



WISO STUDY GUIDE

INFORMATION FOR INCOMING GUEST STUDENTS
WISO FACULTY, FALL 2018/19

University of Cologne
Faculty of Management, Economics and Social Sciences



TERM DATES

1 May 2018	Deadline for nomination by home university
4 June 2018	Application deadline for submission of admission document  WEX
29 Aug - 19 Sept 2018	Course registration online via KLIPS 2.0  KLIPS
4 Sept 2018*	Placement test pre-semester German language course (compulsory for course participants)
3 Sept 2018 (AM)*	Enrolment for pre-semester German language course (compulsory for course participants)
3 Sept 2018 (PM)*	Orientation session (September arrivals)
3 - 8 Sept 2018*	Welcome Days (September arrivals)
5 Sept 2018	Start pre-semester German language course
2 Oct 2018	Orientation session (October arrivals)
2 - 7 Oct 2018	Welcome Days (October arrivals)
8 Oct 2018	First day of classes
Beginning Oct 2018*	Enrolment for semester German language course (October arrivals)
until 16 Dec 2018	Early leaver exams (be present in Cologne)
1 Feb 2019	Last day of classes
Until end of Feb	Exam period
1 Sept 2018 - 16 Dec 2019	CEMS term (Optional: CEMS long term until end of February 2019)

*Subject to changes

PUBLIC HOLIDAYS (NO CLASSES)

3 Oct 2018	Day of German Unity
1 Nov 2018	All Saints' Day
23 Dec 2018 - 15 Jan 2019	Christmas break
1 Jan 2019	New Year's Day
4 March 2019	Carnival Monday

International Relations Center

The International Relations Center at the Faculty of Management, Economics and Social Sciences (ZIB WiSo) looks after the affairs of incoming guest students.

Many administrative processes run differently for guest students than for degree students. Therefore, ZIB WiSo is always the first point of contact for you as a visiting student, providing advice and assistance in all organisational and administrative procedures at the WiSo Faculty.

ZIB WiSo looks forward to meeting you!

THE ZIB WISO BUDDY PROGRAMME

The ZIB WiSo in tandem with the PIM & CEMS Student and Alumni Club Cologne e.V also organises a Buddy Programme for incoming students. All incoming exchange students are assigned a 'buddy' – i.e. a Cologne student who helps them find their way around the city and the University during their stay.

Although many people do speak English in Germany, there may be situations where you will have to communicate in German. You can always ask your buddy to help you or accompany you to any official offices.

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Before your exchange

NOMINATION AND ENROLMENT

1. ACTIVATE YOUR WEX ACCOUNT WEX

Once you have been successfully nominated in the WiSo Exchange Portal (WEX) by your home university and accepted by the WiSo Faculty, you must activate your WEX account. Information will be sent automatically via email. You need to confirm your personal information and fill out your German language course preferences.

EARLY LEAVER OPTION (FALL TERM CANDIDATES ONLY)

Our 'early leaver' option allows students to complete a fall term abroad from September/October to Mid-December. Please note that this option is quite demanding and entails doing an entire term's worth of work in a fraction of the time. Students are only able to take pre-semester German language courses (and not semester German language courses) with this option.

Students who wish to complete their term abroad with the early leaver option need to discuss this with their home university in advance. This preference also needs to be declared no later than when students are nominated by the home university's coordinator.

2. REGISTER IN KLIPS 2.0 DATABASE KLIPS WEX

You will also be asked to fill out the 'KLIPS 2.0 Application for Admission Form' in KLIPS 2.0, the University's campus management system.

ZIB WiSo takes care of all enrolment formalities for our incoming guest students. Once you have filled out, signed and uploaded your 'KLIPS 2.0 Application for Admission Form', ZIB WiSo will begin the enrolment process. Once your applications have been processed, you will be notified via email on how to proceed with the final step of your enrolment.

