

Welcome to Aachen – Welcome to the FH Aachen!

First Steps for new International Students

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 (BürgerService / Einwohnermeldeamt)

After you have found a flat or room in Aachen you have to **register as a citizen of Aachen within two weeks**. Currently it is sufficient if you **apply online** for an appointment within these two weeks – even if your appointment will be several weeks later...

Book your appointment far in advance - as soon as you know when you will sign your rent contract as it may currently take up to 8 weeks to get an appointment:

<https://serviceportal.aachen.de/suche/-/vr-bis-detail/einrichtung/47411/show>

<https://serviceportal.aachen.de/suche/-/vr-bis-detail/dienstleistung/5790/show>

- > Then click on **„Meldeangelegenheiten** (residence affairs)"
- > If you have come directly from abroad click on **"Zuzug aus dem Ausland" (+1)**
- > If you moved to Aachen from another city in Germany click on **"Wohnsitz an-/ ab-/ ummelden (+1)"**

Around 7:45 a.m. every day new appointments are available. Therefore it's worth trying every day to get an earlier appointment. If you are successful please cancel the later appointment.

You will need the form **"Anmeldung"** and the form **"Wohnungsgeberbestätigung"** which your landlord has to sign. You can find both forms under **"Downloads"** on the website

<https://serviceportal.aachen.de/suche/-/vr-bis-detail/dienstleistung/4599/show> (only in German).

Of course you do not need the form "Vollmacht" (Authorization) from another person if you register in person.

3) Book an appointment for your student residence permit (usually 8 weeks before your entry visa expires)

You may only ask for an appointment at the **Foreigners' Office ("Ausländerbehörde")** if you have already registered as a citizen of Aachen. This may currently take **further 8 weeks...**

For students with **EU citizenship** an appointment at the "BürgerService" is sufficient.

Students who have changed from RWTH Aachen to FH Aachen should first contact the branch of the Foreigners' Office in the "Super C" in the street "Am Templergraben"...

As an **international student from a non-EU country** you should book an appointment 8 weeks before your entry visa expires. Students who were allowed to come to Germany for 90 days without a student visa (e.g. American citizens) should as well book an appointment 4 weeks after coming to Germany:

<https://termine.staedtereion-aachen.de/auslaenderamt/>

> If you are **coming directly from abroad** click on "Aufenthaltsangelegenheiten", **Schritt 2 "Fachhochschule Aachen"**, "FH-Studenten +1", "Weiter", "OK"

> If you have **moved to Aachen from another city in Germany** click on "Aufenthaltsangelegenheiten", **Schritt 2 "Aufenthalt"**, "Erteilung/Verlängerung Aufenthalt – Nachname" (according to your family name) +1", "Weiter", "OK"

Try as well every morning if new appointments are available.

Attention: If you have not registered as a citizen of Aachen your appointment with the Foreigners' Office will be cancelled!

Official **website of the Foreigners' Office Aachen:**

<https://www.staedteregion-aachen.de/de/navigation/aemter/auslaenderamt-a-33/>

Info sheets of the Foreigners' Office Aachen for new students of FH Aachen (please read them carefully):

<https://www.staedteregion-aachen.de/de/navigation/aemter/auslaenderamt-a-33/auslaendische-studierende-/wissenschaftler-rwth-/fh-1> (scroll down, in the download area on the right)

Please note that **the official language** at the Foreigners' Office is **German**. You cannot expect that all persons will speak English with you upon your appointment.

If you cannot register as a citizen of Aachen before November 2022 you will most probably not get an appointment at the Foreigners' Office in Hackländerstr. 1 in Aachen before January 2022 or even later.

If your visa expires very soon and you still could not book an appointment, you should **write an email** to auslaenderamt@staedteregion-aachen.de **before your visa** (or former residence permit) **expires** and explain

- that you could not book an appointment online
- that you want to apply for a student residence permit (please include your full name and date of birth)

Like this you can prove that you have applied on time and have a right to stay legally in Germany until your appointment.

Keep your email as a proof and do not travel abroad if your visa has already expired and if you are still waiting for your appointment.

Further advice at FH Aachen regarding your student residence permit or if you have any problems with the Foreigners' Office in Aachen:

Ms. Sabine Brinker, (FH Aachen, Dept. II.4 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** at Campus Jülich (FH Aachen, Campus Jülich, Akademisches Auslandsamt, Heinrich-Mußmann-Str. 1, 52428 Jülich) for further advice: stone@fh-aachen.de, Tel. +49-(0) 241-6009-53270.