

## **Ausländerbehörde Stuttgart – Onlineantrag stellen (Terminvergabe Aufenthaltstitel)**

### **Stuttgart Immigration Office– Submitting an online application (appointment to apply for a residence permit)**

- **A step-by-step guide to submitting your visa documents to the Stuttgart Immigration Office (for exchange students from visa-exempt countries of entry such as South Korea, the UK, USA, Canada, Japan, Israel)**

#### **0. Before you start the process of submitting your visa documents, please make sure the following requirements are met:**

- You need to apply for a residence permit in Germany (you are not an EU citizen, you do not already have a visa for another Schengen country, you are not studying at a university in another EU country, you are from a country that allows visa-exempt entry into Germany for up to three months – such as South Korea, the UK, USA, Canada, Japan, Israel, etc. – and you are eligible to apply for the exchange student visa in Germany.)
- You also have not applied for **and** received a visa from a German embassy in your home country (if you applied for the visa in your home country but were unable to receive it in time for the semester and therefore had to stop the process at the German embassy at your home country, you are still required to apply for an exchange student visa at the Immigration Office in Stuttgart).
- By the time you submit your application, you must have already arrived in Germany and completed your “**Anmeldung**” (registration of your address) at one of the city’s offices called “Bürgerbüro”.

#### **1. Open the website and adjust the language settings**

Open the following link to access the Immigration Office's website:

[Antrag stellen | Landeshauptstadt Stuttgart](#)

When you open the link, the website will initially appear in German. However, you can easily change the language by clicking on the German flag icon and selecting your preferred language (English is available). For accessibility, this guide will continue using the English version of the website.

## Antrag stellen

Viele Anträge in ausländerrechtlichen Angelegenheiten können online gestellt werden. Antragstellerinnen und Antragsteller werden mehrsprachig durch den Antragsprozess geführt. Notwendige Nachweise können im Antragsprozess hochgeladen und an die Ausländerbehörde übermittelt werden.

### Online-Anträge der Ausländerbehörde Stuttgart

Diese Verwaltungsdienstleistungen können Sie nun auch online beantragen. Wählen Sie den für Ihr Anliegen passenden Online-Dienst aus.


Sollte der passende Dienst nicht verfügbar sein, nutzen Sie das individuelle Beratungsangebot der Ausländerbehörde.

Bitte wählen Sie Ihre Sprache: Deutsch ^

<p>1. Aufenthaltstitel für die Ausbildung</p> <p>Antrag auf Erteilung oder Verlängerung eines Aufenthaltstitels...</p> <p><a href="#">Weiterlesen</a></p> <p>Jetzt starten</p>	<p>2. Aufenthaltstitel für die Erwerbstätigkeit</p> <p>Antrag auf Erteilung oder Verlängerung eines Aufenthaltstitels...</p> <p><a href="#">Weiterlesen</a></p> <p>Jetzt starten</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Deutsch  
English  
Spanisch  
Französisch  
Russisch  
Serbisch  
Türkisch  
Ukrainisch  
Arabisch

### 2. Choose category "1. Residence permit for training"

STUTTGART 

Kontakt und Antrag

## Antrag stellen

Viele Anträge in ausländerrechtlichen Angelegenheiten können online gestellt werden. Antragstellerinnen und Antragsteller werden mehrsprachig durch den Antragsprozess geführt. Notwendige Nachweise können im Antragsprozess hochgeladen und an die Ausländerbehörde übermittelt werden.

### Online applications of the Foreigners Registration Office Stuttgart

It is now possible to apply for these administrative services online. Select the online service that matches your request.  
If the suitable service is not available, contact the Foreigners Registration Office's personal consultation service.

Please select your language: English

<p>1. Residence permit for training</p> <p>Application for the granting or extension of a residence permit...</p> <p><a href="#">Read more</a></p> <p>Start now</p>	<p>2. Residence permit for employment</p> <p>Application for the granting or extension of a residence permit...</p> <p><a href="#">Read more</a></p> <p>Start now</p>
<p>3. Fast-track skilled worker procedure</p> <p>Application for a German employer to implement the fast-track procedure...</p> <p><a href="#">Read more</a></p>	<p>4. Residence permit for family/family members</p> <p>Application for the granting or extension of a residence permit...</p> <p><a href="#">Read more</a></p>

### 3. Scroll down and, if this is your first exchange semester, click “I would like to apply for the first time for a residence permit for educational purposes.”

