

Welcome to the Hanns Eisler!



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VISA OR NO VISA?

How to apply for residence permit

ENROLMENT, EXAMINATION AND STUDENT ADVISING

Maria Leupold

studium1@adm.hfm-berlin.de

Voice | (Music Theatre) Direction, Production
Dramaturgy for Music Theatre | Lied Interpretation
for Pianists | Wind Instruments | Percussion |
Conducting | Correpetition | Chamber Music

Yvonne Eißler

studium2@adm.hfm-berlin.de

Strings | Harp | Guitar
Piano | Composition

- Enrolment & Re-registration | Leave of absence & Part-time studies
- Student ID & Semester Ticket
- Questions about the course of studies/guidance through the course of study
- Certificates & Transcripts

SERVICES AND INTERNATIONAL AFFAIRS

Peggy Bertaux

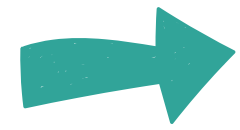
studium3@adm.hfm-berlin.de

Katja Ehrentreich

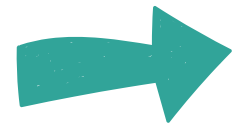
international@adm.hfm-berlin.de

- Credit Transfer and change of university
- Recognition of external artistic activities
- General Student Advising/Advising for prospective students
- Visa and residence permit
- Housing | studying & working
- Representative and advisor for students with disabilities and chronic diseases
- Study abroad/ERASMUS
- PROMOS scholarship
- DAAD-Preis/STIBET
- Encuentro de Música y Academia de Santander
- General Student Advising/Advising for prospective students
- German as a foreign language
- Online appointments for counselling

DOCUMENTS FOR THE IMMATRICULATION



Proof of health insurance



University entrance qualification



Copy of your passport/ID card

HEALTH INSURANCE

Insurance with a statutory health insurance company in Germany	Private health insurance company in Germany	You have a European health insurance Card (EHICard)	You are from a non-EU country that has a social security agreement with Germany	You are from another Non-EU country
<p>Please ask for digital information „Meldegrund 10“!</p>	<p>You can be exempted from compulsory insurance. >> Please ask for digital information „Meldegrund 10“!</p> <p>Please ask the statutory health insurance company for detailed advice on the consequences of the exemption from compulsory insurance before the exemption certificate is issued. Because if you claim the exemption, it is valid for the entire duration of your studies and cannot be revoked</p>	<p>You can be exempted from compulsory insurance. >> Please ask for digital information „Meldegrund 10“!</p>	<p>You must provide proof of insurance coverage from your home country. >> You can be exempted from compulsory insurance. >> Please ask for digital information „Meldegrund 10“!</p>	<p>You must provide proof of insurance coverage from your home country. >> You can be exempted from compulsory insurance. >> Please ask for digital information „Meldegrund 10“!</p>

UNIVERSITY ENTRANCE QUALIFICATION

➡ School leaving certificate

STUDENTS WHO HAVE STUDIED AT UNIVERSITY LEVEL:

➡ Bachelor's and/or Master's degree certificate:

IMPORTANT for Master's and Konzertexamen degree programs:

If you do not yet have a certificate, submit a certificate from your university stating the date of graduation and, if applicable, the total number of semesters of study (in Germany)

➡ Transcript of Records or Diploma Supplement:

Overview of all academic achievements to date (in Germany or abroad)

➡ Certificate of exmatriculation from the last university attended

➡ With certificates from abroad: Proof of German language skills at level B2.2
(Common European Framework of Reference for Languages)

GERMAN COURSE

- ➡ a course at HfM OR an external course is compulsory for bachelor students whose German language skills are below level B2.2 and optional for master's students
- ➡
 - intensive online course during the semester break:
5 weeks / lessons every day (Mo – Fri)
 - starts in early September
 - costs: 450,00 EUR plus materials
 - semester course: 2 times a week / on-site (except B2.2)
 - starts in the first lecture week
 - costs: 400,00 EUR plus materials
- ➡ whether the required course level can be offered depends on the number of participants

UPCOMING EVENTS

**28
AUG**

11 A.M. Introduction to EISLER e-Campus

**31
AUG**

Deadline Registration for courses

www.hfm-berlin.de/studium/im-studium/anmeldung-der-kurse/


**7
OKT**

tba

**Semester start!
Welcome meeting and get together**



Your Questions

A photograph of a music rehearsal room with wooden floors and several music stands. Some stands have sheet music on them, including a score for 'George Frideric HANDEL LUTHERIA'. Brass instruments, like tubas, are visible in the foreground. A large teal geometric shape is overlaid on the right side of the image, containing the text.

**WE WISH YOU ALL A
GOOD START AT HANNES
EISLER AND A HAPPY
SEMESTER!**

VISA OR NO VISA?

