

Information sheet for new Master students of Aalen University concerning visa process and accommodation in Aalen

- **Acceleration of visa process**

In cases of visa application bottlenecks at the German Embassy or Consulates in charge for your application (not in cases of simple late applications for which you have to take own responsibility!), our International Relations Office might be in a position to speed up your visa process via the local immigration office of the city of Aalen. Thus, in justified cases only, please send the following details / information to aaa@hs-aalen.de:

- Explanation of your case including proof / mentioning of the date at which you scheduled for an appointment to the Embassy / Consulate in charge,
- Colour copy of your passport,
- Copy of your admission letter and the confirmation of the acceptance of your place,
- Proof of financial means (minimum Euro 8.640,- for your first study year must be proven to the Embassy/Consulate), e.g. certificate from German bank onto which you have opened a so called blocked bank account or sponsorship guarantee letter,
- Details on your appointment with the Embassy/Consulate (date and time at which it took place, full address of Embassy/Consulate including fax number and email address, name and function of the person you spoke to),
- Your contact details (email and phone).

Please bear in mind, that we cannot provide you with any help in the visa application process if the application for the visa has not been handed in at the occasion of your compulsory interview at the Embassy/Consulate in charge. Please check thoroughly all instructions of its visa and consular services department before starting your visa application process.

- **Accommodation in the student residence halls**

Upon receipt of your admission letter you should simultaneously start to look for accommodation in Aalen. You might be able to get a room in one of our student halls, if you apply immediately to the Jugendwerk Aalen (= organization running the student halls in Aalen).

Application documents can be found on their website under <http://jugendwerk-aalen.de/zimmermieten.php> , please complete the pdf form and return it directly to the Jugendwerk Aalen.

You need to apply very quickly in order to get a room there for the coming semester. We can only recommend you to apply immediately upon receipt of the admission letter as the limited numbers of rooms will be distributed among the students on a first come – first serve base.

Alternatively you can look for private accommodation on our website under <https://www.hs-aalen.de/apartments>. There, you can also place an advertisement (search for...) that you are looking for private accommodation.