



## Information Sheet and Checklist PhD Study Visa (Section 16b German Residence Act)

### General information

- General processing time for a complete application is about 6-8 weeks; in specific cases e.g. upon request of German authorities it might take longer.
- The visa can only be issued upon approval of the competent aliens authority in Germany.
- Please take note that some authorities in Germany may require documents translated into German and with proof of authenticity (for Canada: legalization).
- No flight reservation is required at the time of your appointment; please book your trip only after having received your passport including visa.
- All holders of a national visa are by law required to register with the local registration office within 2 weeks after moving in. Please refer to the requirements on the website of your local registration office for further information.
- A study visa is a national visa, which entitles you to enter other countries in the Schengen zone for a stay of up to 90 days within 180 days.
- **Please refrain from inquiries about the state of processing during the regular processing time as the visa section is not able to answer these.**
- **Further information regarding living and working in Germany is available at [www.make-it-in-germany.com](http://www.make-it-in-germany.com).**

Foreign PhD-students who have been admitted to a German University for a doctorate or to a doctoral program as a full-time program can apply for a visa for doctoral studies in Germany. It is advisable to take care of the admission or confirmation of the university as early as possible.

You can work part-time during your studies.

You can seek for a job upon completion of the study program.

#### **Please note!**

A visa for a research stay must be applied for

- if the doctoral studies are to take place within the framework of an employment contract or a research agreement with a German university or research institution
- if foreign doctoral students are doing their doctorate at a non-German university and wish to stay in Germany for research purposes

**Please check all documents you submit:**

Please prepare **2 identical sets** of **application documents** with **all** of the following documents in the order indicated below and **submit with a print-out of the list**.

Original documents will be returned to you while a copy per set will be required.

**Please note that incomplete applications will be decided based on the documents submitted and may result in the rejection of your application.**

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<b>Valid passport, signed by the passport holder</b> (issued within the last 10 years and valid for at least 6 months upon entry with at least 2 subsequent blank pages)
<input type="checkbox"/>	<b><a href="#">Application form</a></b> fully completed including declaration Section 54 (2) 8, <b>duly signed</b>
<input type="checkbox"/>	<b><a href="#">Declaration "Use of mail services"</a></b> , <b>duly signed</b>
<input type="checkbox"/>	<b>Biometrical Passport size picture, stamped</b> , not older than 3 months with a bright background and frontal view of the face (please do not fix the picture to the application form). <b>Digitally-altered passport pictures will not be accepted.</b>
<input type="checkbox"/>	Copy of your valid <b>passport's data page</b>
<input type="checkbox"/>	Copy of your <b>Canadian residence permit</b> , e.g. PR card, work permit, study permit, etc. – if applicable
<input type="checkbox"/>	Original and copy of <b>proof of qualifications</b> <ul style="list-style-type: none"> <li>• <b>Letter of admission from the university for a doctorate or doctoral program</b>, OR</li> <li>• Acceptance into the Doctoral list of the faculty, OR</li> <li>• Declaration of acceptance by the PhD Committee</li> </ul>
<input type="checkbox"/>	<b>Curriculum Vitae</b> including your educational and professional achievements
<input type="checkbox"/>	Original and copy of <b>highest university degree</b> with transcripts
<input type="checkbox"/>	<b>Proof of sufficient funds for the entire stay</b> <ul style="list-style-type: none"> <li>• minimum of <b>931 EUR per month</b></li> <li>• <b>for full-time studies: 12 x 931 EUR (11.172 EUR)</b> when submitting your application e.g. by means of <ul style="list-style-type: none"> <li>– <b>blocked bank account</b>: You have free choice of provider. To the best of the Consulate General's knowledge, the following <a href="#">banks</a> offer blocked accounts in Germany that meet the requirements of the visa procedure. Information on providers that offer this service worldwide is available on the Federal Foreign Office website, OR</li> <li>– <b>formal obligation letter according to section 66 to 68 German Residence Act</b> by a person with permanent residence in Germany for the entire study period, OR</li> <li>– <b>scholarship confirmation</b></li> </ul> </li> </ul>
<input type="checkbox"/>	<b>Proof of housing</b> in Germany with <b>full address</b>
<input type="checkbox"/>	<b>Prepaid self-addressed Xpresspost envelope</b> (Canada Post only), <b>Regional Standard</b> to Ontario or <b>National Standard</b> to all other provinces (shipment to a Canadian address only)

<input type="checkbox"/>	<b>Visa fee</b> (please check on our website)
<b>To be provided prior to final approval of the visa application:</b>	
<input type="checkbox"/>	<b>Flight dates</b> according to itinerary
<input type="checkbox"/>	<p><b>Proof of sufficient health insurance coverage</b> To enroll at a German university, students must present a health insurance certificate.</p> <ul style="list-style-type: none"> <li>• Please note that the statutory health insurance only applies when you are resident in Germany and after enrolment. Therefore, a <b>travel health insurance covering the period from your departure to the date of enrolment at the university (approx. 90 days)</b> is required unless a statutory insurance coverage occurs before.</li> <li>• The insurance must cover the entire Schengen zone with a minimum coverage of 30.000 EUR (approx. 50,000 CAD). The proof of insurance must include the following details: name of insured person, length of coverage, insurance sum and repatriation coverage.</li> <li>• Please note that health insurance coverage by <b>credit card</b> is <u>not valid</u> unless you present a letter from the credit card company with details of coverage of your trip.</li> </ul>

**Please note** that the German Consulate reserves the right to ask for additional documents or information deemed necessary for processing your application at any time during processing and assumes no responsibility for applications submitted too close to your planned departure. Submission of the above-mentioned documents does **not** guarantee that a visa is granted.

For further information such as **passport and photo requirements** please visit our **website** [www.canada.diplo.de/longstay](http://www.canada.diplo.de/longstay) and visa-related [FAQ](#).

Please note: The Visa Section is not able to **provide individual advice** or **pre-screening** of documents. In case of further **inquiries not answered on our website/ FAQ**, you may contact the Visa Section via email at [visa@toro.diplo.de](mailto:visa@toro.diplo.de).