

# Guidelines for Student/National Visa for Students to study in Germany

The process for visa for students to study in Germany is a very simple process but a long process, so it is suggested to start the process as early as possible. The website for all the information about the student visa is given below:

[http://www.india.diplo.de/Vertretung/indien/en/06\\_Consu\\_Visa/visa\\_new/NATIONAL/studentvisa.html](http://www.india.diplo.de/Vertretung/indien/en/06_Consu_Visa/visa_new/NATIONAL/studentvisa.html)

Step wise guidelines for application for visa is given below:

## **Step 1: Appointment for Visa**

It is highly suggested that as soon as you receive the admission letter or confirmation from the German University, you should seek an appointment for the student visa from the German Consulate. The date for your appointment will be minimum 4 weeks after you seek for it depending upon the consulate to consulate, so you get enough time to prepare other documents to appear for the interview. The process to take a appointment from German Consulate is an online process by sending an email or by placing a call depending upon the respective consulate. The link to take an appointment is given below:

[http://www.india.diplo.de/Vertretung/indien/en/06\\_Consu\\_Visa/visa\\_new/appointments.html#topic6](http://www.india.diplo.de/Vertretung/indien/en/06_Consu_Visa/visa_new/appointments.html#topic6)

Different consulates have jurisdiction. Two factors decide your consulate where you can appear for interview as follow:

- The place from where your passport is issued.
- The place where you have been staying since last six months.

**Important: For some of you these two places can be same and for some it can be different and you have choice to choose from 2 consulates to appear for interview. After the interview it takes minimum 4-8 weeks to decide on your visa. After you receive the email that decision has been taken on your visa application then you need to submit your passport for visa printing to the nearest VFS center of city where you appeared for your interview therefore please choose carefully the jurisdiction to appear for interview if you have two choices of consulates to appear for interview. Also you need to show the proof of residence if your current place of stay is different than your place from where passport is issued, so carry an address proof with you for the visa interview.**

**It is highly suggested to be careful with the agents who approach to you to help to apply student visa. As it's a very simple process and it can be done successfully without intervention of agent.**

## **Step 2: Preparation of Documents**

Since after you seek an appointment for the interview you will have enough time to prepare all the required documents at the time of the interview. The checklist of the documents required at the time of the interview are given below:

### **Checklist for a German national visa - students –**

- Valid passport (issued within the last 10 years and with at least 12 months validity left after the scheduled return)
- Application form & declarations duly signed
- 1 copy of your passport's data page (A4 size copy)

- 3 passport pictures according to biometric specifications
- Cover letter from applicant explaining the exact purpose and duration of stay.
- Letter of admission from German university (electronic version)
- Proof of payment of study/tuition fees fees, if applicable.
- Proof of language proficiency in English and/or German (ONLY if course is taught in German).
- Proof of other academic qualifications, if applicable
  
- **Proof of financial means to cover the costs for the time of your studies by one of the following documents:**
  - - **Confirmation of scholarship/ stipend**
  - - **“Verpflichtungserklärung” (formal obligation letter) by sponsor living in Germany**
  - - **Proof of blocked account with Kotak Mahindra Bank in India or a suitable Bank in Germany (please see <https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html> or <https://www.fintiba.com/our-offering/> ) in the name of the applicant showing a minimum balance of 8640,- Euros. In case you opt for blocked account in Germany , the proof needs to include the remark that the account holder can dispose of a monthly amount of 720,- Euros**
  - - **Confirmation of an annually renewable bank guarantee from a bank in Germany in the amount of 8640,- Euros**
  - - **PLEASE NOTE: You cannot withdraw more than 720 Euros per month from a blocked account in Germany. However, especially at the beginning of your stay, you might be required to spend more than 720 Euros in a month (e.g. to pay a deposit when renting a room or an apartment). It is therefore highly recommended to make sure that you have access to sufficient financial means according to your individual situation.**

- Travel health insurance covering the period from your departure to the date of enrolment at the university (mentioned in your letter of admission) (approx. 3 months)

**Important:**

- **Some consulates ask for 6 months of travel insurance from the date of travel, so clarify this at the time of the interview as you will need this travel insurance when a decision is taken on your visa application, so you no need to take it when you appear for the visa interview. Take the travel insurance only when a decision is taken on your visa application.**
- **Please prepare two identical application sets with the above-mentioned documents and bring your original certificates along.**
- **Please note that the German Consulate General reserves the right to ask for additional documents or the verification of certificates, for which additional fees would be charged.**
- **As your application will be forwarded to the competent immigration authorities in Germany, the processing of your application will take four to eight weeks. You are therefore advised to apply well in advance of the proposed beginning of your studies.**
- **The submission of the above-mentioned documents does not guarantee that a visa is granted. Submission of incomplete documentation or refusal to appear for a visa interview may result in the rejection of your application.**

## **Blocked Account Guidelines**

You can open blocked account with only 2 banks in India as German Consulates has only authorized these 2 banks to processing of the blocked account and they will accept the letter of blocked account only from these 2 banks.