See WEX 'Downloads': 'KLIPS 2.0 Application Manual'

RELEVANT DATABASES AT THE WISO FACULTY

The Faculty of Management, Economics and Social Sciences (WiSo Faculty) has various online portals, databases and platforms that are instrumental in having a successful study abroad experience. The three main online services:

WEX (WiSo Exchange Portal) WEX

The WiSo Faculty uses an online portal to streamline many of the organisational processes for incoming guest students. This includes uploading all the documents required for your enrolment at the University as well as downloading official documents, including your letter of acceptance. After the nomination deadline has passed, you will receive an email with further instructions on how to log in and use WEX.

<https://wex-incomings-wiso.uni-koeln.de>

KLIPS 2.0 KLIPS

KLIPS 2.0 is the University's campus management system that lists all courses offered at the University of Cologne. With the help of KLIPS 2.0, students can set up their own class schedule, apply for courses and register for exams.

<https://klips2.uni-koeln.de/co/webnav.ini>

ILIAS

ILIAS (integrated learning, information and work cooperation system) is the e-learning platform for course information and learning materials. Apart from furnishing topical course information, ILIAS is also where learning materials such as slides, texts or other files are made available as downloads.

www.ilias.uni-koeln.de

PAYMENT METHODS IN GERMANY

Germany is still largely a cash-based country. Although one can use credit or debit cards for most large purchases, you will need Euros in cash to pay for smaller things like bus/train tickets and at some restaurants. We recommend opening a free bank account at a local German bank to avoid international fees. More details in step 18.

3. TRANSFER THE SOCIAL CONTRIBUTION

After your admission is processed, you will receive an email with information on how to transfer the social contribution. Payment is only accepted in the form of domestic or international transfers. Please make sure to account for processing fees that may be incurred before the payment reaches the WiSo Faculty. The social contribution is approximately € 270 per semester. Only after you transfer this amount will you be enrolled and be able to pick up your electronic student ID (UCCard) upon your arrival. (Tip: 'BIC' means 'Swift Code'; Account name/address: Universität zu Köln)

SOCIAL CONTRIBUTION

This payment is not a tuition fee but a solidarity contribution that enables all students to use the canteens and cafeterias, sports offers and student organisations at reduced prices. The contribution also covers the 'NRW Ticket' or semester ticket, which allows you to use local public transport throughout all of North Rhine-Westphalia.

For more details: www.klips2-support.uni-koeln.de/12178.html?&L=1

4. UPLOAD A PHOTO FOR YOUR UCCARD

Upload your photo on KLIPS 2.0. This will be the picture used for your UCCard (student ID card).

www.uccard.uni-koeln.de/photo_upload/index_eng.html

5. ACTIVATE YOUR UNIVERSITY EMAIL ACCOUNT

Please see the instructions that were included with your student number and PIN email. You can also set up forwarding rules and out-of-office messages in the Mail Portal.

- How to activate your student IT account:
rrzk.uni-koeln.de/s-mail-orga.html?&L=1
- University of Cologne Mail Portal:
https://mailportal.uni-koeln.de/einstellungen/login.php?login_lang=en_GB&link=forward

ORGANISING YOUR STAY

6. FIND AN ACCOMMODATION

The following types of accommodation are suitable for visiting students:

- Rooms temporarily sublet by Cologne students who have themselves gone abroad for studies
- Rooms and apartments in student residences run by the Kölner Studierendenwerk (KStW, public student service organisation)
- Shared apartments ('Wohngemeinschaft' or 'WG')

The ZIB WiSo Incomings Team will provide you with more detailed information regarding accommodation before you arrive. Please note that places in student dorms are generally limited and it is up to visiting students to find an accommodation for their stay. We suggest you start looking for a room or flat around **three to four months prior to arrival**.

See WEX 'Downloads': 'Flat hunting guide'

7. GET HEALTH INSURANCE

In order to enrol at the university and receive your UCCard, you need to have a German-recognised health insurance.

See WEX 'Downloads': 'Health insurance info sheet'

8. ORGANISE YOUR VISA

The German government and your home country may have specific rules and regulations on how you are allowed to travel to, exit from and stay in Germany. Please contact your local German embassy or consulate to make sure you know what you need to prepare before, after and during your arrival.

Please note that the ZIB WiSo is happy to assist with any paperwork regarding your admission to the University but is not qualified to give advice on how or where to apply for visas or entry permits. See section 'Organising your stay', 16.&17. for details.

