wohnung.pdf

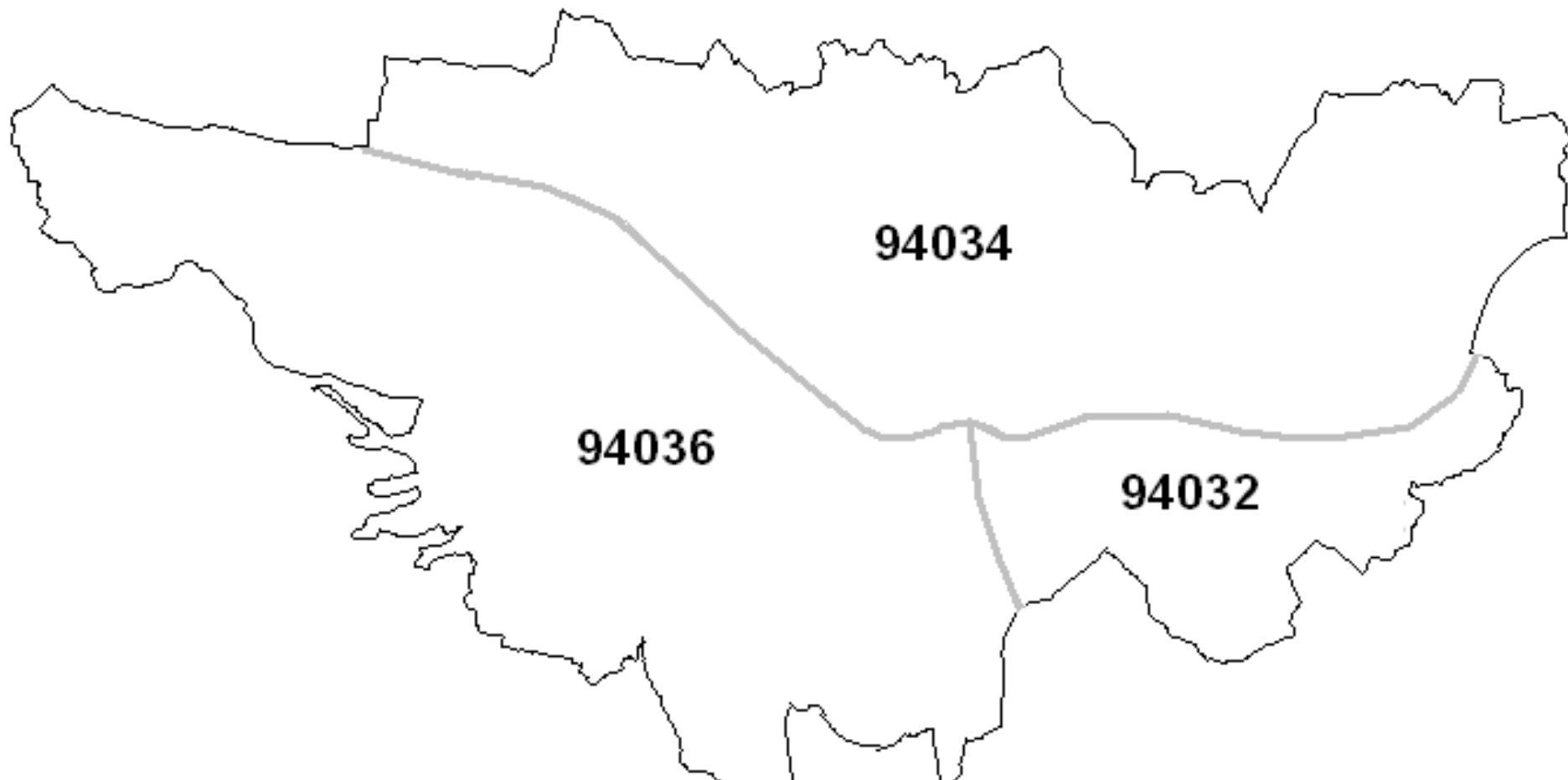
- Move in date
- New and old address
- Confirm that it's your only address in Germany
- Special case: You had an address in Germany before

