



Study in Germany

To whom does this leaflet apply?

This leaflet applies to applicants for a place at a university, students and doctoral candidates (dissertation / doctorate) - even if a German language course is necessary before taking up studies. Furthermore to applicants who would like to participate in a language course in Germany.

1. Please read the following information and the list of documents carefully.
2. Prepare the required documents for the application.
3. Book an [appointment](#).
4. Please sort your documents in the given order.

Please note:

- Due to the high workload and in order to ensure equal treatment of all applicants, the visa section can only accept applications for processing in the requested form.
- Submitting incomplete documents can lead to the rejection of the application.
- Submitted documents that are sent unrequested cannot be assigned to your application.
- All documents, leaflets and application forms provided by the Embassy are free of charge.
- All information concerning the processing of the application can be found on our [website](#).
- Please refrain from inquiries about the status of the application. Status inquiries do not speed up the visa process.

What kind of documents need to be submitted?

1	Visa application form	
<input type="checkbox"/>	Completed either in German or English	You can find the visa application form free of charge on our website. We recommend to use the VINDEX-System in order to fill out the form online: https://videx.diplo.de/videx/visum-erfassung/videx-langfristiger-aufenthalt
<input type="checkbox"/>	Additional information on availability and representation	You find the form on our website .
2	Travel document	
<input type="checkbox"/>	Passport <u>AND</u> a non-certified copy of all pages with entries	The passport must provide at least two empty pages and must have been issued within the previous ten years. The passport does not remain at the Embassy during the visa application procedure. It only needs to be presented at the time of application and later on in order for the visa to be affixed.
3	Residence permit	
<input type="checkbox"/>	Valid residence permit for Latvia <u>AND</u> non-certified copy from the front and back page	
4	Habitual residence	
<input type="checkbox"/>	Proof of habitual residence in Latvia	-e.g., through a current electricity or gas bill, tenancy agreement, registration card, excerpt of civil register, work or study certificate -the document must show your current address

		-alternately you can show a refugee registration or a different official letter issued by an authority that confirms your current address
5	Passport pictures	
<input type="checkbox"/>	Up-to-date biometric passport picture	The photo must meet certain requirements . Please do not glue the photo to the application form.
6a	Study	
<input type="checkbox"/>	Registration certificate or confirmation of application from a German University (original document with one non-certified copy)	If the registration certificate was only sent to you via e-mail: Print out of the certificate <u>AND</u> e-mail with which the notification was sent
<input type="checkbox"/>	<u><i>If you have a conditional approval:</i></u> Certificate of the conditional approval (original document with one non-certified copy)	If the registration certificate was only sent to you via e-mail: Print out of the certificate <u>AND</u> e-mail with which the notification was sent
<input type="checkbox"/>	Verification that the requirements are full- filled (original document with one non-certified copy)	
6b	Language course preparing you for your studies	
<input type="checkbox"/>	Certificate of the conditional approval (original document with one non-certified copy)	If the registration certificate was only sent to you via e-mail: Print out of the certificate <u>AND</u> e-mail with which the notification was sent
<input type="checkbox"/>	Registration of the language school (original document with one non-certified copy)	It must be indicated how many hours per week are being scheduled (intensive course with at least 18 hours per week).
<input type="checkbox"/>	Confirmation that the fee for the course has been paid (original document with one non-certified copy)	
<input type="checkbox"/>	Motivation letter for the course and your plans after finishing the language course and the studies in either German or English	
6c	Exchange Students (Erasmus)	
<p>Foreign students enrolled at a Latvian university who want to study at a German university for 360 days or less do <u>not</u> need a residence permit if they have a confirmation from the Federal Office for Migration and Refugees (BAMF) stating their right of entry and residence for the purpose of studying within the framework of short-term mobility (Directive (EU) 2016/801).</p> <p><u>This document will be issued through the BAMF upon request by the German university. Please contact your university for further information.</u></p> <p><u>If this document cannot be requested by the university, you can still apply for a visa through the Embassy.</u></p>		
<input type="checkbox"/>	Certificate of enrollment from the Latvian University (original document with one non-certified copy)	
<input type="checkbox"/>	Certificate of registration from the German University (original document with one non-certified copy)	
<input type="checkbox"/>	Certificate from the university confirming that the above mentioned document cannot be applied for (original document with one non-certified copy)	

