

GERMANY DOCUMENT CHECKLIST FOR A STUDY PERMIT

- **Valid passport** (issued within the last 10 years and valid for at least another year as of date of visa application; passports with observations regarding the front data page cannot be accepted) with at least two empty pages
- **Application form & declaration** (in accordance with Section 54 of the Residence Act) duly signed (2 copies)
- **Declaration for Additional contact and legal representation information** (2 copies)
- **Copy of your passport's data page** (A4 size copy) (2 copies)
- **Personal covering letter** explaining the exact purpose and duration of stay (2 copies) Year of Passing, Grade (i.e. 10th, 12th, Bachelor's) and CGPA/Percentage should be mentioned in a tabular format Conditional Offer Letter from the German Institution (must be available in both English and German)
- **Proof of admittance to the study course/preparatory college** (original and 2 copies) including information on the language of instruction
- **Where not confirmed by the University in the admission notification:** Proof of the language skills in the language of instruction for the study course or the preparatory course (without a preparatory language course as a rule at least B2-level in the language of instructions) (original and 2 copies)
- **Where applicable:** Certificates of other academic qualifications (original and 2 copies)
- **Curriculum vitae (2 copies)**
- **Letter of motivation (2 copies)**
- **Proof of financial means** to cover the costs for the time of your studies by one of the following documents: - confirmation of a German / EU scholarship / stipend or "Verpflichtungserklärung" (formal obligation letter) by sponsor living in Germany or - blocked account for the first year of your stay, amounting to 10.356,-- € When applying for visa, you can provide evidence that you are able to meet your living costs by opening a blocked bank account. You have free choice of provider. To the best of the Embassy/Consulate General's knowledge, the Kotak Mahindra Bank offers blocked accounts in India that meet the requirements of the visa procedure. Information on providers that offer this service worldwide is available on the Federal Foreign Office website.

PLEASE NOTE:

You cannot withdraw more than 863,-- Euros per month from a blocked account. This is applicable from 01.08.2020. However, especially at the beginning of your stay, you might be required to spend more than 863,-- Euros in a month (e.g. to pay a deposit when renting a room or an apartment). It is therefore highly recommended to make sure that you have access to sufficient financial means according to your individual situation.

- **3 passport pictures** according to biometric specifications, not older than 6 months
- **Travel health insurance** valid on arrival in Germany to the date of enrolment at the University (mentioned in your admission letter) (approx. 3 months). Kindly refer to www.india.diplo.de/visa to find out about the travel health insurances accepted

Please prepare two identical application sets with the above-mentioned documents and bring your original certificates as well as your original employment contract along. Please **DO NOT** staple any documents.

Please note that the German Missions reserve the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.

Submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.

The application is complete

The application is incomplete (missing documents marked)

I was informed that my application is incomplete. I understand that handing in an incomplete application can lead to visa refusal. I insist on handing in my incomplete application.

SIGNATURE

APPLICANT SIGNATURE