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

COURSES

Workload

A full term workload: 30 ECTS credits = 4–5 successfully completed courses. One credit point in the Cologne system = one ECTS credit = approximately 30 working hours. The home university's provisions governing the required workload take precedence, if different.

Course selection WEX

Generally, incoming students can take any of the Faculty's courses (German and English) as offered within the Faculty's 'Course list for incoming students'. This means you can attend courses in Economics, Business Administration, Sociology and Political Sciences, regardless of the study paths that you are pursuing at your home institution.

The only general limitations in signing up for courses are the following (specific prerequisites may apply, especially for advanced seminars and lectures):

- 1st – 3rd year bachelor: bachelor courses
- 4th year bachelor: bachelor and master courses
- master: master and bachelor courses

Upon making your selection, you should always check which courses will be recognised by your home university.

Course selections do not have to be sent to the ZIB WiSo before arrival. Incoming students are given extensive course guidance during the first two weeks of September.

<http://www.international.wiso.uni-koeln.de/incoming-students/semester-exchange/your-academic-options/>

Course types

- **Lectures (Vorlesung):** Structured and presented by a professor; written examination; often in combination with exercises (see below)
- **Exercises (Übung):** Held by professor's teaching assistants; interactive format and smaller groups; serve as exam preparation
- **Tutorials (Tutorium):** Led by fellow students who are further along in their studies; high level of interaction; serve as exam preparation; limited number of participants
- **Seminars (Seminare):** Higher level of interaction between professor and students; independent group work; examination mostly consists of a term paper and a presentation in class

During your exchange

COURSE AND EXAM REGISTRATION

9. REGISTER FOR COURSES KLIPS

- The course registration period is 29 August – 19 September 2018, regardless of arrival date.
- Course registration is based on a lottery system.* Courses will be only be assigned after the registration period is over. Therefore, it does not matter when you select your courses during the registration period.
- The results of the course selection will be published about a week before classes begin.
- If you do not get admitted to all of the courses you registered for, you have the chance to try again during the so-called 'Restplatzvergabe'. During this period, you can register for any remaining spots on KLIPS 2.0 on a "first come, first served" basis. It usually takes place shortly after the course selection results are published. **See WEX 'Downloads': 'Course Registration Manual'**

COURSE GUIDANCE WEX KLIPS

The ZIB WiSo Incomings Team offers optional course guidance sessions to every incoming student as well as a 'Course registration manual' on WEX to assist students in registering for courses. If you choose to participate in an individual course guidance session, please prepare a list of courses that you would like to take based on the 'Course list for incomings students'. Note, we do offer skype and in-person sessions.

10. REGISTER FOR EXAMS KLIPS

- Unlike other universities you need to register for courses as well as for exams.
- It is mandatory to register for each type of examination (including

*Exchange students in their second exchange semester may receive preference.

papers). This process happens after course registration and is also done via KLIPS 2.0.

- Each course has a different exam registration period so make sure to keep track of each of your courses. The ZIB WiSo will not send out reminders and neither will the professors, so it is up to you to keep track.
- Remember: If you forget to de-register for an exam because you no longer want to take the course you will receive a fail in your transcript.
- Please make sure to find out where your exam is taking place in advance (via KLIPS). Reminders will not be sent.

See WEX 'Downloads': 'Exam Registration Guide'

11. REGISTER FOR GERMAN LANGUAGE COURSES ('DAF')

German language courses are offered before the beginning of the term (pre-semester) and during the semester. Please note that the ZIB WiSo will do its very best to accommodate as many students as possible in the limited amount of spots available. Students will be notified via email and through WEX regarding the status of their participation.

Please note that the ZIB WiSo's role is limited to the initial registration process and it is not involved or responsible for organising or executing the German language courses. Any questions related to the German language courses need to be directed to the German as Foreign Language Department ('Deutsch als Fremdsprache' aka 'DaF'). This includes information regarding the waiting list, personal registration, assessment tests, exams, course/exam dates and general course content.

Note that students with no prior knowledge of German (absolute beginners) are not required to take a placement exam.

