

Welcome to Aachen – Welcome to FH Aachen!

1) Are you still looking for accommodation in Aachen?

The "INCAS guide for house hunting" on the website <https://www.incas.rwth-aachen.de/newsite/index.php/en/offers/apartment-finding> might be helpful for you.

2) Register as a citizen of Aachen

After your arrival in Aachen and after you have found a room/flat in Aachen, you must first **register as a citizen of Aachen within two weeks** (it is currently sufficient if you apply for an online appointment within these two weeks).

It is possible to arrange appointments in advance online: <https://serviceportal.aachen.de/suche/-/vr-bis-detail/einrichtung/47411/show> (then click on www.aachen.de/terminvereinbarung).

When you register at the "**Einwohnermeldeamt**" or "**Bürger Service**" of Stadt Aachen you will have to show a special form which your landlord has to sign ("Wohnungsgeberbestätigung") in addition to the form "Anmeldung". You will find both forms under "Downloads" on the website <https://serviceportal.aachen.de/suche/-/vr-bis-detail/dienstleistung/4599/show> (in German).

You do not need the form "Vollmacht" (Authorization) from another person as you should register in person. The rental contract does not have to have a special form but we recommend that you always ask for a written rental contract.

3) 8 Weeks before your entry visa expires: Ask for an appointment for your student residence permit:

You may only ask for an appointment at the **Foreigners' Office Aachen / Ausländerbehörde der StädteRegion Aachen** if you have already registered as a citizen of Aachen.

In order to get an appointment for your **first student residence permit in Germany** you have to send an **email to auslaenderamt@staedteregion-aachen.de** 6-8 weeks before your entry visa expires (not earlier).

Please mention your date of birth, your name and the date when your visa expires. You can also attach a copy of your visa as a pdf-scan. It might take some time (currently several weeks) until you receive a reply with your appointment date. Please do not send your request for an appointment several times as this may cause further delays. If you have sent your email request before the expiry of your visa you do not have to worry about any legal disadvantages. Keep your email as a proof and **please do not travel abroad if your visa has already expired** and if you are still waiting for your appointment.

Alternatively, you can go directly to the **Information Desk at Hackländerstr. 1 in 52064 Aachen** (close to the main train station) and ask for an appointment – currently, this might be the quickest way. But in this case do not to send an additional email to request an appointment.

The **official website of the Foreigners' Office (for students living in Aachen)** is

<https://www.staedteregion-aachen.de/de/navigation/aemter/auslaenderamt-a-33/auslaendische-studierende/-/wissenschaftler-rwth/-/fh>

Please be aware that **students from the FH Aachen should use the email address auslaenderamt@staedteregion-aachen.de** und not the one for RWTH students...

Please download the flyers "**Ersteinreise FH Flyer**", "**Nachweis ausreichende Mittel zum Studienaufenthalt**" and "**Neueinreise Merkblatt**" in the download area on the website <https://www.staedteregion-aachen.de/de/navigation/aemter/auslaenderamt-a-33/auslaendische-studierende-/-wissenschaftler-rwth-/-fh> (scroll down, on the right) and read them carefully.

Please note that the official language at the Foreigners' Office is German. Not all persons will be able to speak English with you upon your appointment.

Further advice at FH Aachen:

Students who live in the Städteregion Aachen:

If you need any further advice during your studies regarding your **student residence permit** or if you have any **problems with the Foreigners' Office** you may contact **Ms. Sabine Brinker** at our university (International Office/Akademisches Auslandsamt, Bayernallee 11, 52066 Aachen): brinker@fh-aachen.de, Tel. +49-(0) 241-6009-51303.

For **students who live in Kreis Düren** (Jülich, Linnich, Düren, etc.) different regulations apply. Please contact **Ms. Katherine Stone** from the International Office/Akademisches Auslandsamt at Campus Jülich (Heinrich-Mußmann-Str. 1, 52428 Jülich) for further advice: stone@fh-aachen.de, Tel. +49-(0) 241-6009-53270.

FH Aachen, Akademisches Auslandsamt, 12.10.2021