

**GERMAN LANGUAGE STUDENT RESIDENCE PERMIT  
for Non-EEA Nationals**

	<b>EASY STEPS - Who does what?</b>
1. 	<p><b>The Applicant or Contact Person in Liechtenstein</b></p> <ul style="list-style-type: none"> <li>- confirms interest and date of German course of studies (by email)</li> <li>- provides information on name, date of birth and address (home address) of the applicant (by email)</li> <li>- provides (if applicable) name, address, telephone number and email address of the contact person in Liechtenstein (by email)</li> </ul>
2. 	<p><b>EFFECT</b></p> <ul style="list-style-type: none"> <li>- forwards letter of acceptance to the course of German studies (on headed note paper, by email or post)</li> </ul>
3. 	<p><b>The Candidate</b></p> <ul style="list-style-type: none"> <li>- <b>applies for visa</b> (if place of residency is not in Switzerland or EEA) at the Swiss Embassy in their country of residency. The letter of acceptance from EFFECT must be presented at the same time and, in some cases, the Embassy will require an invoice for the tuition fees. If this is necessary, please send a short memo to EFFECT.</li> </ul> <p><b>IMPORTANT:</b> Embassys often have long waiting times before providing an appointment (up to 2 months), conclude all formalities well in hand.</p>
4. 	<p><b>The Candidate or the Contact Person in Liechtenstein must Forward the Following Signed Documents to EFFECT</b></p> <p>Both the forms to be completed can be found at the following link:  <a href="http://www.llv.li/#/11252/kurzaufenthaltsbewilligung-zum-studiumausbildung-l">http://www.llv.li/#/11252/kurzaufenthaltsbewilligung-zum-studiumausbildung-l</a></p> <ul style="list-style-type: none"> <li>- <b>“Formular Wohnsitz in Liechtenstein zur Ausbildung“ (Form of Residency for Educational Purposes in Liechtenstein) including passport photograph</b> This can be filled in online but you must print and sign it and send the application together with a biometric photograph to EFFECT (together with any other documents).</li> <li>- <b>“Formular Unterhaltsgarantie“ (Form for Guarantee of Support)</b> Your host in Liechtenstein normally acts as guarantor. If you do not have a guarantor in Liechtenstein, please contact the EFFECT Foundation for other options. The form can be completed online, but must be signed and the signature of your guarantor must be officially confirmed. A guarantor, resident in Liechtenstein, can print out the form and take it to the Foreigner and Passport Office during normal opening times and sign it there. In this case, there is no fee for confirmation of signature.</li> </ul>

	<ul style="list-style-type: none"> <li>- A current <b>Criminal Record Sheet</b> issued in your country of residency, translated into German and confirmed by an official body (<i>Interlingua</i> in Vaduz, Liechtenstein can provide an officially confirmed translation as required by the Foreigner and Passport Office)</li> <li>- <b>Copy of your valid passport</b></li> <li>- <b>Confirmation of your health insurance</b> (may be provided later in some cases)</li> </ul>
5. 	<b>EFFECT</b> <ul style="list-style-type: none"> <li>- checks that the application is complete</li> <li>- will contact applicant in case of mistakes or omissions</li> <li>- signs the application on behalf of the school</li> <li>- forwards the completed documentation to the Foreigners Office in Vaduz</li> </ul>
6. 	<b>Ausländer- und Passamt (APA)</b> (Foreigners and Passport Office – APA) <ul style="list-style-type: none"> <li>- examines and grants application</li> <li>- contacts the Swiss Embassy to confirm that the entry visa can be issued</li> </ul>
7. 	<b>The Candidate</b> <ul style="list-style-type: none"> <li>- travels to Liechtenstein</li> <li>- makes immediate contact with EFFECT</li> <li>- registers residency at local authority</li> <li>- present themselves at APA for collection of biometric data</li> </ul>
8. 	<b>Ausländer- und Passamt (APA)</b> (Foreigners and Passport Office – APA) <ul style="list-style-type: none"> <li>- collects biometric data from applicant</li> <li>- issues a temporary residence permit</li> <li>- issues an invoice for the administration fees to EFFECT</li> </ul>
9. 	<b>EFFECT</b> <ul style="list-style-type: none"> <li>- forwards the invoice for administration fees to the student (max. 350.- Swiss Francs)</li> <li>- forwards confirmation of course to student: place, date and time</li> <li>- assists the student during their time of residency</li> <li>- presents a monthly course fee invoice to the student</li> <li>- offers language certificate examinations during German studies</li> <li>- reports regularly to APA (Foreigners and Passport Office) on student attendance i.e. absence or other particular incidents</li> </ul>

**EFFECT**  
*Pädagogik*

*B. Stockwell*

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