Email: daf@verw.uni-koeln.de

www.portal.uni-koeln.de/daf.html?&L=1

www.portal.uni-koeln.de/deutschkurse.html?&L=1





Photo: Lisa Beller

GETTING SETTLED AT THE WISO FACULTY

12. ATTEND THE WELCOME DAYS

There will be a mandatory orientation session for all newly arrived guest students.

- For September arrivals:
Monday, 3 September 2018, 12.00 pm – 2.00 pm
- For October arrivals:
Tuesday, 2 October 2018, 1.30 pm – 3.30 pm

Location: Lecture hall XII, main building

If you cannot make it to the orientation session, please drop by the ZIB WiSo office as soon as possible after your arrival to check in.

Don't forget to send the ZIB WiSo Incomings Team your German phone number.

13. GET YOUR LEARNING AGREEMENT AND CONFIRMATION OF ARRIVAL FORM SIGNED (ERASMUS ONLY)

You can get your learning agreement and confirmation of arrival/ departure form signed by ZIB WiSo. To do so, either bring the documents to our office or send them to us via email.

14. PICK UP YOUR UCCARD

Once you have completed steps 3, 4 and 7, you can pick up your UCCard at the University's Central International Office located at the Student Service Center (SSC) next to the main building. You will need to provide proof of your German health insurance or an exemption certificate ('Befreiungsbescheinigung').

The NRW Ticket aspect of your UCCard is only valid **beginning on 1 October**. September arrivals are eligible for a discounted KVB monthly ticket. Note, this will only cover travel inside of Cologne, it does not cover transportation to/from Hürth. Forms will be available during the Orientation session and at the ZIB WiSo office.

<https://lageplan.uni-koeln.de/#1102>

15. TAKE A TOUR OF THE LIBRARY

We highly recommend taking a tour of the library and learning how to use the library and its resources effectively. You can take an in-person or virtual tour in German or English. An audio file with a guided tour of the library in either English or German can be downloaded from the links below.

- Tours (dates and information on registration):
https://www.ub.uni-koeln.de/lernen_arbeiten/lernen/audio/audiotour/index_ger.html

English is the second link: 'Audiotour_englisch.mp3'

THE UCCARD

Your University of Cologne student ID is a secure electronic chip card that functions as your personal identification at the University:

- Verification of your student status
- Ticket for public transportation within NRW ('NRW Ticket', see below)
- Cashless payment at University cafeterias ('Mensas') and cafés
- Library card
- Personal ID card for examinations
- Personal ID card for University and committee elections.
- Allows you to use the washing machines and dryers in most University dorms

https://uccard.uni-koeln.de/index_eng.html

NRW Ticket

The UCCard serves as your ticket for buses and trains provided by the 'Kölnener Verkehrsbetriebe' (KVB), the transport authority 'Verkehrsverbund Rhein-Sieg' (VRS) and throughout the State of North Rhine-Westphalia (NRW). It also allows you to take a person with you for free during the evenings (after 7pm) and on weekends in Cologne.

<http://www.kvb-koeln.de/>

<https://www.vrsinfo.de/englisch/the-vrs/vrs-about-us.html>

<http://www.asta.uni-koeln.de/angebote/?tab=semesterticket>

Using the campus computers, printers and Wi-Fi

You can use the campus computers and printers in the PC pools in the Faculty buildings and the libraries using your student account. The University's Wi-Fi network can also be accessed using your student account information.

Copy card

There are many public photocopy machines located throughout the campus and in the University's libraries. They can be operated with copy cards, which can be topped up as needed.

Locations of photocopy machines on campus:

<http://www.digitexx-uni.de/kopierer-finder>

Locations of print stations:

<http://www.digitexx-uni.de/printstationen-finder/>

LIVING IN COLOGNE

German SIM card

There is a wide range of pre-paid SIM cards available which need to be officially registered and activated online or when purchasing the card. Note, you will need to bring a national ID with you when purchasing a SIM card.