(If you need to extend your student visa, please select “I would like to have my residence permit extended for the purpose of training.”)

In the *Postal code* field, enter the postal code of your current address in Stuttgart or the surrounding Stuttgart area. This ensures that your application

is handled by the correct Immigration Office. For example, if you live in the city of Tübingen and enter its postal code, the system will not allow you to proceed, as you would need to apply through a different immigration office.

Then click **“Start now.”**

application, you will receive a confirmation of receipt via email.

I would like to have my residence permit extended for the purpose of training.

Check this box if you already have a German residence permit for one of the above purposes and want to extend it unchanged.  
Please choose I would like to apply for a residence permit for the purpose of training for the first time, if

- you have previously held a residence permit for another purpose (e.g. for family reunification) or
- you would like to switch between the purposes stated above (e.g. from attending school to higher education).

**Information about the processing of your data**  
Detailed information on the processing of your data can be found [here](#).

**Is the Foreigners Registration Office Stuttgart responsible for your request?**  
Please enter the postal code of your main residence in order to determine whether this Foreigners Registration Office is responsible for processing your request.

**Postal code \***

This Foreigners Registration Office is responsible for your request. You can now submit your request online! To do this, click on "Start now".

Compsulsory fields

**Start now**

#### 4. Scroll down, read the information provided, then click **“I have taken note of the above information”** and select **“Next.”**

##### **Perspective and language form of the online service**

The following pages are formulated from the perspective of the person for whom a decision regarding immigration law is to be made. This person can also appoint a representative to act in their interest. In the event of representation, the data of the person authorised to represent must also be submitted.

For better readability, the language forms male, female and diverse are not used simultaneously. All personal designations apply equally to all genders.

##### **These people cannot use the online service**

- **Nationals from countries of the European Union (EU) and the European Economic Area (EEA)**

If you are a citizen of an EU or EEA country, you have the right to live in Germany without a visa or residence permit (so-called freedom of movement). Family members and close relatives who do not come from an EU or EEA country but wish to stay with an EU/EEA national in Germany can also invoke the right to freedom of movement, but must apply for a residence card shortly after entering the country. If you are affected, please stop using this online service and contact [online/in person](#) the Foreigners' Registration Office.

- **Persons undergoing asylum proceedings and tolerated persons**

If you are in an ongoing asylum procedure - i.e. in possession of a temporary residence permit - or your stay in Germany is tolerated - i.e. you are in possession of a tolerated stay permit - you cannot apply for a residence permit via this online service.

Whether you can take part in a training course as the holder of a temporary residence permit or a tolerated stay permit must be clarified with the responsible immigration authority in each individual case.

I have taken note of the above information. \*

\* Compulsory fields

Cancel

Back

Next

5. Enter the date of your first entry into Germany (when did your flight arrive in Germany?) and indicate whether you have left Germany for more than six weeks since your arrival.

Your session expires in 29:42 Minutes. [Extend session](#) [Log in](#)

### Application for a residence permit for the purpose of training

#### Inform the Foreigners Registration Office about the status of your residence

**Details of the stay**

Date of first entry into Germany: \*  Day  Month  Year

Have you left Germany for more than six weeks since entering the country? \*

Yes

No

Details on maintenance obligations

Details on statutory violations and previous convictions

\* Compulsory fields

- Notes / instruction
- Residence status
- Residence purpose, initial application
- Acting person
- Personal details
- Contact details
- Children
- Documents: Initial application
- Comment
- Summary / review of the data

After entering your arrival date, additional questions will appear.

Since you most likely entered Germany from a visa-free country (e.g. South Korea, Japan, the UK, USA, Canada, Israel etc.) without applying for a visa beforehand in your home country, you should answer the question **“Do you already have a residence permit from a German Foreigners Registration Office?”** with **“No.”**

*(Exception: If you are extending your stay for a second semester and already received a residence permit during your first semester, then answer “Yes.”)*

Next, answer the question about whether you have received a visa from a German diplomatic mission abroad with **“No,”** unless you have.

Then, respond to the question regarding any other active Schengen State visa permits.

