

List of documents required for a visa to stay for the purpose of studying at a higher educational institution / attending a college of pre-university training (Studienkolleg) or a language course within the framework of pre-university training

It is strongly recommended to provide a complete set of documents in accordance with the list of requirements below in order to avoid delays in visa processing.

The decision to issue a visa is the responsibility of the (competent) German diplomatic or consular mission in Russia. Please note: The Diplomatic mission has the right to request additional or missing documents, which may increase the time for consideration of your application.

Applicants must have with them the originals of all necessary documents and their copies.

When applying for persons under the age of 18, please read the "**Minor Citizens**" memo on the VisaMetric website.

- **Printed completed visa application (original)**
One application for the issuance of a national visa filled out in German and signed with his own hand, including explanations in accordance with sections 53, 54 of the Law on Stay in the Territory of the Federal Republic of Germany. For minors, the visa application is signed by both parents or a legal representative-guardian. The signatures of both parents must be decrypted.
- **Contact form for the Consulate**
(see the Forms section)
- **2 up-to-date biometric passport-format photos taken no earlier than 6 months ago at the time of application submission, on a white background, 45x35 mm in size**
Please attach one photo to application (despite the indication on the application "do not attach") and bring a second photo with you.
- **Foreign passport with 1 copy of the page with personal data.**
The foreign passport must be signed and contain at least 3 free pages. Must be valid for at least 9 months from the start date of the trip.
- **Internal passport with 1 copy of the page with personal data and 1 copy of all pages with marks.**
For citizens who do not own Russian citizenship – a residence permit in Russian Federation with 1 copy.
- **Admission to study at a higher educational institution/college of pre-university training (Zulassung) with 1 copy;**
 - For doctoral students (Ph.D.): an invitation from the supervisor/research institution and a brief description of the project, as well as, if there is a university admission to doctoral studies /doctoral dissertation defense (promotion) 1 copy.
 - It is enough to provide a printout of the file in pdf format.
- **Proof of the financing of the stay for the purpose of study, at least for the first academic year at the rate of 992 euros per month (11.904 euros per year) with a translation into German and 1 copy.**
 - As part of the visa application process, you can confirm the availability of funds for life support by opening a **blocked account**. According to the information available to the Embassy and the General Consulates, there is currently no local bank in the Russian Federation, the opening of a blocked account in which could meet the requirements of the visa application procedure. You can choose your own service provider. A list of service providers that provide this service around the world can be found on the website of the Ministry of Foreign Affairs: <https://www.auswaertiges-amt.de/de/sperrkonto/375488> . The above amount must be transferred to this account (not including the bank commission). It is allowed to withdraw funds from this account monthly in the amount of no more than 992 euros. Please find out in advance about the account closing procedure, which you may have to carry out later.
 - **An official (!) declaration of commitment/guarantee (behördliche Verpflichtungserklärung)** in accordance with § 66-68 of the Law on Residence in the Territory of the Federal Republic of Germany. The application must be issued no earlier than 6 months ago at the time of submission of the documents and it must indicate the

purpose of the stay – "study" ("Studium") and confirm the solvency of the person undertaking this obligation. This document is issued by the offices for Foreigners in Germany.

- **Confirmation of receipt of a scholarship** in the amount of **992 euro** per month.
 - If the amount of the scholarship does not correspond to the specified amount, then the difference must be compensated according to the requested period of stay in accordance with one of the above options.

You will also need to explain how the training will be funded by after the first year of study.

- In the event that you cannot yet be granted an unconditional admission to study (unbedingte Zulassung), but only have an invitation to the entrance exam (Einladung zur Aufnahmeprüfung), then you need the so-called applicant visa (Studienbewerbervisum). In this case, it is sufficient to provide confirmation of the financing of the stay through a blocked account in the amount of 9.819 euros with a monthly available amount of 1.091 euros (alternatively, it is acceptable to provide a corresponding official statement of acceptance of the obligation / guarantee (behördliche Verpflichtungserklärung) (see above).
- **Documents about previously received education:** about the last school or higher education (for example, a certificate of maturity, bachelor's degree, diploma) in the original with the notarized German translation with 1 copy.
- **If you are already studying in Russia:** up-to-date certificate of study at the university with the notarized German translation with 1 copy.
- **A self-written and signed motivation letter** in German, in which you explain in detail the reasons why you want to complete the planned training, what plans you have for your professional future after training - with 1 copy. If the letter is not written in German, it is necessary to provide a notarized translation into German.
- **A biography** presented in the form of a table, without gaps between time intervals, indicating the full address and contact information with 1 copy. If you write a biography not in German, you must attach a notarized translation into German.
- **Confirmation of the language skills** required to master a particular specialty, with 1 copy through the following alternatives:
 - information about the sufficiency of the language level is already contained in the admission to study;
 - obtaining the required level of language by attending a pre-university language course: it is an invitation to a preparatory intensive language course (at least 18 hours per week) at a German language school with an indication of the place and duration of training, the language level at the beginning and the end of the course with confirmation of course payment;
 - a language level of at least B2 in accordance with the Pan-European Classification of Language Proficiency Assessment can also be confirmed, for example, by recognized certificates (for example, issued by Goethe-Institut e.V., the Austrian Cultural Forum, TestDaF-Institut, DSH, Deutsches Sprachdiplom KMK). Knowledge of the English language can be confirmed by a sufficient number of points on the results of the IELTS or TOEFL exams.
- **Medical insurance policy issued in the EU with 1 copy.**

