

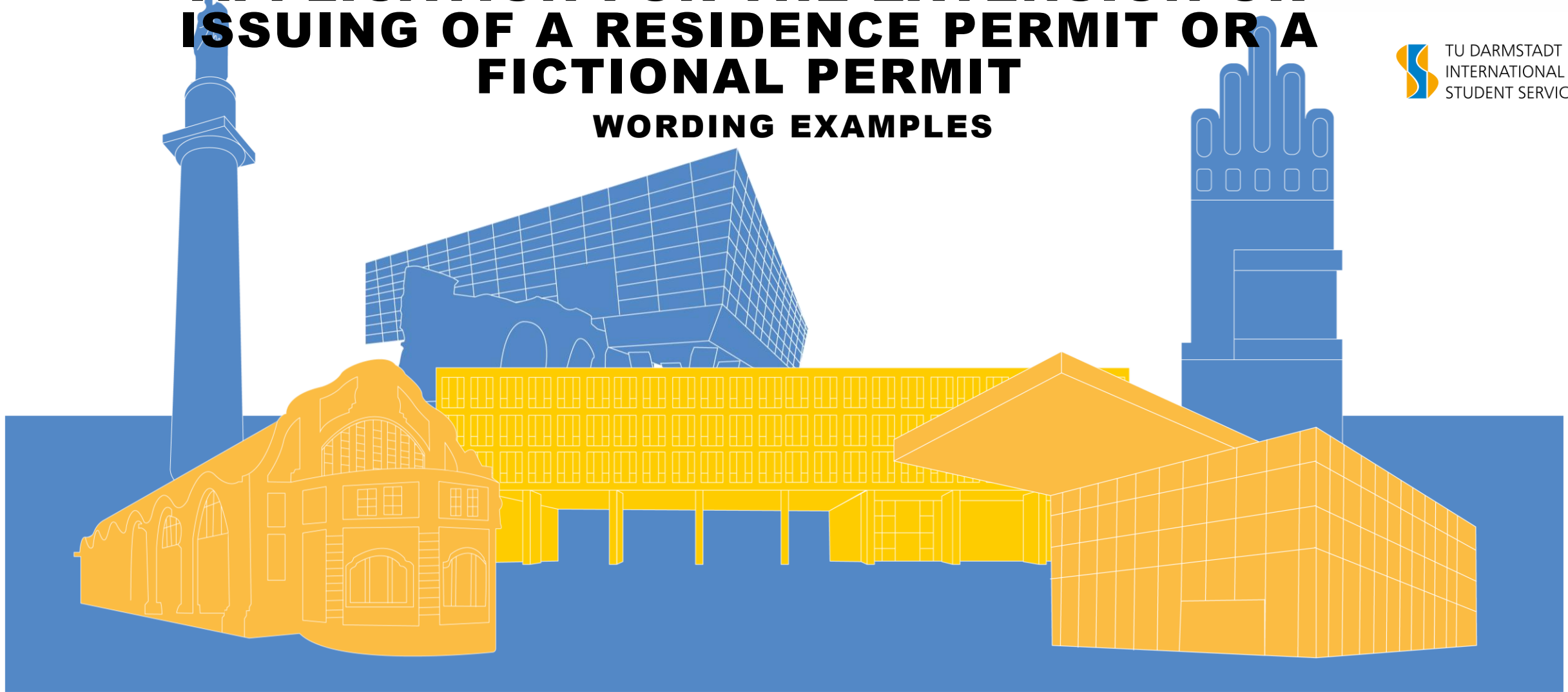


TECHNISCHE
UNIVERSITÄT
DARMSTADT

TU DARMSTADT
INTERNATIONAL
STUDENT SERVICES

APPLICATION FOR THE EXTENSION OR ISSUING OF A RESIDENCE PERMIT OR A FICTIONAL PERMIT

WORDING EXAMPLES



DISCLAIMER

The information in this document is not legally binding.

These step-by-step instructions should be regarded as a guide. You are responsible for your own applications and how you fill in the forms.





IMPORTANT

APPLYING FOR OR RENEWING A RESIDENCE PERMIT

It is mandatory to contact the Foreigners Office in writing (at the Foreigners Office in Darmstadt per e-mail or via their contact form) **BEFORE** the expiration of your current residence status.

