

99125004088000

Student collection list arrangement

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/S1000020010000009572/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99125004088000
Leistungsbezeichnung I	Student collection list arrangement
Leistungsbezeichnung II	Apply for exemption from visa requirements for pupils on collective lists
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Residence permit, school trip</div> , <div lang="en-x-mtfrom-de">Settlement permit, school trip</div> , <div lang="en-x-mtfrom-de">Traveler list, school trip</div> , <div lang="en-x-mtfrom-de">Migrants, school trip</div> , <div lang="en-x-mtfrom-de">Foreigners, school trip</div> , <div lang="en-x-mtfrom-de">Residence permit, class trip</div> , <div lang="en-x-mtfrom-de">Foreigners, school trip</div> , <div lang="en-x-mtfrom-de">Migrants, school trip</div> , <div lang="en-x-mtfrom-de">Settlement permit, school trip</div> , <div lang="en-x-mtfrom-de">Traveler list,</div>

Modul	Sachverhalt
	class trip</div>, <div lang="en-x-mtfrom-de">Class trip, student collection lists Class trip, secure stay</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	18.09.2024
Fachlich freigegeben durch	
Handlungsgrundlage	<p>EU Council Decision on the joint action adopted to facilitate travel for school pupils from third countries residing in a Member State (No. 94/795/J of 30 November 1994)</p> <p>https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:31994D0795 Section 3 Paragraph 3 Number 6 Residence Ordinance (AufenthV)</p> <p>https://www.gesetze-im-internet.de/aufenthv/_4.html Section 4 paragraph 1 number 5 in conjunction with Section 22 of the Residence Ordinance (AufenthV)</p> <p>https://www.gesetze-im-internet.de/aufenthv/_4.html</p>
Teaser	If you go on a school trip with schoolchildren, they can use the collective list to enter a country in the European Union and some other countries without a visa or passport.
Volltext	The student collection list is a form that facilitates school trips with a multinational class. It is valid for school trips within the European Union as well as to Iceland, Liechtenstein and Norway (European Economic Area). Your students who are third-country nationals and reside in Germany and who would normally require a visa in the destination country can, as an exception, enter the country without a visa using the list. The collective student list enables your students to take part in a school trip, for example, even

Modul
Sachverhalt

if an asylum procedure has not yet been completed. If you, as a teacher, present the collective student list at the border, the border protection authorities of the member states must allow your listed students to enter and leave the country without a visa. Your students only need to show their passport or identity card when crossing the border. If one of your students does not have a passport or other valid travel document, the EU form will also be accepted as a passport replacement when crossing the border, provided that the list with a photo of the student and has been certified and approved by the locally competent authority. With the approval, the responsible authority confirms that all of your listed students live in Germany and are entitled to return. The student list contains the following information: Names, dates of birth and addresses of the pupils, Names of accompanying teachers Name of school Destination and duration of the school trip, if applicable, photos of pupils who do not have a passport. It is advisable to obtain further information about the procedure in your specific case before travelling. To do so, contact the embassy of the country you are travelling to and the local authority responsible.

Erforderliche Unterlagen

No

Voraussetzungen

One or more participants of the trip are Pupil 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 therefore a student list as a visa replacement on the website of the Federal Foreign Office. When used as a passport replacement: A student does not have a passport or other valid travel document.

Kosten

Adults: 12.00 EUR per travelling person Minors: EUR 6.00 per travelling person

Verfahrensablauf

You, as a teacher or other representative of the school, contact the responsible office informally by email and request the creation of a student collection list. In doing so, you provide information on the necessary

Modul	Sachverhalt
	<p>travel and personal data Name and address of the school destination Travel period Names of accompanying teachers Personal details of the students concerned The responsible body checks and creates the student collection list based on the application data you have submitted. If any information is missing, the responsible body will request it from you. The student list is sent to the school together with a fee notice. You or another representative of the school confirms the accuracy of the information on the student list with the school seal. The school usually passes the fee payment on to the affected students.</p>
Bearbeitungsdauer	Processing time can take up to several weeks.
Frist	<p>Application deadline: no later than four weeks before departure</p> <p>Validity of the collection list: maximum 3 months</p>
weiterführende Informationen	<p>https://www.hamburg.de/politik-und-verwaltung/behoerden/behoerde-fuer-inneres-und-sport/start-39328</p> <p>https://www.hamburg.de/innenbehoerde/klassenreisen/</p> <p>https://www.hamburg.de/politik-und-verwaltung/behoerden/sozialbehoerde/einrichtungen/sfa</p> <p>https://www.hamburg.de/fluechtlinge</p>
Hinweise	There are no special features.
Rechtsbehelf	Action before the administrative court
Kurztext	<p>The student collection list is a form that facilitates school trips with a multinational class. It is valid for school trips within the European Union and to Iceland, Liechtenstein and Norway (European Economic Area). Pupils with third-country nationality and residence in Germany, who would otherwise 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. If the teacher presents the student list at the border, the border control authorities of the Member States must allow the listed students to enter and leave the country</p>

Modul	Sachverhalt
	without a visa. The students only have to show their passport or identity card when crossing the border. If a student does not have a passport or other valid travel document, the EU form will also be accepted as a passport replacement when crossing the border, provided that the list with a photo of the student and has been certified and approved by the locally competent authority.
Ansprechpunkt	
Zuständige Stelle	Department of Home Affairs and Sport
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)