

## Contact

Immigration Office StädteRegion Aachen  
branch at the RWTH Aachen  
Templergraben 57, 52070 Aachen  
Phone 0241 5198-3430  
Fax 0241 5198-3306  
E-mail [info.auslaendische.studenten@  
staedteregion-aachen.de](mailto:info.auslaendische.studenten@staedteregion-aachen.de)

Please address mail to:  
Immigration Office StädteRegion Aachen  
52090 Aachen

## Contact person

Herr Bohnengel room 422  
Phone 0241 5198-3367  
Frau Hafers room 420  
Phone 0241 5198-3368  
Frau Jahic room 421  
Phone 0241 5198-3369  
Herr Plum room 420/421  
Phone 0241 5198-3426  
Frau Tackmann Infopoint SuperC in the foyer  
Phone 0241 5198-3430

## General opening hours by appointment

Monday	08.00 – 12.15
Tuesday	08.00 – 12.15
Wednesday	08.00 – 12.15 and 14.00 – 16.45
Thursday	08.00 – 12.15
Friday	08.00 – 12.15



## Important information

Please keep in mind that there is a waiting period of 4 – 6 weeks between application and delivery of your residence permit. Collection at the Aachen Arkaden (on the ground floor), Trierer Straße 1 in 52078 Aachen.

For further information concerning your electronic residence title please contact the „Bundesamt für Migration und Flüchtlinge (BAMF)“:

[www.bamf.de](http://www.bamf.de)

(Type in „elektronischer Aufenthaltstitel“ as search item)



## StädteRegion Aachen

Der Städteregionsrat  
A 33 | Ausländeramt  
StädteRegion Aachen  
52090 Aachen

Telefon +49 241 5198 0  
E-Mail [info@staedteregion-aachen.de](mailto:info@staedteregion-aachen.de)  
Internet [staedteregion-aachen.de](http://staedteregion-aachen.de)

Mehr von uns auf



A 33/RWTH | © Engelac, © nmann77, © Tevams, © Matthias Eriener-stock.adobe.com, © Andreas Herrmann | Gedruckt auf 100% Recyclingpapier

#GEMEINSAM  
ZUKUNFT  
GESTALTEN

## Residence permit

How to apply for (the extension of)  
a residence permit?

Informations, Contact person and  
opening hours





## Step 1

### Residence registration in StädteRegion Aachen

#### Living in Aachen

#### Administrative building Bahnhofplatz

Verwaltungsgebäude Bahnhofplatz  
Hackländerstraße 1 · 52064 Aachen  
Bus stop: Hauptbahnhof

#### Administrative building Katschhof

Johannes-Paul-II.-Straße 1  
52062 Aachen  
Bus stop: Eisenbrunnen

#### Find more information at

[www.aachen.de](http://www.aachen.de)

Phone 0241 / 432-0

E-mail [buergerservice@mail.aachen.de](mailto:buergerservice@mail.aachen.de)



## Step 2

### Residence permit for students

- › application form
- › passport
- › biometric passport photograph
- › student certificate (print out from RWTH-online)
- › certificate health insurance
- › proof of funding

### Residence permit for research associates

- › application form
- › passport
- › biometric passport photograph
- › contract of employment or employment confirmation (for first application: job description by the institute and employment confirmation by the staff department)

### Family members

- › application form
- › passport
- › biometric passport photograph
- › certificate of marriage or birth
- › certificate health insurance
- › personal interview

### Fees

- › First grant 100,00 €
- › Extension 93,00 € – 96,00 €

## Biometric photo

