

School trips with foreign pupils to other European countries

Foreign pupils who are not citizens of a member state of the European Union, so-called third-country nationals, do not require a visa for school trips to so-called Schengen states, but only single parents. a valid residence permit or a settlement permit and a valid passport of their country of origin or a German travel document for refugees, stateless persons or foreigners.

If a pupil does not have a valid passport from his/her country of origin or if he/she is only in the status of toleration, teachers of general or vocational schools in Bremen can apply for a so-called "Schülersammelliste" at the Migration Office for a class trip or a school trip to another European country, which replaces the actually required identification documents.

Competent Department

- [Migrationsamt](#)
- [Aufenthalt](#)

Basic information

The Council of the European Union has adopted travel facilitation measures for school trips and school excursions for foreign pupils - among others the so-called "student collection list".

If a foreign pupil who is not a citizen of a member state of the European Union, but a so-called third-country national, does not have a residence permit but is unmarried, he/she is entitled to a residence permit. If the student is a so-called third-country national and does not have a residence title but a single person, or if he/she has a residence permit or settlement permit but no valid passport from his/her country of origin and no German travel document for refugees, stateless persons or foreigners, participation in the class trip can be made possible by means of the "student collection list". This is not necessary for EU citizens and third-country nationals with a valid residence permit and passport; the passport and, in the case of third-country nationals, the residence permit is sufficient. However, the residence permit must be available in electronic form or be passport pasted.

Procedure

The "Schülersammelliste" can be applied for at the Migration Office by a teacher of a general or vocational school in Bremen for a class trip or school trip to another European country. As this is a formal identity document that must be accepted by the Schengen state to which the class trip is going, please follow the following procedure:

The school or the teacher should send an informal application by e-mail to <mailto:ref10@migrationsamt.bremen.de> a "student manifest".

The e-mail must contain the following information: Data on the class trip/excursion (name of school, period, destination) and the personal data of the participating foreign pupils (surname, first name, date of birth, nationality) for whom the "school collection list" is requested.

The Migration Office checks the data of the students and sends the document "List of Travellers" to the school or the assigned teacher by mail. In the document the school/teacher must cut the passport photos of the students and paste them in the correct order.

Furthermore, the school/teacher will receive an appointment from the Migration Office for the formal issue of the "student collection list".

At this date the document "List of Travellers" must be filled out completely and brought along with the original photos. Otherwise a successful processing will not be possible.

If you have a question about the procedure, please also send us an e-mail to the above e-mail address.

Legal bases

- [Aufenthaltsverordnung \(AufenthV\)](#)
- [Beschluss des Rates vom 30. November 1994](#)

What deadlines must be paid attention to?

Please send your e-mail with the application for the issue of the "student collection list" with the data on the class trip/excursion (name of school, period, destination) and the personal data of the participating foreign students (name, first name, date of birth, nationality) to the Migration Office at least 1 month before the start of the class trip/excursion: ref10@migrationsamt.bremen.de

How long does it take to process

The processing time includes the application and sending of the form for the "student collection list" as well as the verification of the student data, which usually takes only a few days.

However, if a special situation arises during the preliminary examination (e.g. the residence permit of a pupil must be extended before the class trip), the processing time will be extended accordingly.

What are the costs?

6,00 EUR per underage pupil

12,00 EUR per adult pupil