Campus sports and gym

As a student of the University of Cologne you can take part in our campus sports programme. The vast majority of courses are free of charge, but often require registration. There are two organisations that offer sport courses and activities: 'UniSport Köln' and 'Hochschulsport Köln'. The University's gym, UniFit, has very student-friendly prices and is located on campus.

http://unisport.koeln/index_eng.html

<http://www.hochschulsport-koeln.de/>

<http://unifit.koeln/>

WiSo Career Service

The WiSo Career Service is the WiSo Faculty's central contact point for all career-related matters. This includes queries concerning internships, career options, job applications and general career planning. During the term they offer soft skill seminars and an application portfolio check. They also host an event series, 'Career Tuesday', where companies and alumni give presentations and networking advice.

www.wiso-career.uni-koeln.de

Student initiatives

The PIM & CEMS Club hosts the Welcome Days along with a variety of other events in cooperation with various local businesses, regional companies and university groups. <https://pimandcems.de/>

The WiSo Student Association (Fachschaft) represents the interests of WiSo students and offers a host of advisory services. They also arrange special events for visiting students. www.wiso-buero.uni-koeln.de/wp/fachschaft/

Run by degree-seeking international students, the International Students Association Cologne (ISAC) focuses on bringing people together who are interested in the same cultures and seeks to help new students adjust to studying and living in Cologne. <http://www.isac.uni-koeln.de/beruns.html?&L=1>

OFFICIAL PROCEDURES

16. REGISTER WITH THE CITY

Everyone living in Germany (both German nationals and foreigners) has to register as a resident with the city they live in (Cologne or Hürth) within **two weeks** after moving in. This is required by law. Save time and fill out the registration form before going to the office. You can register at any of the district town halls in the registration office ('Meldehalle'). (See appendix for required documents)

DISTRICT TOWN HALLS

Cologne

<http://www.stadt-koeln.de/service/alle-adressen/kundenzentren>

Registration form ('Anmeldeformular') and certification form ('Wohnungsgeberbescheinigung') – see 'Downloads und Infos' on the right hand side:

<http://www.stadt-koeln.de/service/produkt/anmeldung-ihres-wohnsitzes-1>

Hürth

https://www.huerth.de/vv/produkte/rathaus/dezernat3/rechtsamt_ewo/online-terminvereinbarung.php

Bergheim

<https://www.rhein-erft-kreis.de/32-ordnung-ausl%C3%A4nderwesen/dienstleistung/aufenthaltsurlaubnis-beantragenverl%C3%A4ngern>

17. NON-EU CITIZENS: REGISTER WITH THE FOREIGNER'S OFFICE

All non-EU citizens must additionally apply for a residence permit/visa ('Aufenthaltsurlaubnis'). Sometimes you can do this in advance but in many cases you can also do it after your arrival in Cologne. If possible, applying in Germany often alleviates some of the bureaucratic hurdles you may encounter. If you apply here, you need to first register as a local resident (often in the same building as the registration office). You should start this process as soon as possible.

It can take around 4 – 6 weeks for your residence permit to be issued and can cost approximately € 110. If you receive a German stipend or scholarship you may be able to get a discount. Bring proof of your stipend to your appointment and ask.

Hürth Residents: You have to register as a resident with the town of Hürth in the town hall. Here you can also apply for your residence permit. However, we advise travelling to the town of Bergheim (the local authority responsible for Hürth) to apply for the residence permit. This is often quicker and reduces the waiting time for getting your passport back. (See appendix for required documents)

ACCOMMODATION

18. OPEN A GERMAN BANK ACCOUNT

We recommend that you open a German bank account since most private landlords prefer their rent to be transferred electronically each month. The 'Kölner Studierendenwerk' (KStW), the company that owns the student dorms, requires tenants to allow the rent to be debited directly from their German bank account each month. Students can open accounts free of charge at most banks. Having a German bank account can save you a lot of money that you might otherwise have to pay for bank and transfer fees.

19. SET UP DIRECT DEBIT AUTHORISATION (STUDENT DORMS ONLY)

Give the KStW your German bank details and a signed permission form allowing them to debit your rent directly from your account each month. You can do this at the KStW's main office. Remember that the short-term tenant surcharge of € 30 you agreed to in your lease (rental contract) has to be paid every month, in addition to the monthly amount.

Friendly reminder: When you move in, you have to extend your lease before the 15th of the month at the KStW's main office.



