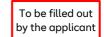


Application Checklist Residence Permit Service (RPS)



(applicable for students registered as inhabitants in Berlin)

rst Name:	Last Name:
-1-11	D. in a decided and a second an
	Private e-mail:
ate of birth:	Expiry date of visa/residence permit:
ate of submission o	t RPS:
exceptions. Do docume	must be in PDF & in colour. Documents must be in English/German with very fe not merge the documents into one PDF file. We do not accept Zip-files. Attach its in one email with maximum 20 MB & do not send incomplete application.
Documents	How and where to get them?
This Checklist	It is mandatory and attach it with your application documents
Passport (s)	Colour copies of all identity info pages with signature.
Current residence permit	Colour copies all sides.
Supplementary sheet (Zusatzbl o	Colour copies of all sides (This can be a green folded document or a sticker in your passport)
Letter of success completion of yo degree	I supervisor (TS) ()R the examination affice (F()). HasP or TS will skim through valir
Proof of financia subsistence	Your last 6 months full bank statements with consistence income OR a notarized declaration of financial commitment by a German citizen or permanent resident + their last 6 months full bank statements + their colour passport/ID copy OR scholarship OR a notarized financial declaration from parents or spouse for the entire duration of your studies + their last 6-month full bank statements + their colour passport copy
Health insurance	Colour copies of both 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 your residence permit application.
Your rental cont	Rental contract in your name. It must be signed/stamped by you and your landlord. "Wohnungsgeberbestätigung" is insufficient.
Confirmation of registration ("Anmeldung")	Address/city registration certificate ("Anmeldebestätigung"). Alternatively, you can also submit a copy of your rental contract + "Wohnungsgeberbestätigung" signed by the landlord + appointment confirmation to do the address/city registration until you have the "Anmeldung" document.
y application docu trieve all necessar	esidence Permit Service (RPS) complete authority to manage ments for a residence permit. It includes permission to request or y documents from other departments within SRH (Fee nt Services, Examination Office, etc.). Additionally, RPS is ent me and handle my residence permit application with the

Berlin State Office for Immigration (LEA Berlin).

Your Signature