As part of your student visa application, you are required to provide the proof of sufficient funds to cover your living expenses in Germany.

## **Kotak Bank**

One option to fulfill this requirement would be to open a blocked account at a branch of Kotak Mahindra Bank in India.

You can contact any branch of Kotak Mahindra in India and request opening of a blocked account for student visa for Germany. You will have to present proof of opening of such account at the time of applying for your visa. After having arrived in Germany, you can request Kotak Mahindra Bank to transfer the full deposited amount into a blocked account at any local bank in Germany.

Please submit the e-mail confirmation regarding the activation of your blocked account and the transfer of the amount of at least 8.640,00 Euro at your visa interview.

**Important: The process to open a blocked account is generally very fast and takes maximum 4 to 6 working days. So, if you are running short of time then it's highly recommended to open a blocked account with Kotak bank. Make sure that you make arrangements to close the account once you move the blocked amount into your German account, you have to make such arrangements prior your departure from India to Germany.**

## **Deutsche Bank**

You can also open a blocked account at a bank in Germany. Currently two banks in Germany, Deutsche Bank and Fintiba/Sutor Bank offer this service to students prior to their arrival in Germany.

For further information, please click here:

<https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html>

<https://www.fintiba.com/our-offering/>

Additional information on Deutsche Bank blocked accounts:

It is not mandatory to open an additional account at a local branch of Deutsche Bank and it is also not required to take out any services (including insurances) offered.

The German Missions cannot help you to obtain and fill out the form for the blocked account.

Once you have received the account opening form, please address your competent German Mission for the attestation of your signature.

For the attestation you need to submit-your passport-a copy of your passport's data page

- the account opening form (filled out, but not signed)

- your admission letter, if applicable

The fee for the attestation is 20 EUR (payable in Rupees, cash only)

**IMPORTANT: In accordance with new regulations, the application for the Deutsche Bank blocked account has to be sent to Germany by the German Mission, not by the applicant. Please submit a pre-paid envelope or proof of pre-paid courier service (pick- up at the German Mission is only possible**

**on working days between 9 am and 12 noon) with envelope together with your documents.**

**Important Points to remember:**

- **Start the process as soon as possible as it's a long process.**
- **Carry all your original markseets, degrees and other certificates at the time of visa interview.**
- **Make sure that you get your photo for the visa application from a professional place like Kodak express.**
- **Make the draft for visa fees one day before interview after checking the fees online as it can change sometimes depending upon the Euro exchange rate.**
- **Reach at least 15 min before the time of your interview to make arrangements of the documents as required by the consulate.**
- **Be calm and patience in the whole process, as sometimes it can take long as compare to expected.**

**Below you can find a sample of the cover letter you must submit with your visa application.**

## Cover Letter

To,  
Respective Consulate,  
Address,  
India.

Date:

SUBJECT: STUDENT VISA APPLICATION

Respected Sir/ Madam

I am \_\_\_\_\_ (DOB- ; Passport No- ). I have been admitted to pursue (Course Name) at University Name & City Year. The duration of my stay will be from course duration. Under the (name of your course ) program, I am getting a complete waiver of my tuition fees at University Name.

All other expenses that I will incur during my stay in Germany, such as insurance, food, accommodation, transportation, etc., will be borne out by my parents, Name of Parents sponsoring your studies.

Following are my educational qualifications:

<b>Exam, Institute, Board</b>	<b>Duration of the course, Month and year of final exam</b>	<b>Marks/ Percentage received</b>

Following is my work experience during my college term:

<b>Duration</b>	<b>Designation</b>	<b>Company</b>

Work Experience after college term:



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I humbly request you to kindly grant my application, as it will be a great opportunity for me to study and learn in Germany.

Thanking you,  
Yours sincerely,  
Signature

Contact Details: Name: Current Address: Contact Number: Email:
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