

## VISA INFORMATION FOR EXCHANGE STUDENTS

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

1. Citizens of EU countries do not need a visa for study in Germany. They automatically receive a certificate to prove their right to free mobility. If you have an EU passport then 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 visa ahead of time, but still need to obtain a student visa once you are in Hamburg.

3. If you are a citizen of another country other than those listed above, please contact your local German consulate or embassy to determine whether an entrance visa is required. 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. It usually takes about 6 weeks to obtain a visa. Please note: The entrance visa is usually 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 also 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. After that date, students are asked to bring their forms to the Immigration Office themselves. Please note that EU citizens don't need to submit following papers.

We will need to all collect passports and 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 15th, 2010; see below)
4. Proof of health insurance covering you during your entire stay in Germany (due by July 15th, 2010; see below).
5. One biometric photos (due by July 15th, 2010; see below)
6. A valid passport\*\* for the full duration of your stay (submit upon arrival).

Please send all necessary materials to:

Ms. Lowri Gilbert  
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 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:

1. Personal Savings: Enclose an official and original bank statement 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" 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. 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

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\* Please be aware that German authorities abroad may require additional documents than listed above, e.g. a blocked bank account with a German bank, etc.

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

declaration etc. The support amount certified by your family needs to be at least EUR 690 x the number of months of your stay in Germany.

3. Financial Aid/Scholarship from your home university, Government Agencies, Private Foundations, Bank etc.: Enclose an official and original letter specifying the amount and availability of funds.

Please note that you only need to submit only 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 or ask whether your current policy covers you during your stay in Germany.

Bucerius can assist you in getting coverage under an affordable German insurance policy. The policy satisfies the German requirements for the visa. Coverage costs app. EUR 25 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.

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

### **BIOMETRICAL PHOTOS**

For your visa application you need to submit one biometric photos. 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 2.5 cm and 3.5 cm 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 ears be exposed.

4. The photographs must have a bright, unicolored background. Photos 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: [lowri.gilbert@law-school.de](mailto:lowri.gilbert@law-school.de).

Updated: December 2009