For the following two questions about a **“certificate of temporary residence permit”** and a **“certificate of suspension of deportation,”** answer **“No.”**

Now, select your home country from the list. (As you are following this guide and applying from within Germany, your country will most likely fall under the second category.)

Finally, upload a copy of your **entry stamp** from your passport.

No

**i** Do you have a 'certificate of temporary residence permit' (Bescheinigung über die Aufenthaltsgestattung)? \*

Yes

No

**i** Do you have a 'certificate of suspension of deportation (tolerated stay)' (Bescheinigung über die Aussetzung der Abschiebung (Duldung))? \*

Yes

No

**Which country do you belong to? \***

EU member state (except Germany), Liechtenstein, Iceland, Norway, Switzerland

Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Republic of Korea, Monaco, New Zealand, San Marino, United States of America (USA), United Kingdom of Great Britain and Northern Ireland

On the basis of the information you have provided, you are a national of a country from which you are able to enter Germany without a visa and apply for a residence permit within 90 days. You can now continue with the online service to apply for a residence permit for the purpose of vocational training.

**Note for nationals of the United Kingdom and Northern Ireland:** Nationals of the United Kingdom and Northern Ireland who have been granted rights under the Withdrawal Agreement do not require a residence permit. These persons can end the online service at this point. You can find out [here](#) whether you fall within the scope of the Withdrawal Agreement.

**i** Copy of your entry stamp

From another country

In the next section, “**Details on maintenance obligations,**” select “**No**”—unless you have a child or similar dependent for whom you are required to make monthly financial contributions.

In the final section of this page, “**Details on statutory violations and previous convictions,**” several questions will appear. Unless you have a criminal record or have previously been denied entry to the Schengen Area, you should select “**No**” for all questions. Then click „**Next**“

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**Details on statutory violations and previous convictions** ^

**i Do you have a criminal record? \***

Yes

No

**i Are you currently the subject of a preliminary investigation, summary penalty order proceedings or public court proceedings? \***

Yes

No

**i Have you ever been refused entry to Germany or the Schengen area? \***

Yes

No

**Have you ever been asked to leave Germany or another Schengen state on the grounds of illegal residence? \***

Yes

No

**Has an application for a residence permit in Germany or in another Schengen state been rejected? \***

Yes

No

**Have you been expelled or deported from Germany or another Schengen state? \***

Yes

No

\* Compulsory fields

6. On the next page, you'll be in the subcategory called "Residence purpose." Answer the question **"Why do you want to stay in Germany?"** with: **"I would like to study at a university (including exchange programmes), earn a doctorate, take part in a study preparation programme or seek placement at a university."**

For the question **"Have you already been offered a place at a university in Germany?"** select **"Yes."**

(A note may appear stating that while you must secure your livelihood during your stay, you do not need to provide additional proof of your language skills. Your English language proficiency has already been assessed as part of your admission process. Since our institution does not require proof of German language skills to participate in courses, you can ignore this message.)

Then click **"Next."**

Your session expires in 29:50 Minutes. [Extend session](#) [Log in](#)

## Application for a residence permit for the purpose of training

### Inform the Foreigners Registration Office about the reason for your residence

**Why do you want to stay in Germany? \***

I would like to complete school-based or in-company vocational training or continuing in-company training or search for a training place.

I would like to study at a university (including exchange programmes), earn a doctorate, take part in a study preparation programme or seek placement at a university.

**1 Have you already been offered a place at a university in Germany? \***

Yes

Based on the information you have provided, you can apply for a residence permit for studying in Germany.

**Please note:**  
Your livelihood should be secured for the duration of your stay. You should also be able to demonstrate knowledge of the training language required for the specific course of study. This can be disregarded if your language skills have already been tested by the educational institution within the scope of the admissions process or are to be acquired through preparatory courses.  
You will be asked to provide the evidence at a later stage.

No

I would like to take part in a measure to have my foreign professional qualification (vocational training or higher education studies) fully recognised in Germany. **1**

I would like to complete a study-related internship in the EU. **1**

I would like to attend an intensive language course for learning German (which is not for study preparation). **1**

~

- Notes / instruction
- Residence status
- Residence purpose, initial application
- Acting person
- Personal details
- Contact details
- Children
- Documents: Initial application
- Comment
- Summary / review of the data

7. For the question “**Do you wish to submit the application for yourself or on behalf of a third person?**” select “**I am applying for myself or for myself and my minor children.**”  
Then click “**Next.**”

Viele Anträge in ausländerrechtlichen Angelegenheiten können online gestellt werden. Antragstellerinnen und Antragsteller werden mehrsprachig durch den Antragsprozess geführt. Notwendige Nachweise können im Antragsprozess hochgeladen und an die Ausländerbehörde übermittelt werden.

