

**Checklist**  
**German Residence Act (AufenthG):**  
**Sec. 16 b (1) Studying and**  
**Sec. 16 b (5) Preparing to study**

Foreign Nationals' Affairs, Department of Public Policy, City of Hannover, contactable at:

Landeshauptstadt Hannover  
Fachbereich Öffentliche Ordnung  
-Ausländerangelegenheiten-  
Am Schützenplatz 1  
30169 Hannover  
Email: [abh-fus@hannover-stadt.de](mailto:abh-fus@hannover-stadt.de)

**Office hours:  
only by  
appointment**

Please bring to your interview a copy of the following documents:

- Valid passport (the original document)
- 1 up-to-date photo **(biometric!)**
- Proof that living costs can be met:

Declaration of Commitment (*Verpflichtungserklärung*) (i.e. that a German resident will cover your living expenses)

- Declaration of Commitment (*Verpflichtungserklärung*) (i.e. that a German resident will cover your living expenses)
- Proof of blocked account (*Sperrkonto*) or
- Proof of grant, scholarship, etc. or
- Contract of employment, written confirmation from employer that an employment relationship exists and that notice of its termination has not been given, pay slips for the last three months
- Certificate of registration for studies / confirmation of admission to higher-education studies / certification that a German course involving at least 18 hours/week (excluding homework) has been attended / certification that the Preparatory Foundation Course (*Studienkolleg*) has been completed.
- - From the fourth semester of your current course of study: current course credits confirmed by the university or other higher-education institute (certifying which credits you have already obtained and which are still required)
- Proof of health insurance
- Confirmation (by accommodation provider) that you have accommodation (if you are not yet registered with the relevant office (*Bürgeramt*) of the local authority

- Fee (max. 75.00 euros)

Please note that income of at least €861 must be generated, otherwise a blocked account must additionally be opened!



**For submission to the bank or savings bank (*Sparkasse*)**

You are required to arrange for your bank or savings bank (*Sparkasse*) to draw up the following Notice of Blocking – pertaining to your blocked account (*Sperrkonto*), which must initially contain funds of at least EUR 5,166.00 – after this sum has been paid in.

“An amount equal to EUR 10,332.00 covered by the funds paid into this account shall be blocked, the beneficiary being the regional public authority of which the Foreign Nationals’ Office (*Ausländerbehörde*) forms part, the latter being the competent body regarding the account holder’s current or – if he/she has moved away from the territory of the Federal Republic – most recent place of residence. The regional public authority shall be represented by this Foreign Nationals’ Office.

Once the blocking account has been fully credited with the above amount, a monthly total of up to EUR 861.00 can be withdrawn by the account holder from these blocked funds, and without the permission of the beneficiary of the blocked account. If the full drawing amount for a given month is not exhausted, the funds available in subsequent months will increase accordingly and cumulatively.”

Please then present to us the slip below – to be completed by your bank – regarding the drawing up of the Notice of Blocking, stating the account number.

By order of the Lord Mayor and CEO

Customer Service for Qualified Staff and Students Foreign Nationals’ Office, City of Hannover

**Personal details:**

Name: ..... \_\_\_\_\_  
First name: ..... \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Street: ..... \_\_\_\_\_  
Place of residence: \_\_\_\_\_

(to be completed by the bank)

We confirm that \_\_\_\_\_,

in respect of the account held by the above-named individual with the account number: \_\_\_\_\_

the Notice of Blocking with the above wording has been drawn up, that the account has sufficient funds of the amount stated above, and that withdrawal of funds for the duration of the account holder’s stay in the Federal Republic of Germany is ensured. Deletion requires the consent of the Foreign Nationals’ Office.

\_\_\_\_\_ Date

\_\_\_\_\_ Bank employee’s signature

Bank’s stamp

**Landeshauptstadt**



**Hannover**

*Foreign Nationals'  
Affairs, Department of  
Public Policy:*

Fachbereich Öffentliche Ordnung  
Ausländerangelegenheiten  
Am Schützenplatz 1  
30169 Hannover\*

### **Declaration that my living expenses are covered**

I declare that, after the available resources on my blocked account (*Sperrkonto*) have been used, there are sufficient funds at my disposal to cover my living expenses.

Hannover, (date) \_\_\_\_\_

\_\_\_\_\_  
(Signature)

#### **Personal details:**

Name: ..... \_\_\_\_\_

First name: ..... \_\_\_\_\_

Date of birth: ..... \_\_\_\_\_

Street: ..... \_\_\_\_\_

Place of residence: \_\_\_\_\_