

99125004088000, 99125004088000

# Apply for a collective list as a travel facilitation for pupils

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/381515786/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99125004088000, 99125004088000
Leistungsbezeichnung I	Apply for a collective list as a travel facilitation for pupils
Leistungsbezeichnung II	
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Sachsen-Anhalt
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Visa (125)
Verrichtungskennung	Anordnung (088)
SDG-Informationsbereich	
Lagen Portalverbund	Schule (1030100)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.11.2019
Fachlich freigegeben durch	Federal Ministry of the Interior, Building and Community
Handlungsgrundlage	
Teaser	If you go on a school trip with students, they can also enter a country of the European Union and some other countries without a visa or passport with the collection list.
Volltext	<p>The student collection list is a form that facilitates school trips with a multinational class. It applies to school trips within the European Union as well as to Iceland, Liechtenstein and Norway (European Economic Area).</p> <p>Student collection list as a visa substitute</p> <p>Students with third-country nationality and residence in Germany who would actually be required to have a visa in the destination country can exceptionally enter the country without a visa using the list. The student collection list makes it possible, for example, for students to take part in a school trip, even if an asylum procedure has not yet been completed.</p> <p>If the teacher presents the student collection list at the border, the border guards of the Member States must allow the listed students to enter and leave the country without a visa. The students only show their passport or identity card when crossing the border.</p> <p>Student collection list as a passport substitute</p> <p>If a student does not have a passport or other valid travel document, the EU form will also be recognised as a passport substitute when crossing the border, provided that the list</p> <ul style="list-style-type: none"> <li>• has been provided with a photo of the student, and</li> </ul>

## Modul

## Sachverhalt

- has been certified and approved by the locally competent immigration authority.

With the approval, the Foreigners' Registration Office confirms that all listed students live in Germany and are entitled to return home.

The student collection list contains the following information:

- names, dates of birth and addresses of the pupils,
- Destination and duration of the school trip,
- if applicable, photos of students who do not have a passport.

It is advisable to ask for further information on the procedure in the specific case before travelling. To do so, please contact the embassy of the country of travel and the locally responsible immigration authority.

## Erforderliche Unterlagen

- if applicable, proof of affiliation to a general education school
- if applicable, proof of the school trip by booking data
- when used as a passport replacement: biometric photo

Please ask for all necessary documents at the local immigration authority.

## Voraussetzungen

One or more participants of the trip are

- Pupils of a general or vocational school in Germany and
- Nationals of a third country (not: Germany, European Union, European Economic Area) residing in Germany.

When used as a visa replacement:

- The student needs a visa. You can find out which countries of origin require a visa and thus also a student collection list as a visa replacement on the website of the Federal Foreign Office.

When used as a passport substitute:

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• A student does not have a passport or other valid travel document.</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• Adults: EUR 12,00 per traveling person</li> <li>• Minors: EUR 6,00 per traveling person</li> </ul>
Verfahrensablauf	<p>You must apply for the collective list for pupils in writing:</p> <ul style="list-style-type: none"> <li>• Please contact your local immigration authority. On request, you will receive the form "List of travellers for school trips within the European Union."</li> <li>• Fill out the form completely.</li> <li>• Have it signed and stamped by the school management.</li> <li>• The list is therefore valid and, together with the passports of the students, serves as a visa replacement.</li> </ul> <p>If you want to issue the list exclusively as a visa replacement, you do not need to go to the Foreigners' Registration Office again.</p> <p>If you also want to issue the list as a passport replacement:</p> <ul style="list-style-type: none"> <li>• In addition, stick a photo of the affected students on the list.</li> <li>• Send the fully completed, signed and stamped list to your local immigration authority.</li> <li>• The Foreigners' Registration Office checks the list. If approved, it shall affix a seal to the list. It serves as confirmation that all listed students live in Germany and are entitled to return home.</li> <li>• After that, you will get the approved list back.</li> </ul>
Bearbeitungsdauer	Please inquire about the processing time at the locally responsible immigration authority.
Frist	<ul style="list-style-type: none"> <li>• Validity of the collective list: depending on the duration of the school trip, maximum 3 months</li> </ul>
weiterführende Informationen	
Hinweise	

Modul	Sachverhalt
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> <li>• Travel facilitation for pupils from third countries residing in Germany</li> <li>• EU-wide standard form</li> <li>• valid for school trips to other EU countries as well as to Iceland, Liechtenstein and Norway (European Economic Area)</li> <li>• Can serve as: Visa waiver for pupils from third countries if they are required to obtain a visa in the country of destination on the basis of their nationality</li> <li>Passport replacement for students who do not have a passport or recognised valid travel document (example: ongoing asylum procedure)</li> <li>Approval of the locally competent immigration authority required</li> <li>biometric photo required for persons if the list is to be issued as a passport substitute</li> <li>• Cost: Adults: EUR 12,00 per person Minors: EUR 6,00 per person</li> <li>• responsible: Foreigners' Registration Office at the place of school</li> </ul>
Ansprechpunkt	<p>The Foreigners' Registration Office at the place of school</p> <p><a href="https://www.behördenfinder.de/opencms/searchjs.do">https://www.behördenfinder.de/opencms/searchjs.do</a></p> <p><a href="https://www.behördenfinder.de/opencms/searchjs.do">https://www.behördenfinder.de/opencms/searchjs.do</a></p>
Zuständige Stelle	
Formulare	<p>Forms: yes</p> <p>Online procedure possible: Please ask the locally responsible immigration authority</p> <p>Written form required: Please ask the locally responsible immigration authority</p> <p>Personal appearance necessary: Please ask the locally responsible immigration authority. As a rule, the interview of a person commissioned by the school is necessary to pick up the list.</p>
Ursprungsportal	<p>Apply for a collective list as a travel facilitation for pupils, Sammelliste als Reiseerleichterung für Schülerinnen und Schüler beantragen</p>