School of Business and Innovation

BSBI Policy

VERSION 1.0

Student Visa and Immigration Compliance Policy

BSBI School of Business and Innovation



Version: 1.0

Originator/Author: Head of International Affairs

Owner: Head of International Affairs

Approved by: Deputy Head of Operations

Effective Date: December 2025

Reviewed: November 2026

CONTENTS

Purpose and scope 2

General principles 2

Responsibilities before arrival 2

Responsibilities during studies 3

Immigration status verification and compliance monitoring 4

Residence permit renewals and pending applications 5

Changes to studies, work, travel and personal circumstances 5

Non-compliance and institutional escalation 6

BSBI visa and immigration guidance services 6

Evidence, records and privacy 8

Support, concerns and complaints 8

Policy compliance and review 9

1. Purpose and scope

Berlin School of Business and Innovation (BSBI) is committed to supporting international students in understanding and fulfilling the immigration-related requirements applicable to their studies in Germany.

This policy outlines the responsibilities of prospective and enrolled students, the guidance and administrative support provided by BSBI, and the institutional procedures for maintaining accurate immigration-related student records.

The policy applies to prospective and enrolled students at BSBI's Berlin and Hamburg campuses, insofar as immigration requirements are relevant to their individual circumstances.

It complements applicable German immigration legislation, institutional regulations and admission and enrolment conditions. Where there is any inconsistency, applicable law and binding decisions of the competent authorities shall prevail.

2. General principles

BSBI aims to provide clear, accurate and accessible guidance on immigration-related administrative matters affecting international students.

Students are entitled to respectful and fair treatment, appropriate administrative support, and information about available institutional services.

Responsibility for granting, refusing, extending, revoking or otherwise determining visas and residence permits rests exclusively with the competent German diplomatic missions and immigration authorities.

BSBI does not exercise immigration authority and cannot guarantee the outcome or processing time of any immigration application.

Students remain responsible for meeting the immigration requirements applicable to their personal circumstances and may seek clarification from the competent authorities or independent qualified legal professionals.

3. Responsibilities before arrival

Prospective students are responsible for identifying and fulfilling the entry and residence requirements applicable to their nationality, intended studies and individual circumstances.

Where applicable, students must:

- Apply for the appropriate visa or entry authorisation in sufficient time before their intended arrival.
- Provide complete, accurate and authentic documentation to the relevant authorities.
- Ensure that their passport, financial documentation, health insurance and other necessary documents meet applicable requirements.
- Inform BSBI promptly of significant visa delays, refusals or other circumstances that may affect their arrival or enrolment.
- Observe the institutional requirements regarding enrolment, programme commencement and the permitted arrangements for late arrival.

An admission offer, tuition payment or enrolment at BSBI does not, by itself, confer permission to enter, reside or work in Germany.

Students should not make travel arrangements based on an assumption that a visa or residence permit is guaranteed.

4. Responsibilities during studies

International students who require immigration permission to study in Germany must maintain an appropriate lawful residence status throughout their studies.

Students are responsible for:

- Monitoring the validity and conditions of their visa or residence permit.
- Applying for necessary residence permits, renewals or changes of purpose within the applicable deadlines.
- Complying with any conditions relating to study, employment or other activities.
- Maintaining valid health insurance and fulfilling other applicable administrative requirements.
- Keeping BSBI informed of their current residential address, contact information and relevant changes to their immigration status.
- Informing BSBI promptly of any significant immigration decision or development that may affect their ability to continue studying in Germany.
- Providing accurate and authentic information and documentation when reasonably requested for legitimate institutional purposes.

Students must also comply with applicable academic attendance, progression and examination requirements.

Changes to an academic programme, institution, campus, study status or enrolment may have immigration implications. Students should seek clarification from the competent immigration authority before making changes where necessary and inform BSBI of relevant developments.

5. Immigration status verification and compliance monitoring

To support responsible student administration and institutional compliance, BSBI maintains immigration-related records where necessary and may request relevant information or documentation from students.

BSBI may contact students regarding:

- Upcoming visa or residence permit expiry dates.
- Pending renewal applications.
- Missing, outdated or inconsistent immigration-status information.
- Relevant changes to immigration permission.
- Documentation required to clarify a student's eligibility to continue studying in Germany.