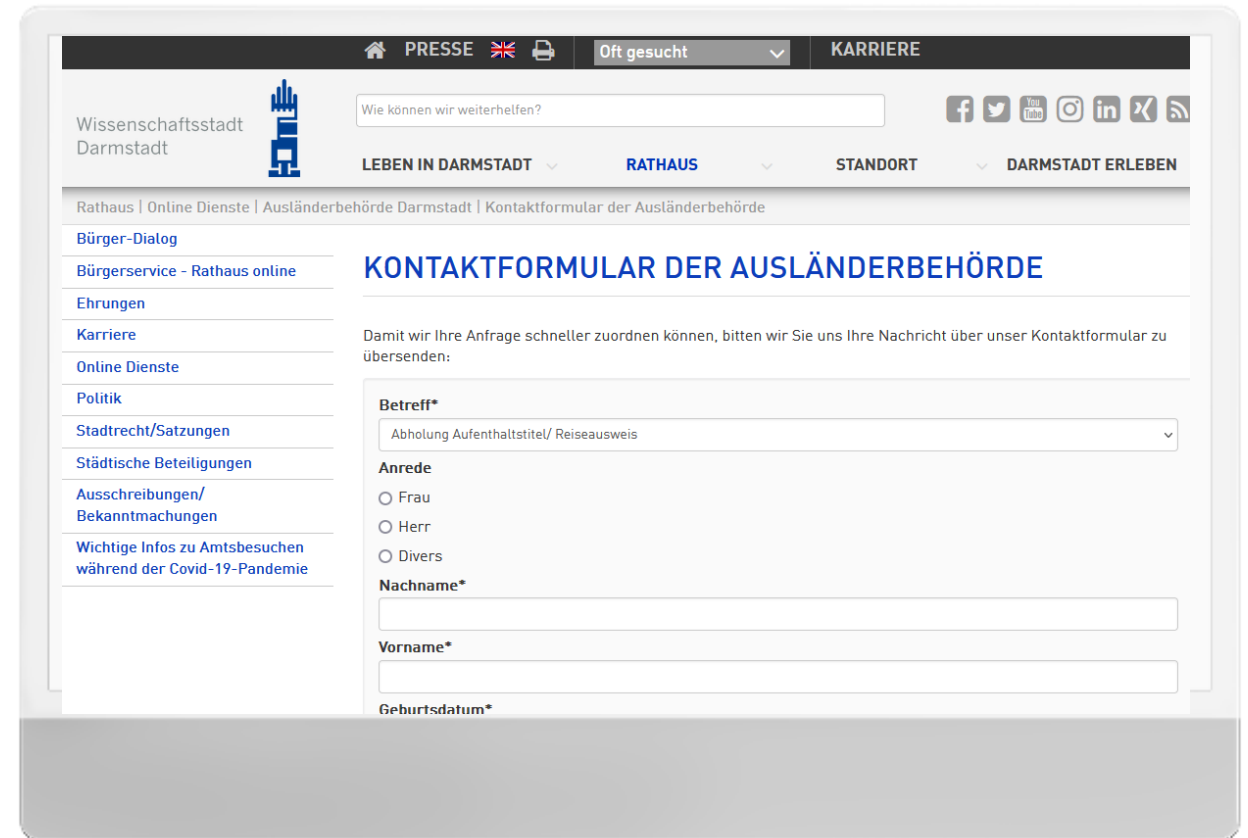
Please note: **If the application is not submitted to the Foreigners Office in due time (before the expiration of the validity period), the current residence title will expire, and you will be obliged to leave Germany.**



CONTACT THE FOREIGNERS OFFICE

You can contact the Foreigners Office in Darmstadt by [e-mail](#) or [contact form](#) to apply for the conferral or extension of your residence permit.

If you contact the office by e-mail do not forget to include your personal data.

