



## STUDENT EXCHANGE VISA

JANUARY 2021

If you are a resident of Singapore and wish to study at a university in Germany you are required to obtain a residence permit in form of a national visa. This visa must be issued before you enter the country and can be applied for at the German Visa Application Centre:

**VFS Global Visa Application Centre** (79 Anson Road #15-02, Singapore 079906).

**An appointment is required for submission of the application:**

[Website VFS](#)

Processing of the visa takes **about 5 to 6 weeks** upon submission of complete documents. The residence permit can be issued only upon approval by the competent authorities in Germany. You will receive a prompt notification upon completion of the processing. We ask that no status request is made if the required 5 weeks processing period has not yet passed.

It is recommended that at no time a flight ticket should be purchased until a visa has been granted.

Please make sure to submit all the documents on this list in **original with 2 copies** when you show up for your appointment. Copies will not be made by the Embassy.

Please note that the application has to be submitted **personally**.

**Fees:** The visa fee of the Embassy is equivalent of EUR 75.00 in SGD. Additionally, VFS charges a service fee of EUR 34.13 in SGD

This fact sheet is regularly updated but makes no claim to be complete. Further documentation can at all times be requested or provided by the applicant, in support of the application.

<b>General requirements:</b>		<b>check</b>
1.	<b>2</b> duly <u>completed</u> visa application forms (please ensure forms are signed) <a href="#">Online application form</a>	
2.	<b>2</b> recent passport <b>photographs</b> according to <b>biometric specifications</b> ( <a href="#">see sample photos</a> )	
3.	<b>passport</b> (valid at least 3 months longer than the intended stay, at least 2 free pages, not older than 10 years)	
4.	<b>employment pass/ defendand's pass/ student pass</b> with re-entry permit or <b>Singapore IC</b> (please bring along a printout of your current Singaporean residence permit validity (no QR-Code)).	
5.	recognized entitlement to <b>university admission</b> (e.g. high school <b>diploma</b> or <b>graduation examination certificate</b> ), check <a href="#">ANABIN</a>	
6.	evidence of previous <b>academic performance, degree certificates</b>	

<b>7.</b>	<b>Motivation letter</b>	
<b>8.</b>	<b>curriculum vitae</b>	
<b>9.</b>	proof of <b>health insurance</b> (travel health insurance) valid at least for the first 3 months of the stay	
<b>10.</b>	proof of <b>German language</b> knowledge <b>B2</b> level(if lectures being held in German language; if lectures will be held in English: a confirmation of the university)	
<b>11.</b>	<p><b>proof of finance</b> of your stay in Germany with a minimum of Euro 861 per month by:</p> <ul style="list-style-type: none"> <li>a) blocked account at a German bank showing a minimum amount according to the duration of your intended stay (withdrawal limit of € 861 per month). You have free choice of provider. Information on providers that offer this service worldwide is available on the Federal Foreign Office website: <a href="#">Information on blocked account</a>. <b>OR</b></li> <li>b) proof of sponsorship/stipendium by a German institution <b>OR</b></li> <li>c) a formal letter of obligation, according to paragraph §§66,68 of the Aliens Act, from a resident of Germany and for the duration of the applicant's stay in Germany</li> </ul>	
<b><u>Specific requirements:</u></b>		
<b>12.</b>	<b>Confirmation letter</b> from your Singapore university that you are taking part in an exchange program and that you will return to this school	
<b>13.</b>	<b>Letter of acceptance/admission</b> by a German university (“Zulassungsbescheid”)	
<p><b>Declaration in case of <u>incomplete application</u>:</b>  I was informed that my application is incomplete. I am aware that submitting an incomplete application can lead to a rejection of this application. Nevertheless I would like to submit my application.</p> <p>_____</p> <p>place, date, signature</p>		