6d	Language Course	
<input type="checkbox"/>	Certificate of registration at the language school (original document with one non-certified copy)	It must be indicated how many hours per week are being scheduled (intensive course with at least 18 hours per week)
<input type="checkbox"/>	Confirmation that the fee for the course has been paid (original document with one non-certified copy)	
<input type="checkbox"/>	Motivation letter for the course and your plans after finishing the language course in either German or English	
7	Curriculum vitae	
<input type="checkbox"/>	Complete curriculum vitae in tabular form in German or English	In your CV, please summarize all previous activities, trainings and qualifications up to the current application date in one table.
8	Language Skills	
<input type="checkbox"/>	Proof of knowledge of the course language (original document with non-certified copy)	Usually proven through a language certificate (can be omitted in exceptional cases). To find out which certificates are currently recognized, please visit https://www.alte.org/Our-Full-Members .
9	Financing - minimum 992 Euro per month for students and PhD students - minimum 1,091 Euro per month for study applicants - minimum 1,091 Euro per months for language course applicants	
<input type="checkbox"/>	Payment of the required amount into a blocked account in Germany (certificate)	Information concerning the opening of a blocked account can be found on the website of the Federal Foreign Office. Also if you plan to attend a language course before taking up studies, you must prove funds for 12 months.
	OR Scholarship (original document with one non-certified copy)	The notification must contain information on the duration, amount, scope and origin of the funds for the scholarship. Please note that a blocked account may still have to be opened. If the notification was only sent to you via e-mail: Print out of the certificate AND e-mail with which the notification was sent
	OR Declaration of commitment of the parents (or other persons) according to §§ 66-68 AufenthG. (original document with one non-certified copy)	With the note "to study" (if necessary also "language course with subsequent study") and "creditworthiness proven" ("Bonität nachgewiesen"). Please contact the Aliens Authorities (Ausländerbehörde) or the German representation competent for the place of residence of the parent (or the supporting person). The Embassy can only accept a declaration of commitment in exceptional cases. ¹
	OR Bank statement from a Latvian or German bank	- The bank statement must prove that you own enough money to finance your entire stay. - The actual funds must be in your own account (not from a third party!) and must have been in your account for at least 90 days prior to the application. - As proof of own funds, we can only accept bank statements for the last three months prior to the application.

¹ The German Embassy in Riga can only accept a declaration of commitment if there is no other way to prove that you can secure your livelihood. Furthermore, we must assume that a credit check would be positive and the declaration of commitment would be enforceable in Germany. The obligor must have assets in Germany, e.g. a German bank account, so that the obligor's creditworthiness is "proven".

10	Proof of housing
<input type="checkbox"/>	Proof of housing in Germany with full address (e.g. rental contract, hotel booking, invitation letter)
11	Health insurance
<input type="checkbox"/>	Health insurance, which is valid for at least 3 months after entering Germany. For more information visit our website .
12	Fee
<input type="checkbox"/>	75,00 € to be paid by credit card (Master Card / Visa) or in cash
13	For minors
	If the applicant is a minor and both parents have custody:
<input type="checkbox"/>	Birth certificate with apostille ² and notarized translation (original document with one non-certified copy);
<input type="checkbox"/>	Notarized declaration of consent from the legal guardians for this stay, with apostille ² and notarized translation (original document with one non-certified copy) OR Notarized declaration of consent from one of the parents (original document with one non-certified copy) AND Court order that the child may leave without the consent of the other parent
	If only one parent has custody:
<input type="checkbox"/>	Birth certificate with apostille ² and notarized translation (original document with one non-certified copy);
<input type="checkbox"/>	his/her notarized declaration of consent for the stay, with apostille ² and notarized translation (original document with one non-certified copy) AND Evidence of the custody situation with apostille ² and a notarized translation (original document with one non-certified copy), i.e. - Death certificate of the other parent OR - Certificate of registration of the father according to the information provided by the mother OR - Court ruling on the deprivation of parental rights - Custody Court Order
	<u>Please note that the Embassy might request the presentation of further documents in individual cases.</u>

Processing time: between two and four weeks, in individual cases shorter or longer, especially for visas to attend a language course.

If the Embassy has questions in the course of the visa procedure or additional documents have to be submitted, we will contact you directly.

² An apostille is only required for those documents that have **not** been issued in an EU or EEA country.