Entry into Germany without visa and residence permit

Citizens of the EU, Iceland, Liechtenstein, Norway, Switzerland

(Swiss nationals enjoy a right similar to the right of free movement for EU citizens, but require a residence permit - Application at the National Immigration Office.)

VISA OR NO VISA?

**Entry into Germany without visa but with a residence permit
after 3 or 12 months in the country**

Australia, Israel, Japan, Canada, New Zealand, South Korea, United States, Andorra, Brazil, El Salvador, Honduras, Monaco, San Marino, UK.



Problem: the appointments are very difficult to get.



Advice: wake up early and refresh the page between 5 and 6 am....



2 solutions:

1. Visa anyway ➡ will be issued for one year ➡ then residence permit
2. After entry into Germany ➡ application for residence permit and hurry with the documents.

VISA OR NO VISA?

Entry into Germany only with visa


All other countries



Overview of visa requirements/exemptions for entry into the Federal Republic of Germany.

HOW TO APPLY FOR A VISA

- ▶▶ Apply in the German embassy of your living place and look into the website to see how to apply.
- ▶▶ Tourist or language visas cannot be subsequently converted into a visa for study purposes/residence permit.

 <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visa/207794>

Example: If you are Chinese in UK ➡ German embassy in the UK.

ABOUT THE DOCUMENTS NEEDED

▶▶ Always consult the website ▶▶ hurry up for the appointment ▶▶ collect the documents

Proof of secure livelihood

- For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 10,872.00 euros (current amount in the year 2024, as a precaution 11.904,00 euros) / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months
- For the extension: bank statements of the last six months



Information about blocked bankaccount:

<https://www.auswaertiges-amt.de/de/sperrkonto/375488>

ABOUT THE DOCUMENTS NEEDED

Health insurance

Certificate of enrolment or conditional approval for studying

- muvac admission letter
- if an admission letter with stamp is needed ➡ contact your student advisor
➡ Maria or Yvonne

Proof of main residence in Berlin

- Certificate of registration at the main residence or
- lease and written confirmation of occupancy from the landlord or
- a confirmation of a booked room or
- a copy of your application for a student residence

HOW TO APPLY FOR RESIDENCE PERMIT

Download the application form

<https://service.berlin.de/dienstleistung/325475/en/>

Make an Appointment and prepare the documents:

<https://otv.verwalt-berlin.de/ams/TerminBuchen?>

[lang=en&termin=1&dienstleister=327437&anliegen\[\]=325475](https://otv.verwalt-berlin.de/ams/TerminBuchen?lang=en&termin=1&dienstleister=327437&anliegen[]=325475)



Purpose is 16 B



You will probably see this appears:



There are currently no dates available for the selected service! Please try again later!



Advice: wake up early and refresh the page between 5 and 6 am....

HOW TO APPLY FOR RESIDENCE PERMIT

Send the application and the documents at the Referat B

- ➡ 8/10 weeks before your visa expires
<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1279374.ph>
- ➡ Don't forget any documents
- ➡ A personal interview is still required
- ➡ You will get a no reply email
- ➡ This email is the extension of your visa (only if you send it before the visa expired) and you can stay in Germany
- ➡ You will be contacted by the immigration office for an interview and you have to show up!

⊘ DON'T TRAVEL OUTSIDE GERMANY WITH THE EXPIRED VISA OR RESIDENCE PERMIT!

YOUR RESIDENCE PERMIT HAS BEEN ISSUED

... Congratulations! The residence permit is issued for maximum 4 years

➡ After this time: Application for an **extension** is possible; condition is that the requirements for the residence permit are still fulfilled and that the student has properly and regularly studied. Studienprognose will be needed

➡ contact the student advisor: Peggy Bertaux / Studium3@adm.hfm-berlin.de

⚠ Special cases:

Change of study place ➡ Don't forget to register with the new office as soon as you changed your place of study.

Change of status: working ➡ study/ Study AND Working / what after graduation / Applying for german citizenship or stay in Berlin or Mariage, Children or refugees.

➡ contact the student advisor: Peggy Bertaux / Studium3@adm.hfm-berlin.de

IMPORTANT

- 1 Never leave Germany without a valid residence permit, you may not be able to come back.**
- 2 Always travel with your pass and your student card.**
- 3 Read the documents and always check your HfM mails. (Checklist Residence Permit for example)**
- 4 Don't hesitate to inform us if you have troubles.**



Your Questions

A photograph of a music rehearsal space with a teal overlay. The scene shows several music stands with sheet music, a harp, and brass instruments like tubas and euphoniums. The floor is made of light-colored wood. A large teal triangle is overlaid on the right side of the image, containing the text.

**WELCOME AT THE HANNS EISLER,
WELCOME TO GERMANY,
WELCOME ON BOARD!**