Your session expires in 28:36 Minutes. [Extend session](#) [Log in](#)

## Application for a residence permit for the purpose of training

### Do you wish to submit the application for yourself or on behalf of a third person? \*

I am applying for myself or for myself and my minor children.

You can use the online service to optionally submit details for minors (underage children) to the Foreigners' Registration Office whom you wish to stay with you in Germany. The Foreigners' Registration Office then checks the issue of legal residence documents for the children.

A minor is a child who has not yet reached 18 years of age. From the 18th birthday, the request should be addressed to the Foreigners' Registration Office in a direct online application, independently of the legal guardian.

I am submitting an application on behalf of a third person (e.g. as a proxy or legal representative).

\* Compulsory fields

[Cancel](#) [Back](#) [Next](#)

- Notes / instruction
- Residence status
- Residence purpose, initial application
- Acting person
- Personal details
- Contact details
- Children
- Documents: Initial application
- Comment
- Summary / review of the data

8. Fill in your personal information. If you're unsure about any field, click the yellow "i" icon for additional guidance. After entering all the information and uploading your passport document, click "Next."

**Note:** If you are from South Korea, your nationality will be listed under the letter "F" as "From the Republic of Korea", not under "K" as "Korean."

The screenshot shows the 'Your personal details' section of the application form. It includes a progress bar on the right with steps: Residence status, Residence purpose, initial application, Acting person, Personal details (highlighted), Contact details, Children, Documents: Initial application, Comment, and Summary / review of the data. The form fields are: First name (mandatory, with an 'i' icon), Family name (mandatory, with an 'i' icon), Further names, Sex (Female, with a checkmark), Date of birth (Day, Month, Year), Place or region of birth (mandatory, with an 'i' icon), Country of birth (Please select), Nationality (Please select), Marital status (Please select), and Do you possess an identity document? (Yes/No radio buttons). Other fields include Colour of eyes and Height in cm. A 'Cancel' button is at the bottom left, and 'Back' and 'Next' buttons are at the bottom right. A yellow speech bubble icon is on the right side.

9. Enter your German address details, then click "Next."

The screenshot shows the 'Please provide us with your contact details' section of the application form. It includes a progress bar on the right with steps: Notes / instruction, Residence status, Residence purpose, initial application, Acting person, Personal details (highlighted), Contact details, Children, Documents: Initial application, Comment, and Summary / review of the data. The form fields are: Street, House number, Additional address information (with an 'i' icon), Postal code, Place (with an 'i' icon), Email address (with an 'i' icon), and Telephone number (with an 'i' icon). A 'Cancel' button is at the bottom left, and 'Back' and 'Next' buttons are at the bottom right. A session timer at the top indicates 'Your session expires in 28:50 Minutes' with an 'Extend session' link.

**10. Enter the details of your children. If you don't have any children, select "No."**  
Then click **"Next."**

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Your session expires in 28:24 Minutes. [Extend session](#)

## Application for a residence permit for the purpose of training

### Details of child(ren)

Would you like to use the online service to provide information about minors for whom a document granting the right of residence is to be issued or extended? \*

Yes

No

\* Compulsory fields

[Cancel](#) [Back](#) [Next](#)

- Notes / instruction
- Residence status
- Residence purpose, initial application
- Acting person
- Personal details
- Contact details
- Children
- Documents: Initial application
- Comment
- Summary / review of the data

**11. Upload all the required documents** as listed on the page. (**Note:** The total file size cannot exceed 35 MB.) For additional guidance, refer to the yellow "i" icon.

If you need to upload a document for the German language category, we recommend uploading the Acceptance Letter, which states that the courses will be held in English.

Once all necessary documents are uploaded, click **"Next."**

§ Bürgerin/garten/Informationen der Ausländerbehörde Kontakt und Antrag/Antrag stellen.php?form=hochweis\_unterlagen\_erbearbeitung

may be required for non-German documents.