E-Mail: _____

Bitte Ausfüllanleitung beachten! Verwenden Sie bei mehr als 4 anzumeldenden Personen bitte weitere Meldescheine!		Die nachstehenden Daten werden auf Grund von Art. 13, 15 und 17 des Gesetzes über das Meldewesen erhoben.		Tagesstempel der Meldebehörde _____	
<h3>ANMELDUNG bei der Meldebehörde</h3>					
Tag des Einzugs:		Tag 	Monat 	Jahr 	Gemeindegchlüssel _____
Neue Wohnung (Straße/Platz, Hausnummer, Stockwerk) (PLZ, Ort, Gemeinde)		Bisherige Hauptwohnung (Straße/Platz, Hausnummer, Stockwerk) (PLZ, Ort, Gemeinde, Landkreis; falls Ausland auch Staat angeben)			
Die neue Wohnung ist im Bereich des Bundesgebietes die <input checked="" type="checkbox"/> einzigste Wohnung <input type="checkbox"/> Hauptwohnung <input type="checkbox"/> Nebenwohnung		Haben Sie nicht „einzigste Wohnung“ angegeben, füllen Sie bitte den Vordruck zur Anmeldung bei weiteren Wohnungen im Inland aus.			
Nur ausfüllen bei Zuzug aus dem Ausland: letzte Wohnung im Bundesgebiet (PLZ, Ort, Straße/Platz, Hausnummer)					

CITY REGISTRATION

Three ZIP codes in Passau



CITY REGISTRATION



– Filling out the form – information needed here

- Family name
- Maiden name (if applicable)
- First name

Lfd. Nr.	Familienname (Ehename)	Frühere Namen (z.B. Geburtsname)	Vorname(n) (Rufname unterstreichen)
1			
2			
3			
4			

CITY REGISTRATION



– Filling out the form – information needed here

- Title (e.g. PhD, Dr.), if applicable
- Marital status: „ledig“ (single) or „verheiratet“ (married) or „geschieden“ (divorced)
- Sex
- Date of birth
- Place of birth (as in passport, birth certificate, certificate of family relations or similar)

Lfd. Nr.	Doktorgrad	Familienstand	Geschlecht	Geburtsdatum	Geburtsort (Gemeinde, Landkreis; falls Ausland: auch Staat angeben)
1			<input type="checkbox"/> M <input type="checkbox"/> W		
2			<input type="checkbox"/> M <input type="checkbox"/> W		
3			<input type="checkbox"/> M <input type="checkbox"/> W		
4			<input type="checkbox"/> M <input type="checkbox"/> W		

CITY REGISTRATION



– Filling out the form – information needed here

- Nationalities
- Religion [for tax purposes]
 - rk = römisch-katholisch / ak = alkatholisch,
 - ev = evangelisch,
 - lt = evangelisch-lutherisch / rf = evangelisch-reformiert,
 - isby = israelitische Kultusgemeinden in Bayern,
 - oa = not a member of a registered religious community
- Place and date of marriage (if applicable)

Lfd. Nr.	Staatsangehörigkeit(en)	Religion (siehe Ausfüllanleitung)	Datum und Ort der Eheschließung/der Begründung der Lebenspartnerschaft
1			
2			
3			
4			

CITY REGISTRATION



– Filling out the form – information needed here

- Information on your spouse/partner (if applicable)

	Angaben über nicht mitziehenden Ehegatten/Lebenspartner	Leben Sie dauerhaft getrennt von Ihrem nicht mitziehenden Ehegatten/ Lebenspartner? Zutreffendes bitte ankreuzen	<input type="checkbox"/> ja	<input type="checkbox"/> nein
	Familienname	Geburtsdatum		
	Vorname(n)			
	Anschrift (Straße/Platz, Hausnummer)			
	(PLZ, Ort)			

CITY REGISTRATION



– Filling out the form – information needed here

- Type of ID (usually your Passport – „RP“)
- Passport number
- Issuing authority of your passport
- Date of issue of your passport
- Date of expiration of your passport

Lfd. Nr.	Pass- und Ausweisdaten: Personalausweis (PA) – Reisepass (RP) – Kinderreisepass (KRP) Kinderausweis (KA)			Ausstellungs- datum	Gültig bis	Für Flüchtlinge/Vertriebene: Wohnsitz am 1. Sept. 1939 (Wohnort, Landkreis, Provinz)
	Art	Seriennummer	Ausstellungsbehörde			
1						Ignore this last column
2						
3						
4						

CITY REGISTRATION



– Filling out the form – information needed here

- Place and date
- Your signature


Gesetzliche Vertreter (Vor- und Familiennamen, Doktorgrad, Geburtsdatum, Anschrift)	
Wegen der Möglichkeit, Datenübermittlungen in bestimmten Fällen zu widersprechen, beachten Sie bitte die Ausfüllanleitung.	
Ort, Datum	Unterschrift der meldepflichtigen Person
<input type="text"/>	<input type="text"/>



**Time for a
short break**

Please stay, if you want to learn more about the residence permit application.

RESIDENCE PERMIT



Who needs to
apply for a
residence
permit?

