

VISA INFORMATION FOR EXCHANGE STUDENTS

All non-EU students must obtain a visa either before coming to Germany or once they are in Hamburg, depending on their citizenship.

1. Citizens of EU countries do not need a visa to study in Germany. They automatically receive a certificate to prove their right to free mobility. If you have an EU passport, we will simply collect your passports during the Orientation Program in order for you to obtain a certificate to prove your right to free mobility.

2. If you are a citizen of the U.S., Canada, Australia, New Zealand, Israel, Japan or Switzerland, you can travel to Germany as a tourist. You do not need to apply for a visa ahead of time, but will need to obtain a student visa once you are in Hamburg.

3. If you are a citizen of a country other than those listed above, please contact your local German consulate or embassy to determine whether an entrance visa is required for you as a student in Germany. If this is the case, you must apply for an entrance visa in your home country before coming to Germany. Bucerius will provide proof of admission required by the German authorities, but it is your responsibility to obtain an entrance visa in time. This process usually takes about 6 weeks. Please note: The entrance visa is typically valid for 90 days only and must be extended once you are in Hamburg.

If you fall under the second category (citizen of the U.S., Canada, Australia, New Zealand, Israel, Japan or Switzerland), the International Office will help you obtain a student visa upon your arrival in Hamburg. If you fall under the third category (citizen of another country other than those listed above), the International Office will assist you in applying for a visa extension, but not with the application for an entrance visa in your home country. The application for the visa extension will be completed during the Orientation Program.

In both cases the International Office requires that all necessary documents which are listed below be submitted by July 15, 2010. Students who fail to meet this deadline will be asked to take their forms to the Immigration Office themselves. Please note that EU citizens do not need to submit the following papers.

During Orientation we will need to collect all passports to submit them with the application documents to the Immigration Office. Processing a large number of applications takes a few days. For this reason, we ask you not to make any travel plans outside of Germany until mid-September.

You need to submit the following documents to apply for a student visa in Hamburg or to extend your entrance visa:

1. Visa application forms (to be filled out with our assistance during the Orientation Program)
2. City registration form (to be filled out with our assistance during the Orientation Program)
3. Financial statement (due by July 15, 2010; see below)
4. Proof of health insurance covering you during your entire stay in Germany (due by July 15, 2010; see below).
5. One biometric photo (due by July 15, 2010; see below)
6. A valid passport** for the full duration of your stay (submit upon arrival).

Along with your visa application, you will need to complete a City Registration (Anmeldung) form, which we will assist you with during Orientation. Please note that in order to complete this form, you will need to know your address in Germany, as well as where your landlord is registered (angemeldet). If you are living in a Bucerius provided dorm, you will need to bring an arrival confirmation (Einzugsbestätigung), which you can request when you receive your key.

Please send all necessary materials to:

Ms. Chipley Bader
Clifford Chance International Office
Bucerius Law School
Jungiusstr. 6
20355 Hamburg
Germany

Non-EU members will have to pay **EUR 50** for the student visa. The proof of the freedom of the mobility for EU citizens is free of charge.

FINANCIAL STATEMENT

The Immigration Office requires proof that you have sufficient funds to meet your educational needs and the cost of living during your stay in Hamburg. For this purpose you need to submit a Financial Statement. In compliance with the regulations of the Immigration Office, the following sources of subsistence are acceptable: EITHER personal savings OR family support OR financial aid/scholarships from other institutions. In each of these cases you need to provide supporting documentation, this documentation should be in English or German.

** Please make sure that you have at least two blank visa pages in your passport.

1. Personal Savings: Enclose an official and original bank statement stamped and signed by a bank, certifying that you have sufficient funds for your living expenses in Germany. The amount certified needs to be at least EUR 3,000 for your entire stay in Germany.

2. Family Support: Enclose a "Formal Obligation Form" from someone in your immediate family who is willing to support you during your stay in Hamburg (e.g. parents or spouse). This "Formal Obligation Form" is available and has to be written and signed in a German embassy or consulate. The person who is willing to support you will need to prove that he/she possesses sufficient funds, e.g. bank statement, salary statement, tax declaration, etc. to support you during your studies in Germany. The supported amount certified by your family needs to be at least EUR 3000.

3. Financial Aid/Scholarship from your home university, a government agency, private foundation, bank, etc.: Enclose an official and original letter specifying the amount and availability of funds.

Please note that you only need to submit one of the above listed forms of financial statement.

HEALTH INSURANCE

In compliance with the regulations of the Immigration Office, you must also prove that you have health insurance which covers you during your entire stay in Germany. You can purchase health insurance in your home country, ask whether your current policy covers you during your stay in Germany or Bucerius can assist you in getting coverage under an affordable German insurance policy.

The policy provided through Bucerius satisfies the German requirements for the visa. Coverage costs app. EUR 30 per month. The company reimburses expenses in the event of acute and unforeseen illness and accidents and will cover medical treatment, drugs and dressing materials prescribed by a doctor. Appliances required as a result of medical treatment in order to fix and injured part of the body are also covered. Simple dental treatment and dental fillings, including extractions in order to alleviate acute pain, as well as simple repair of dental prosthesis are covered as well. The insurance will not provide benefits for medical treatment of diseases that were already known and treated before coming to Germany, costs for psychoanalytic and psychotherapeutic treatment, pregnancy, deliveries and consequences thereof, even if these have been caused by an accident.

Further information about the insurance policy will be provided after admission to the program. The health insurance will be billed and issued to you during the Orientation Program. The coverage begins when you get to Germany.

If you choose to purchase health insurance through Bucerius, you will either need to register to open a German bank account with us, or already have a German bank account. This is important for any reimbursements that could take place during the exchange program.

Please note: If you plan to purchase your health insurance through Bucerius, you do NOT need to send us any other proof by July 15, 2010.

BIOMETRICAL PHOTOS

For your visa application you need to submit one biometric photo. The following requirements must be met:

1. The photographs must not be older than six months.
2. The photographs must measure 35 mm x 45 mm.
3. The photograph of each visa applicant must be a full face photo. The applicant must face the camera directly, with both ears visible. The photograph of the applicant's head must be between 25 mm and 35 mm when measured vertically. A "full face" photo is one in which the applicant facing the camera directly. The applicant should not be looking down or to either side, should not smile and the face should cover about 70-80 percent of the area of the photo. The head of the applicant, including both face and hair, should be shown from crown of the head to tip of chin on top and bottom and from hair line side-to-side. It is preferable that the ears are exposed.
4. The photograph must have a bright, unicolored background and should be printed without borders.
5. Head coverings and hats are only acceptable due to religious beliefs, and even then, may not obscure any portion of the face of the applicant. Sunglasses or other accessories detracting from the face as defined above are not acceptable unless required for medical reasons (an eye patch, for example). Photos of military, airline or other personnel wearing hats are not acceptable.

We recommend printing these guidelines and taking them with you to the photographer.

If you have further questions regarding visa, please do not hesitate to contact us: chipley.bader@law-school.de.

Updated: March 2010