You can upload files in PDF, JPEG or PNG format up to 3 MB each. A total of up to 35 MB can be uploaded.

- Documents: Initial application
- Comment
- Summary / review of the data

**1** Proof of your knowledge of the German language \*

1.jpg ✓ [Add file](#)

**1** Proof of academic studies (including doctoral studies) \*

1.jpg ✓ [Add file](#)

**1** Proof of a school-leaving certificate with university entrance qualification, a degree from a German school abroad or a university degree/diploma \*

1.jpg ✓ [Add file](#)

**1** Proof that you can secure a living (e.g. proof of income, scholarship) \*

1.jpg ✓ [Add file](#)

**1** Proof of your health insurance cover \*

1.jpg ✓ [Add file](#)

**1** Proof of name declaration (in the case of different ways of writing a name)

[Search](#) [Take photo](#)

**1** Further evidence of your choice

1.jpg ✓ [Add file](#)

Total size of your uploaded files:

0.75 MB of 35 MB

\* Compulsory fields

12. If you wish, you can write a **comment** or message to the Foreigners Registration Office. You should comment that the exchange semester is held 100% in English and refer to the fact that your English level has already been assessed by your educational institution during the application process.
- Then click **“Next.”**

The screenshot shows a web interface for submitting an application. At the top, it says 'Antrag stellen' (Submit application). Below this, there is a paragraph in German explaining that applications can be submitted online and that necessary documents can be uploaded. The main heading is 'Application for a residence permit for the purpose of training'. Underneath, there is a 'Comment' section with a text area and a character count of '0/3000 characters'. To the right, there is a vertical navigation menu with various steps: 'Notes / instruction', 'Residence status', 'Residence purpose, initial application', 'Acting person', 'Personal details', 'Contact details', 'Children', 'Documents: Initial application', 'Comment', and 'Summary / review of the data'. The 'Comment' step is currently selected and highlighted in orange. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

13. **Review** the information you’ve submitted and make any necessary edits. Then scroll down, read the information carefully, **check the boxes**, and **submit** your application.

**Note:** For each subcategory, you have 30 minutes to complete the information. If you don’t finish within the time frame and click **“Next,”** the process will be interrupted. However, if you need more time, you can click the **“Extend session”** button at the top of the page to restart the 30-minute timer.

What’s next?

1. You’ll receive an automatic reply confirming that your online application has been submitted, that your documents will be checked and that the immigration office will issue an individual appointment at the local immigration office to finalize the application process.  
*(If more than 18 days have gone by without any reaction from the immigration office, use the [contact form](#) on their website to ask about the status of your application)*
2. You’ll receive your individual appointment at the immigration office. Make sure to come on time (15 minutes prior to the appointment time!) and prepared:
  - Get your photo taken before the appointment time either in the Ausländerbehörde (machine on first floor) or at the dm drug store, for example (take QR code with you to the appointment, it is only valid for 48 hours)
  - Bring a filled-out and signed (by hand!) version of the application form
  - Bring all supporting documents (health insurance certificate, bank statement, Acceptance Letter, passport, enrolment certificate) in digital form, we also recommend a printed version of each document to make sure the process goes smoothly

3. You might be asked to show your appointment confirmation email to be able to enter the immigration office. If needed, get your picture taken and then proceed to the waiting area of the room you're assigned for your appointment. Wait for your name to be called and proceed to the room that has been assigned for your appointment
4. After the immigration officer has checked your documents, you'll receive a document called "Fiktionsbescheinigung", which is valid until your eAT card (electronic residence permit) has been issued. This is your legal substitute document, keep it safe! **You're not allowed to leave and re-enter Germany with this document.** Choose "Direktversand" (direct postal delivery to your address in Stuttgart) as method of delivery for your eAT card. This is the fastest and most effective way to get your residence permit.
5. You'll receive an email once your eAT has been printed, which will state the day of delivery. Make sure to be at home for this day, as the document can only be handed to you personally. Inform professors/International Office staff if you'll miss any lectures due as a result.

