

## Information

### Residence Permit Extension/Certificate of Academic Record

The Immigration Office may ask you to submit a **certificate of academic record** (Studienverlaufsbescheinigung) in order to extend your residence permit, if:

- you have exceeded the nominal duration of studies
- you want to change your course of studies or university after the third semester.

Please get in touch with the Immigration Office at RWTH Aachen University before your Residence permit expires to ask if you need to present a certificate of academic record.

StädteRegion Aachen Immigration Office at RWTH Aachen University

Templergraben 57, Super C Room 421, 422

Tel.: 0241/5198 -3367, -3368, -3369

Email: [info.auslaendische.studenten@staedteregion-aachen.de](mailto:info.auslaendische.studenten@staedteregion-aachen.de)

#### To obtain a certificate of academic record:

1. Gather all evidence of your academic achievements, i.e. your transcript of records (Notenspiegel) from RWTH Online or from the Central Examination Office (ZPA), internship or seminar confirmations and any other documents. Medical students do not need to get an academic transcript from because academic achievements are only recorded and administered by the Faculty.
2. Please ask your „faculty's study advisor“ for an appointment. Present the documents listed above and ask him or her to provide you with a filled in certificate form (Bescheinigung der Fachstudienberatung zum Studienverlauf / Certificate of progress of studies) summarizing your academic performance. You can download the form from the university website at: [http://www.rwth-aachen.de/global/show\\_document.asp?id=aaaaaaaaaacdgke](http://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaaaaacdgke). A complete list of departmental advisors and their office hours can be found here: <http://www.rwth-aachen.de/cms/root/Studium/Beratung-Hilfe/~tmy/Fachstudienberatungen/?lidx=1>
3. An additional Study Progress Assessment (SPA) issued by the International Office is required **only if** your departmental advisor answers “yes” to point 4.5 on page 4 of the form or if this is explicitly required by the immigration office. If you require this additional certificate, **please arrange an appointment with the International Office** and present the certificate issued by your departmental advisor as well as proof of academic performance at RWTH Aachen University.

#### Please contact:

Ms. Dominika Dudzik

Templergraben 57, Super C, R 326

Tel.: 0241/80-90833

[Dominika.Dudzik@zhv.rwth-aachen.de](mailto:Dominika.Dudzik@zhv.rwth-aachen.de)