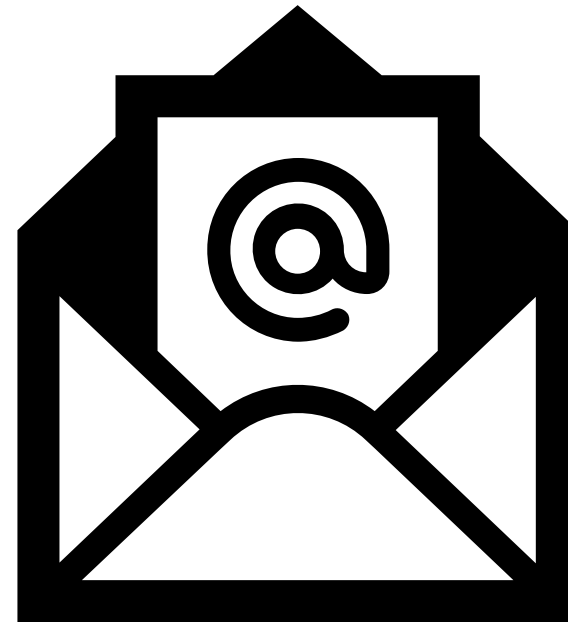


The screenshot shows a web browser displaying the contact form for the Foreigners Office in Darmstadt. The page title is "KONTAKTFORMULAR DER AUSLÄNDERBEHÖRDE". The form includes a search bar, a navigation menu, and a sidebar with various links. The main content area contains the following fields:

- Betreff***: A dropdown menu with the selected option "Abholung Aufenthaltstitel/ Reiseausweis".
- Anrede**: Radio buttons for "Frau", "Herr", and "Divers".
- Nachname***: A text input field.
- Vorname***: A text input field.
- Geburtsdatum***: A text input field.

CHOOSE A SUITABLE TEXT

Here are examples on how to apply.
Choose a suitable text and send the
German version to your relevant
Foreigners Office.



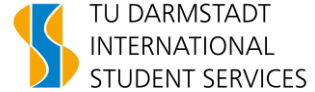
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WORDING EXAMPLES

TO APPLY FOR A RESIDENCE PERMIT FOR THE FIRST TIME



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Subject: Beantragung einer Erteilung eines Aufenthaltstitels für *[Insert surname, forname, date of birth]*

Sehr geehrte Damen und Herren der Ausländerbehörde,

Hiermit möchte ich *[Insert surname, forname]*, geboren am *[insert date of birth]*, einen Aufenthaltstitel beantragen.

Meine Adresse ist: *[insert address]*

Haben Sie vielen Dank für Ihre Unterstützung.

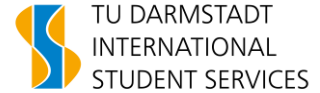
Mit freundlichen Grüßen
[Insert forname surname]

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WORDING EXAMPLES

ENGLISH TRANSLATION FOR YOUR INFORMATION



Dear Ladies and Gentlemen of the Foreigners Office,

Herewith I, [Insert surname, forname], born on [insert date of birth], would like to apply for a residence permit.

My address is: [insert address]

Thank you very much for your support.

Kind regards

WORDING EXAMPLES

EXTEND AN EXISTING RESIDENCE PERMIT

Sehr geehrte Damen und Herren der Ausländerbehörde,

Hiermit möchte ich *[Insert surname, forname]*, geboren am *[insert date of birth]*, eine Verlängerung für meinen Aufenthaltstitel / Fiktionsbescheinigung mit Ablaufdatum *[Insert expiration date]* beantragen.

Meine Adresse ist: *[insert address]*

Haben Sie vielen Dank für Ihre Unterstützung.

Mit freundlichen Grüßen
[Insert forname surname]

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ENGLISH TRANSLATION FOR YOUR INFORMATION

Dear Ladies and Gentlemen of the Foreigners Office,

Herewith I, [Insert surname, forname], born on [insert date of birth], would like to apply for a prolongation for my residence permit / fictional permit with an expiration date [Insert expiration date].

My address is: [insert address]

Thank you very much for your support.

Kind regards

IMPORTANT

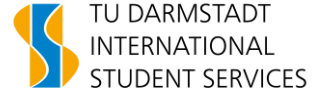
KEEP ALL MESSAGES

Keep all e-mails as a proof that you have contacted the Foreigners Office before your residence permit or visa expires.

If you sent an e-mail to the Foreigners Office in Darmstadt you should receive an automated message by the Foreigners Office.



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Any Questions?

Send us an e-mail or come to the ISS
consultation hour!

www.tu-darmstadt.de/iss

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document is not legally binding.

