



International Department | Welcome Centre
Visa Service for international students and
doctoral candidates
Unter den Linden 6
10117 Berlin

Application for issuance or extension of a residence permit

Surname, first name

Date of birth in (country)

I hereby authorise the Visa Service of HU Berlin,
to submit my application to the Berlin Immigration Office, Higher Education Services (LEA -
Hochschulservice), Keplerstraße 2, 10589 Berlin, for the issuance or extension of a residence
permit and to take care of the relevant formalities and arrangements until the residence title is
issued.

I consent to the processing of my data in accordance with the Data Protection Declaration
(see below).

Signature

Date

Data Protection Declaration:

The new EU General Data Protection Regulation, EU 2016/679 (known as GDPR), has taken effect on 25 May 2018. The International Department and its Visa Service have updated and adjusted their data protection policy in order to be compliant with GDPR.

The Visa Service for international students and doctoral candidates acts on behalf and with the consent of students and doctoral candidates of Humboldt-Universität zu Berlin who want to process the application for or extension of their residence permit through us. The documents that are submitted by the student will be transmitted directly and completely to the Berlin Immigration Office, Higher Education Services (Keplerstr. 2, 10589 Berlin). We only collect students' contact data, which is necessary in order to process the applications for or extensions of residence permits through the Berlin Immigration Office.

With the exception of the data form, which is submitted along with the application documents to the Berlin Immigration Office, we do not keep photocopies or create any records.

The data forms will be deleted after a period of one year (i.e. two semesters). E-mails and e-mail addresses will only be kept for the Visa Service to carry out its necessary duties. E-mail addresses and any other personal data that we collected will generally be deleted after a period of one year (i.e. two semesters).