After your exchange

20. GRADES

To successfully complete any course, students must generally pass an examination. In most classes, your exam will count for the majority or even all of your grade.

The grading scale at the WiSo Faculty ranges from 1.0 (best) to 5.0 (fail), although the best marks of 1.0 and 1.3 (A-grades) are seldom awarded. To pass a subject, the minimum mark of 4.0 (E-grade) is required. Grades are, as a rule, published up to two to three months after the exam was taken.

<http://www.international.wiso.uni-koeln.de/incoming-students/semester-exchange/organising-your-exchange/>

21. TRANSCRIPT OF RECORDS

Please follow the directions below to get a transcript.

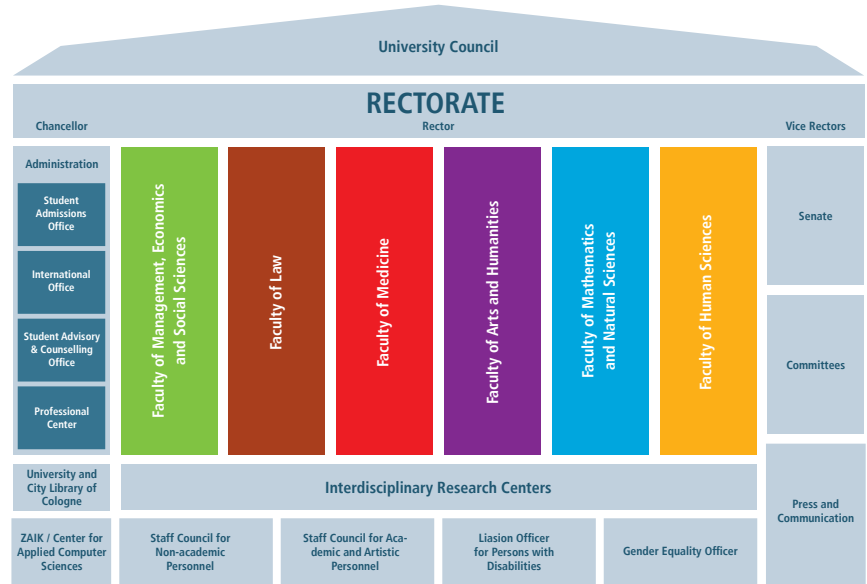
1. Take all of your exams and hand in all of your papers.
2. Exams are usually graded and posted to KLIPS 2.0 within a two to three months timeframe.
3. Regularly check your KLIPS account for your grades.
4. Once all of your grades are posted to KLIPS, send us an email letting us know that all of your grades are in.

Once you have completed the steps above and your request has been processed, you and your home coordinator will automatically have access to your official (signed and stamped) transcript via our secured WEX portal. Your transcript will also include any supplements (including but not limited to Business English and German course certificates) that we have. All other special regulations related to your university will be carried out as according to our agreements with your institution (including but not limited to hard copies). Note, transcripts only display courses that you have passed unless otherwise requested.

22. DEREGISTER WITH THE CITY

Remember to deregister from the city before departure to avoid high fees. Please note, deregistration must be done in person.

University & Faculty structure



Contact

INTERNATIONAL RELATIONS CENTER (ZIB WiSO)

Aachener Straße 209 (5th floor),
Entrance: Richard-Strauss-Strasse 1
www.international.wiso.uni-koeln.de

ZIB WiSo Incomings Team

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Ms. Natasha Turner

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incomings@wiso.uni-koeln.de

ADDITIONAL CONTACTS

AStA

University of Cologne general student committee
www.asta.uni-koeln.de

AStA Legal Advice Services

Assistance with legal questions
www.asta.uni-koeln.de > Angebote > Rechts-
und Mietrechtsberatung

Central Gender Equality Office

Female network building, compatibility of family
and career/dual careers, advice and support in cases
of sexual harassment
gleichstellungsbeauftragte@gb.uni-koeln.de
www.gb.uni-koeln.de

KLIPS support

Technical assistance with KLIPS 2.0
<http://klips2-support.uni-koeln.de/>

KStW

Kölnener Studierendenwerk; Public student service
providing social, financial and cultural support to
students, student residences, restaurants and cafés
Queries about student residences:
wohnen@kstw.de, +49 (0)221 94265-218
www.kstw.de

Nightline

Helpline for students of all Cologne universities and
higher education institutions
www.nightline-koeln.de

PIM & CEMS Student and Alumni Club Cologne e.V.