### ➔ How to ask the Immigration Office in Stuttgart questions

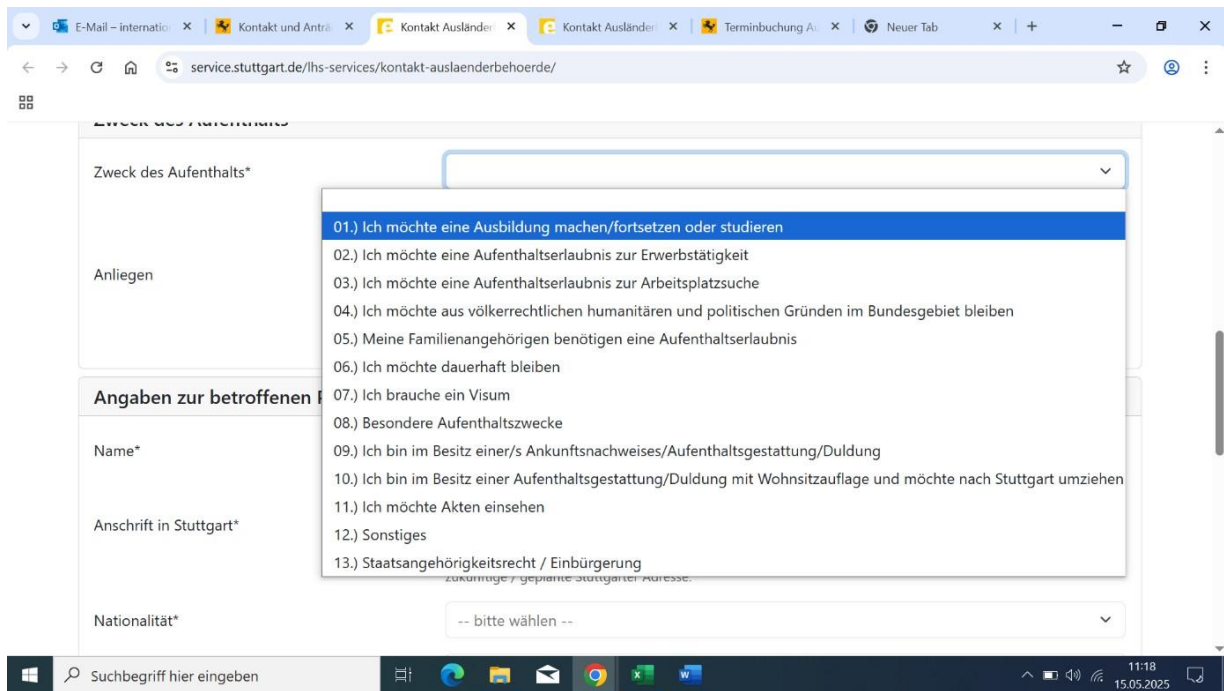
(This is not the same as submitting a visa application)

First, open the following website:

<https://service.stuttgart.de/lhs-services/kontakt-auslaenderbehoerde/>

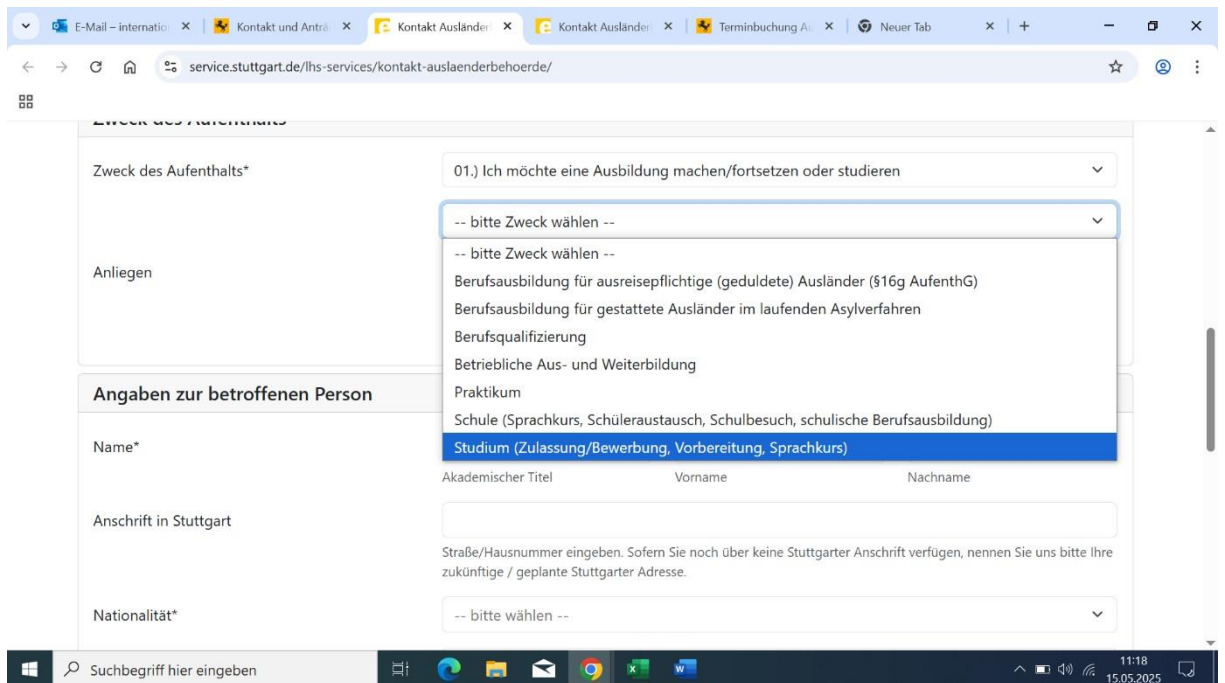
1. Choose 'Ich möchte als Bürger/Kunde Kontakt aufnehmen'.
2. Then type in your email address.

