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Ask for an appointment with the immigration office at least 4 weeks before your  expires.
In Jena you can use the [ONLINE APPOINTMENT SCHEDULING](#) to schedule an appointment.

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Contact Mr. Dirk Schlegel and send him the following documents through E-Mail (dirk.schlegel@eah-jena.de):

- A filled out [Request for a recommendation letter for visa extension](#)
- A copy of your current mark sheet and
if not yet submitted
- A contract with a company for your Research Internship
- A copy of the departmental **approval (signed form) for your Research Internship**
and if applicable
- A contract with a company for your Master's thesis
- A copy of the departmental **approval (signed Appendix 4 or 5) for your Master's thesis**

Please make sure to provide the recommendation letter along with the required documents to the immigration office in charge. For the documents required in Jena, please refer to the [ONLINE APPOINTMENT SCHEDULING](#) page

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