Offers for incoming students visiting the WiSo
Faculty, cooperation with the business community,
student and alumni work
www.pimandcems.de

Professional Center

Competence training, language courses, learning
aids, vocational guidance, job application advice,
business contacts
www.professionalcenter.uni-koeln.de

Psychosocial Counselling

Specialised in student problems
www.kstw.de > Beratung & Soziale Angebote
> Psychologische Beratung

Regional Computing Center

PC pools, Wi-Fi network, webmail, student email
accounts
beratung@uni-koeln.de
www.rrzk.uni-koeln.de

Stellenwerk

Job portal
www.stellenwerk-koeln.de

Students with a disability or chronic illness

Assistance point for students with a disability or
chronic illness
<http://inklusion.uni-koeln.de/>

WiSo Career Service

Internships, job applications and general career
management, etc.
www.wiso-career.uni-koeln.de

WiSo Student Association

Student assistance to fellow students, soft-skill
courses
www.wiso-buero.de

APPENDIX: DOCUMENT CHECK LIST*

Registering with the city

Required:

- Passport/ national ID card + photocopy
- Cologne address (including room number, if in dorm)
- Certification ("Wohnungsgeberbescheinigung") provided by your landlord

Recommended:

- University of Cologne letter of acceptance + photocopy
- Your lease/rental contract

Residence permit

Required:

- Passport/ national ID card + photocopies of all printed pages
- 2 current biometric passport photos
- Cologne address (including room number, if in dorm)
- Your lease/rental contract + photocopy
- Certification ("Wohnungsgeberbescheinigung") provided by your landlord + photocopy
- Confirmation of registration of residence ("Anmeldebestätigung") + photocopy
- University of Cologne student ID + photocopy
- University of Cologne letter of acceptance from ZIB WiSo or "Zulassungsbescheid" from the central International office
- Proof that you have sufficient health insurance (for EU residents: your European Health Insurance Card – EHIC) or an exemption certificate ("Befreiungsbescheinigung")
- Proof that you can support yourself financially + photocopy. This proof can be:
 - A blocked account ("Sperrkonto") at a German bank with a certain amount for each month that you are in Germany. (The block is on the amount of money you are allowed to withdraw every month.)

- A sponsorship statement ("Verpflichtungserklärung") e.g. from your parents, promising to support you financially. This must be done on the official "Verpflichtungserklärung" form and completed and signed in person at the German Embassy or Consulate in your home country. Ask your local German Embassy or Consulate for details.
- Only in rare cases: A current bank statement (with current Euro equivalent of the balance) with a certain amount of money that will cover you for each month that you are in Germany.

Sometimes non-German language documents may need to be translated. English documents are usually accepted - however, please consult the office where you apply for more information.

Note that further documents may be required in certain cases. The officer processing your application will inform you in this case.

Fee:

- Approx. € 110 in cash

Useful links

Information on the electronic biometric residence permit:

<http://www.bamf.de/EN/Willkommen/Aufenthalt/eAufenthaltstitel/e-aufenthaltstitel-node.html>

Financial formal obligation statement ("Verpflichtungserklärung"):

<http://www.stadt-koeln.de/service/produkt/verpflichtungserklaerung-nach-68-sowie-66-67-des-aufenthaltsgesetzes> > Downloads and Infos > ‚Verpflichtungserklärung‘

Application for issuance of a formal obligation:

<http://www.stadt-koeln.de/service/produkt/verpflichtungserklaerung-nach-68-sowie-66-67-des-aufenthaltsgesetzes> > Downloads and Infos > Application for issuance of formal obligation

How to set up a blocked account: https://www.daad.de/medien/deutschland/nach-deutschland/publikationen/ziel_deutschland_en_2017.pdf

* Please note, that the ZIB WiSo is not responsible or liable for any missing or incorrect information. The information should only serve as guide and details can be obtained from the corresponding offices.

