



Application Checklist Residence Permit Service (RPS)

To be filled out
by the applicant

(only applicable for students registered as inhabitants in Berlin)

First Name: _____ Last Name: _____

Mobile: _____ Private e-mail: _____

Applying for:

- | | |
|---|---|
| <input type="checkbox"/> First Residence Permit Issuance (FRPI)
<input type="checkbox"/> Extension (EX)
<input type="checkbox"/> Job Seeker Permit (JSP)
<input type="checkbox"/> Lost/Stolen (L/S)
<input type="checkbox"/> RP Transfer to a new Passport (Transfer) | Date of birth: _____
Expiry date of visa/residence permit: _____
Date of submission at SRH: _____ |
|---|---|

Scan all the document .All documents must be in PDF. Only in English or German. Send complete application documents in one email. Do not merge them. The white spaces below the intended application type (column) are applicable for you.

What Documents?	How?	FRPI	EX	JSP	L/S	Transfer
Application form	Completed & signed. Do not print your signature. Template on SRH website.					
Passport (s)	Colour copies of all identity info page(s) with signature.					
Current visa	Colour copy. If not available then provide flight ticket.					
Arrival stamp	Check passport. If not available then provide flight ticket					
Current residence permit	Colour copies of all sides					
Supplementary sheet (Zusatzblatt)	Colour copies of all sides (This can be a green folded document or a sticker in your passport)					
1 new passport 35X45mm size biometric photo	Light background. No matte or glossy type. Do not submit the photo you used for other application. Not necessary to submit with your application.					
Confirmation of enrollment	Current and next semester (when available). Download from campusnet or contact: studentservice.hsbe@srh.de					
Tuition fee payment	Must include the current semester tuition fee payment. Please contact: feemanagement.hsbe@srh.de					
Proof of financial subsistence	Blocked account in a German Bank with EUR 11,208 (even if the amount is lesser) OR a notarized declaration of commitment by a German citizen OR scholarship OR a notarized financial declaration from parents for the duration of your studies with their last 6-month full bank statement and their colour passport copy.					
Study prognosis document	Contact: examination.office.hsbe@srh.de to get it signed & stamped. Template on SRH website.					
Letter of successful completion of your degree	Must be signed by your head of study program or examination office. Template on SRH website.					
Proof of financial means	Last 6-month full bank statements ideally with a 934 EUR monthly income. Lesser income is also fine.					
Health insurance	Colour copies of all sides of your health insurance card OR a confirmation from your health insurance provider with a validity of least 1 year at the time of application.					
Report of loss from police	It is called "Verlustanzeige" & a copy is sufficient.					
Rental Agreement	Rental contract in your name. Signed/stamped.					
Confirmation of registration ("Anmeldung")	You can also submit the contract & "Wohnungsgeberbestätigung" from the landlord until you have the "Anmeldung" document. Must be in Berlin.					
Job applications & replies	If applicable					

<p style="text-align: center;">I hereby fully authorize SRH Residence Permit Service to submit and handle my application at the Berlin State Immigration Office (LEA Berlin)</p>	<p>----- Your Signature</p>
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