If you are from a non-EU country and stay longer than your visa allows you to, you will have to apply for a residence permit.

If you are from a non-EU country and entered Germany without a visa, you will have to apply as well, as your legal stay ends 90 days after arrival.

RESIDENCE PERMIT



– When and How to apply – recommended steps

Start the application process 12 weeks before the expiration date of your visa

Consult iStudi Coach (istudicoach@uni-passau.de) in case of challenges, e.g. with specific documents

Use the **Pre-Check Service at the University** – we will be happy to check your application before you submit it to the Immigration Office

Book your appointment for the pre-check service and find all necessary documents and forms on Eva Manetzgruber's Stud.IP Profile: <https://studip.uni-passau.de/studip/dispatch.php/profile?username=manetz01>

RESIDENCE PERMIT



– Necessary documents – first time application (§16b student residence permit)

- Copy of passport (If your place of birth is not mentioned in your passport, please provide further documents which provide this information, e.g. copy of birth certificate)
- Copy of visa (if applicable)
- Copy of entry stamp
- Copy of your city registration certificate („Meldebescheinigung“)
- Filled application [form](#) – first time application
- Up to date health insurance certificate („Mitgliedsbescheinigung nach § 175 SGB V“) or M10 + EHIC (if applicable)
- Enrolment certificate („Immatrikulationsbescheinigung“, German page)
- Financial proof (blocked account, scholarship, copy of work contract and payslips)

RESIDENCE PERMIT

Do you need a blocked account?

Some banks require a confirmation from the local Immigration Office on the details of your blocked account (especially if you want to combine an employment contract with a blocked account).

Our pre-check service includes the request of this document. Please email the following information to istudicoach@uni-passau.de:

- Full name of the applicant/ Name der antragstellenden Person:
- Date of birth/ Geburtsdatum:
- Name of the bank/ Name der Bank:
- City of the bank / Ort der Bank:
- Overall blocked amount / Gesamtbetrag:
- Amount for monthly withdrawal / monatlich abrufbarer Betrag:
- Duration from until /Gültigkeitsdauer von bis:



How to submit your application to the Immigration Office – two options

by email to auslaenderamt@passau.de

Please include the form together with all necessary documents in **one pdf file**.

Mention your personal details (full name, date of birth, contact details) in the email.

OR

online via the digital [application portal](#)

What happens next?

Once the Immigration Office has processed your application, they will contact you by email with an appointment date to take your biometrics (fingerprints).

The invitation will include details on documents you have to bring to the appointment (passport, visa, fictitious certificate (if applicable) biometric passport picture with QR-Code, fee).

At the appointment you will be given a collection date to receive your actual residence permit card.

German as the official language at the Immigration Office

German is the official language of the administration.

The invitation to the appointment will include following information:

„Falls Sie nicht über ausreichende Deutschkenntnisse verfügen, bitten wir Sie den Termin mit einem Dolmetscher/ Übersetzer wahrzunehmen.“

Actually, most of the case workers at the immigration office do speak English and they also communicate in English if someone has only recently arrived in Germany. **However**, for individuals who have been living in Germany for a longer period of time, they expect communication to take place in German, as it is the official language of the administration.

Please send emails in German too.

Waiting times

Long waiting times are no reason to worry.

Fiktionswirkung (“fictitious effect) according [§81 Abs. 4 AufenthG](#):

“Beantragt ein Ausländer vor Ablauf seines Aufenthaltstitels dessen Verlängerung oder die Erteilung eines anderen Aufenthaltstitels, gilt der bisherige Aufenthaltstitel vom Zeitpunkt seines Ablaufs bis zur Entscheidung der Ausländerbehörde als fortbestehend. Dies gilt nicht für ein Visum nach § 6 Absatz 1. [...]“

Which translates as: “If a foreign national applies for the renewal of their residence permit or for the issue of a different residence permit before their current permit expires, the existing residence permit shall be deemed to remain valid from the date of its expiry until the immigration authorities have reached a decision. This does not apply to a visa under Section 6(1). [...]”

Please note: this fictitious effect does not include the possibility of travelling abroad.

Do you have
questions?



CONTACT INFORMATION



DEGREE-SEEKING STUDENTS: istudicoach@uni-passau.de

EXCHANGE STUDENTS: exchangestudents@uni-passau.de

DOCUMENT PRE-CHECK SERVICE
FOR YOUR APPLICATIONS TO THE IMMIGRATION OFFICE

Weekly – every Tuesday afternoon

Find a list of necessary documents and book your timeslot via **Eva Manetzgruber's Stud.IP profile**.
<https://studip.uni-passau.de/studip/dispatch.php/profile?username=manetz01>