Students are expected to monitor their registered communication channels and respond to reasonable requests within the communicated deadlines.

Depending on the circumstances, BSBI may request appropriate evidence, such as a valid residence document, confirmation of a pending application, a Fictional Certificate (Fiktionsbescheinigung), or relevant communication from the competent immigration authority.

Students who cannot provide the requested documentation within the stated timeframe should inform BSBI of the circumstances and provide available supporting information.

The absence of an updated residence document does not automatically establish unlawful residence. BSBI will consider available evidence, including information concerning timely applications and continuing residence rights, before determining whether further institutional action is appropriate.

Where information remains incomplete or unclear, BSBI may request additional clarification or direct the student to the relevant authority or qualified legal professional.

6. Residence permit renewals and pending applications

Students are responsible for applying for the renewal or extension of their residence permission within the applicable deadlines.

Under certain circumstances, a timely application may have a statutory effect allowing an existing residence title to continue pending a decision by the immigration authority, in accordance with §81 of the German Residence Act (Aufenthaltsgesetz).

The legal effect of a pending application depends on the student's individual circumstances and the applicable statutory provisions.

Students should retain evidence of their application and provide appropriate documentation to BSBI upon reasonable request.

Where necessary, students should obtain clarification from the competent immigration authority concerning their continued residence, travel or employment rights.

BSBI may provide general procedural guidance but cannot independently confirm or determine the legal effect of an individual immigration application.

7. Changes to studies, work, travel and personal circumstances

Changes to a student's programme, educational institution, place of study, study status, interruption, withdrawal, completion or other significant circumstances may have implications for their immigration status.

Students are responsible for checking with the competent immigration authority whether prior approval or notification is required and must promptly inform BSBI of any changes that may affect their enrolment or lawful participation in their studies.

Residence permission granted for study purposes does not automatically authorise unrestricted employment, international travel or a change in the purpose of residence. Students remain responsible for understanding and complying with the conditions attached to their individual immigration documentation.

BSBI responds to lawful and appropriately authorised enquiries from competent German immigration and other public authorities in accordance with applicable legal and data-protection requirements. Such enquiries may concern admission, enrolment, programme details, attendance, academic progression or changes in student status.

Any disclosure of student information is assessed in relation to the requesting authority's competence, the purpose and necessity of the request, and the applicable legal basis. BSBI does

not routinely disclose complete immigration or student records without an appropriate legal basis.

8. Non-compliance and institutional escalation

BSBI expects students to maintain the immigration permission required for their studies and cooperate with reasonable requests for relevant status verification.

Where a student repeatedly fails to respond to compliance requests, does not provide necessary information, or where available evidence raises a material concern about their ability to continue studying lawfully in Germany, BSBI may initiate an institutional compliance review.

Before formal escalation, BSBI will, where appropriate:

- Communicate the outstanding concern or documentation requirement.
- Provide a reasonable opportunity for the student to respond or clarify the circumstances.
- Consider available evidence, including pending immigration applications and communications from competent authorities.
- Assess whether further institutional action is necessary under applicable regulations.

Unresolved cases may be referred to the BSBI Withdrawal Board or another competent institutional decision-making body.

Referral to the Withdrawal Board does not constitute automatic withdrawal or an immigration-status determination.

Any decision affecting enrolment will be made following an individual assessment and in accordance with applicable institutional regulations, contractual provisions and relevant legal requirements.

Students will be informed of the outcome and any applicable review or appeal procedures.

BSBI may also take appropriate measures where required by law or where continued enrolment raises a material institutional compliance concern, subject to the applicable legal and procedural safeguards.

9. BSBI visa and immigration guidance services

The International Affairs Office provides general immigration-related information and administrative guidance to prospective and enrolled students.

Depending on the circumstances, available services may include:

- General guidance on entry visa and residence permit procedures.
- Pre-arrival information and orientation sessions.
- Guidance concerning residence registration, health insurance and other administrative requirements.
- Information concerning residence permit applications and renewals.
- Guidance on maintaining and updating immigration-related student records.
- Institutional letters and confirmations within BSBI's competence.
- General information concerning immigration-related considerations following graduation.
- Referral to other institutional departments or external services where appropriate.

Support may be provided through in-person consultations, designated communication channels, information sessions and published student resources.

