



## Status Report on Student Progress for the Local Immigration Office ("Studienstandsbescheinigung") – bachelor's / master's programmes

After a few semesters, the immigration authorities expect frequent reports/forecasts on the status of your university studies in order to extend your residence permit. As a rule they are issued by the International Relations Office.

In order to provide these reports, we need the following information:

From the student **Tabular list** when he/she is planning to obtain the remaining credits  
(cf. attached form)

and

From the departmental student advisor / programme coordinator (cf. next page)

- **Total of ECTS** required, **ECTS acquired so far**, ECTS still to be acquired
- **When** can these credits be acquired at the earliest?
- Bachelor's programmes: Has the ***Orientierungsprüfung*** been passed?

or

**Master-programmes: registration for master-final examination** signed by the examination office  
with the day your thesis starts or has been handed in –  
if presented, no other certification is necessary

Please come with the two completed documents below to the consultation hours of

Ms Monzel / International Relations Office, room 29, Seminarstr. 2.

Office hours in person: Thursday 10 a.m. - 12 noon

<https://www.uni-heidelberg.de/institutions/administration/international/contacts.html#monzel>

The certificate ("Studienstandsbescheinigung") will be issued after 5 working days and will be sent to you by email.

<https://www.uni-heidelberg.de/en/study/management-studies/download-center/international-students-information-forms-and-fact-sheets>

**To be filled in by the departmental student advisor / programme coordinator  
for the International Relations Office**

Last name, first name: .....

Student number: ..... full-time study ☐ part-time study ☐

Subjects: .....

Intended degree: ☐ bachelor's ☐ master's

**Studienstand 1. Studienfach:**

Insgesamt zu erbringende LP (inkl.fachübergreifende Kompetenzen): .....

Davon für Abschlussarbeit/-Prüfung:  
.....

Bereits erbrachte LP (inkl.fachübergreifende Kompetenzen und Masterbegleitfach):  
.....

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ☐ ja ☐ nein

Noch ausstehende LP:  
.....

Bis wann können die ausstehenden LP frühestens erbracht werden (inkl. Abschlussarbeit/-prfg.)?  
.....

.....  
Datum

.....  
Unterschrift Fachstudienberater

.....  
Stempel

**Studienstand 2. Studienfach:**

Insgesamt zu erbringende LP (ggf. inkl.fachübergreifende Kompetenzen) : .....

Davon für Abschlussarbeit/-Prüfung:  
.....

Bereits erbrachte LP (ggf. inkl.fachübergreifende Kompetenzen): .....

Bei Bachelorstudiengängen: Orientierungsprüfung erbracht? ☐ ja ☐ nein

Noch ausstehende LP:  
.....

Bis wann können die ausstehenden LP frühestens erbracht werden (inkl. Abschlussprüfung)?  
.....

.....  
Datum

.....  
Unterschrift Fachstudienberater

.....  
Stempel

## Status report of student's progress for the International Relations Office

Information provided by the student. Open credits listed in tabular form

Please keep a copy for yourself

Semester e.g. WS 19/20	Title of lecture/seminar	Month, year / type of exam e.g. June 2018 / term paper	Number of credits for this

**Total credits: .....**

**Master thesis is planed from ... until ...: .....**

**Date: .....**

**Number of enrolment: .....**

.....  
**student's signature**

.....  
**Student's e-mail**

**seen: .....**

**Date**

.....  
**Signature academic advisor**

**Stamp**