Please note that when enrolling in a German higher education institution or college of pre-university training, it is mandatory to provide a medical insurance policy. Registration of state medical insurance is possible, however, only after registration at the place of residence in Germany. In this regard, during the visa procedure for the period before enrollment in an educational institution, an additional type of insurance must be provided. We recommend to conclude medical insurance for foreign citizens entering the country (the so-called "Incoming-Versicherung"). Health insurance policies for travelers may exclude insurance coverage in the event of a planned long stay in the country. Medical insurance can be provided upon receipt of a visa.

After reaching the age of 30 or after the 14th semester of study, students in Germany cannot qualify for state insurance and must obtain medical insurance from private insurance companies. This rule also applies to those who attend language courses in preparation for admission to an educational institution.

Before starting your studies, you need to consult on the issue of medical insurance at the Student Assistance Association (Studentenwerk) or at the department for work with foreign students at the educational institution (International Office).
- If available: other documents with the notarized German translation with 1 copy.

For applicants under the age of 18:

- **Notarized consent of persons with parental (guardianship) rights** to travel abroad unaccompanied and for a long (!) stay of the child in the territory of the Federal Republic of Germany with the notarized German translation with 1 copy;
 - **The applicant's birth certificate** with an apostille and with the notarized German translation with 1 copy.
- Important information:**
- **«Students»** are applicants and applicants who participated in the competition for admission to a university or preparatory institution (for example, the college of pre-university training "Studienkolleg") and already have admission to study (Zulassung). Exchange students also belong to this category.

- «Applicants» are applicants interested in studying at a German university, but not yet having admission to study at a university or a preparatory institution. They also include applicants who are interested in studying a music/art specialty and must pass an entrance exam in Germany. The Office for Foreign Affairs extends the applicant's visa only when he can grant admission to study. **Please pay attention to the memo for applicants (Merkblatt für Studienbewerber)!**
- Participants of pre-university language courses who do not yet have admission to study at the university are required to provide information about where they plan to study in Germany (for example, by confirming their participation in the competition for a student place). An intensive German language course should definitely serve the purposes of pre-university training.
- The processing time of the application, is usually is about 6-8 weeks, but not less than 4 weeks. In some cases, processing may take a longer time. The processing time of the application of fellows receiving scholarships from funds of German public organizations, is usually several working days.
- The residence permit gives you the right to work, which does not exceed 120 full or 240 half-days a year, as well as student part-time work. This rule does not apply to the stay of persons participating in educational activities within the framework of pre-university training (not including vacation time).
- You can find information about studying in Germany on the portal [study-in-germany.de](https://www.study-in-germany.de).
- Additional documents not specified in this memo may be requested when applying for a national visa or during the processing of documents.
- All documents written in a language other than German must be provided with a translation into German. Translations made by a translator in the Russian Federation must be notarized. For translations made by a sworn translator in Germany, notarization is not required.
- Translation of internal and foreign passports, as well as medical insurance into German is **not** required.
- The documents issued by the Civil Registry Office or the court must have an apostille. This rule does not apply to German documents and, as a rule, documents from other EU countries. Please note that the apostille must be on the original document (and not on the copy). If there is an apostille, it must also be translated.
- All original documents and their translations must be provided with 1 copy. Notarization of copies of documents is **not** required.
- Pay attention to the completeness of the submitted documents! An incomplete set of documents may cause a refusal to issue a national visa.

Checklist

This checklist is used exclusively for self-control and preparation of documents for submission.

Please distribute all the documents attached to the application in the following order.

The set must contain all the originals (civil status documents, diplomas, passports, etc.) and copies of all documents in the following order. These originals will be returned to you immediately after their verification during the submission of documents.

- 1 photo;
- a statement with a photo pasted on;
- medical insurance policy issued in the EU;
- admission to study;
- confirmation of financing;
- confirmation of previous education;
- if available, a certificate of training;
- biography;
- motivation letter;
- if available, registration for the preparatory language course;
- if available, a language certificate;
- if necessary, other confirmations;
- for persons under 18 years of age:
 - notarized parental consent;
 - birth certificate.
- internal passport + a copy of the page with personal data + copies of all pages with marks;
- a foreign passport + a copy of the page with personal data +, if necessary, a copy of a temporary residence permit or a residence permit in the Russian Federation.

This memo is updated if necessary and does not claim to be complete.