3. Then, scroll to the category "Zweck des Aufenthaltes" and select "01."



4. In the field below, select the last option, "Studium."
5. Then fill the next field "Anliegen" with your request to the immigration office. As many staff members don't speak English at the immigration office, I highly recommend writing your request in English or German and getting it translated by DeepL or another free high-quality translation website:

<https://www.deepl.com/de/translator>



- 6.
7. In the next category, "Angaben zur betroffenen Person", enter your first and last name as shown in the photos. It should match the order in your passport.
8. Then, fill in the blank "Anschrift in Stuttgart" with your Stuttgart address.
9. Then, fill in the next line with your nationality. The address and country chosen in the screenshot are simply examples.
10. Then, fill in your birthday. Write your birthday in the order day/month/year. For example, if your birthday is February 14, 1999, you would write: 14.02.1999.

service.stuttgart.de/hs-services/kontakt-auslaenderbehoerde/

### Angaben zur betroffenen Person

Name*	<input type="text"/>	<input type="text" value="Your first name"/>	<input type="text" value="lastname (order as Pass: )"/>
	<small>Akademischer Titel</small>	<small>Vorname</small>	<small>Nachname</small>
			<small>Dieser Wert ist nicht gültig.</small>
Anschrift in Stuttgart*	<input type="text" value="Am Weißenhof 1 x"/>		
	<small>Straße/Hausnummer eingeben. Sofern Sie noch über keine Stuttgarter Anschrift verfügen, nennen Sie uns bitte Ihre zukünftige / geplante Stuttgarter Adresse.</small>		
Nationalität*	<input type="text" value="Japan"/>		
Geburtsdatum*	<input type="text" value="mm.jjjj"/>		
	<small>Dieser Wert sollte nicht leer sein.</small>		

### Familienangehörige

Suchbegriff hier eingeben

11:22  
15.05.2025

11. In the next category, "Angaben zur betroffenen Person", enter your name as it appears in the photos. It should match the order in your passport.
12. Then, fill in the blank "Anschrift in Stuttgart" with your Stuttgart address.
13. Then, fill in the next line with your nationality. The address and country chosen in the screenshot are simply examples.
14. Then, fill in your birthday. Write your birthday in the order day/month/year.  
For example, if your birthday is February 14, 1999, you would write:  
14.02.1999.
15. Skip the category "Familienangehörige" and scroll right away to the category "Unterlagen."
16. The first field, "Passkopie," is for uploading your passport. The second field, "Aufenthaltsdokument," is for uploading a document showing your visa status in Germany, such as the entry stamp in your passport for tourist visas, regular visas, eATs, or temporary documents like the "Fiktionsbescheinigung." I think these documents only need to be uploaded if they are relevant to your request. You can also upload additional documents under "weitere Dokumente" (the categories "Zusatzblatt" and "Vollmacht" are most likely not relevant to your request, so you can skip them).
17. The document is now ready to send, so click the blue button on the right that says "Absenden" and you are done.