Service arrangements may differ between Berlin and Hamburg. Students should consult the current campus-specific information for available guidance and referral options.

9.1 In-person guidance and Student Hub consultations

BSBI provides in-person administrative guidance through designated campus student support arrangements, including the Student Hub.

Students may be asked to register through the relevant service queue or appointment process and, where necessary, verify their identity before receiving individual assistance.

BSBI takes reasonable measures to protect the confidentiality of personal information discussed during consultations.

Students whose enquiries involve sensitive personal circumstances may request an alternative communication channel or a more private consultation arrangement, subject to service availability.

9.2 Nature and limitations of visa and immigration guidance

All visa and immigration information provided by BSBI, including guidance documents, leaflets, flyers, presentations, online information sessions, webinars, website content, emails and individual consultations, is intended for general informational and guidance purposes only. Such information does not constitute legal advice, an official interpretation of immigration law or a guarantee of any immigration outcome.

Students remain responsible for understanding and complying with the immigration requirements applicable to their individual circumstances, maintaining valid immigration status and submitting accurate and complete applications within the relevant deadlines.

Visa and residence permit decisions are made exclusively by the competent German authorities. Students should consult the relevant German diplomatic mission, immigration authority or a suitably qualified independent legal professional where authoritative clarification or individual legal advice is required.

BSBI endeavours to provide accurate and up-to-date guidance but cannot guarantee decisions, processing times or outcomes determined by external authorities.

10. Evidence, records and privacy

BSBI processes personal data associated with admissions, student administration and immigration status compliance in accordance with the General Data Protection Regulation (GDPR), applicable German data-protection law and BSBI's published Privacy Notice. Immigration-status documentation is requested only where relevant and necessary for defined administrative, contractual, compliance or student-support purposes.

Information is requested and processed where necessary for clearly defined administrative, contractual, legal compliance or legitimate support purposes, as applicable. BSBI does not require students to provide information unrelated to those purposes. Relevant records are retained only for the applicable retention periods and deleted or securely disposed of in accordance with BSBI's retention rules and legal obligations.

The BSBI Privacy Notice provides the information required under Articles 13 and 14 GDPR, including the data controller and data-protection contact, purposes and applicable lawful bases, recipients and disclosures, retention, data-subject rights and complaint channels. Students should consult the current notice published on the BSBI website or policy portal.

Students should submit documents only through the designated secure BSBI channel and notify the relevant team promptly if they believe their personal data have been incorrectly recorded or shared.

11. Support, concerns and complaints

Students requiring immigration-related administrative guidance may contact the International Affairs Office through the communication channels published by BSBI.

Students should contact the office promptly when they encounter circumstances that may affect their immigration status or ability to continue studying.

Where a matter involves an official immigration refusal, an urgent deadline, potential immigration enforcement or a complex legal question, students may be advised to contact the competent authority or a qualified legal professional.

Concerns about the quality or delivery of BSBI services may be raised through the applicable institutional student support or complaints procedures.

Raising a concern or seeking guidance will not, in itself, be treated as a ground for withdrawal or other adverse institutional action.

12. Policy compliance and review

Students are expected to comply with this policy insofar as its provisions apply to their individual circumstances.

BSBI may take proportionate institutional action where a student fails to meet applicable obligations, subject to relevant law, contractual arrangements and institutional regulations.

This policy will be reviewed periodically and following material changes to relevant legislation or institutional requirements.

BSBI reserves the right to amend the policy where necessary, subject to applicable approval procedures. Material changes will be communicated through appropriate institutional channels.

For authoritative and current information concerning German immigration law, students should consult the competent German diplomatic missions, immigration authorities and official government publications.

Relevant legal framework

German Residence Act (AufenthG), particularly §§ 16b and 81; Residence Ordinance (AufenthV), where applicable; Berlin Higher Education Act (BerlHG); Hamburg Higher Education Act (HmbHG); EU General Data Protection Regulation (GDPR); Federal Data Protection Act (BDSG); applicable German immigration and data protection requirements

BSBI School of Business
and Innovation GmbH

Alte Post
Karl-Marx-Straße 97-99
12043 Berlin, Germany
+49 305 85840959
info@berlinsbi.com
berlinsbi.com