



Information Sheet on Applying for a Letter of Commitment

Your application can only be processed if all required documents have been submitted and the application has been completed in full!

Documents Required for Your Declaration of Commitment

1. Declaration of Commitment for Visitation Purposes

- A copy of your valid foreign passport and your residence permit or your German identity card/passport
- Copy of the guest's passport
- Copies of your last 3 pay stubs
- For self-employed individuals: Proof of monthly net income from a tax advisor

2. Declaration of Commitment for Other Purposes (e.g., study, marriage, language course, or Opportunity Card)

- A copy of your valid foreign passport and your residence permit or your German ID card/passport
- Copy of the guest's passport
- Copies of the last 3 pay stubs
- For self-employed individuals: Proof of monthly net income from a tax advisor
- Certificate of employment
- Proof of residence (if you have a lease)
- Copy of the lease agreement
- Copy of documentation showing the amount of utility costs
- If living arrangements differ—proof of expected costs

Fee

A fee of 29.00 euros is due in all cases when you submit an application.

Note

If you do not submit copies of the required documents, we will charge for each copy made (first copy: 1 €; each additional copy: 0.30 €).

You may submit the documents in person, by mail, or by email (auslaenderwesen@bietigheim-bissingen.de). If you and your spouse are applying jointly, submission by one person is sufficient. However, both of you must appear in person to pick up the documents.

Please fill out this form legibly in block letters—but preferably directly on a computer!

1. Personal Information for the Host

First Name:

Last name:

Phone:

Email:

Street/House number:

ZIP Code/City:

Date of birth:

Place of birth:

Nationality:

Passport number:

Occupation:

Employer:

☐ *single* ☐ *married*

☐ ___ Children Age of children:

Do your children have their own income? ☐ Yes, amount ___ € (please attach proof) ☐ No

Do you have any child support obligations for other individuals (children/former partners)?

☐ Yes, amount ___ € (please attach proof) ☐ No

2. Information on the second host (spouse/partner) (if applicable)

First name:

Last name:

Date of birth:

Place of birth:

3. Personal information about the guest

First Name:

Last Name:

Gender:

Date of birth:

Place of birth:

Nationality:

Passport number:

**Country of
habitual residence:**

Address abroad:

**Address during
stay in Germany:**

Relationship to the host:

4. Accompanying spouse (if applicable)

First name:

Last name:

Gender:

Date of birth:

5. Minor children traveling with you (if any)

First name:

Last name:

Gender:

Date of birth:

First name:

Last Name:

Gender:

Date of Birth:

First Name:

Last Name:

Gender:

Date of Birth:

6. Information about the stay

Planned date of entry:

Planned duration of stay:

1 ☐ 2 ☐ 3 ☐ months

Multiple-entry visa

(multiple entries for up to 90 days within 180 days)

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ years

7. Purpose of the visa

☐ Tourist visit

☐ Business trip

☐ Marriage

☐ Family reunification

☐ Language course not for academic preparation

☐ Language course for academic preparation / school attendance

☐ Study-related internship in the EU

☐ Academic studies

☐ Vocational training

☐ Search for an apprenticeship or college spot

☐ Job Search/Opportunity Map

☐ Recognition of Foreign Professional Qualifications

☐ Other:

Declaration:

For the specified period, I have already submitted a declaration of commitment for
___ **additional** people. (Please provide details separately)

City, Date

Signature of 1st Host

City, Date

Signature of 2nd Host

Declaration by the person making the commitment before the ABH regarding the submission of the commitment declaration

From: _____

No.: _____

I confirm that I was expressly informed of the following points prior to submitting this declaration of commitment:

1. Scope of the obligations assumed

The obligation includes the reimbursement of all public funds spent on a foreign national's living expenses, including housing, as well as medical care and long-term care, e.g., costs for food, clothing, housing (private, in a hotel, or in accommodations provided by a public-law entity), as well as costs for doctors, medications, hospitals, nursing homes, or other medically necessary treatments. This also applies to the extent that the expenses are based on a statutory entitlement of the foreign national, as opposed to expenses based on contributions. For the reasons stated above, it is recommended that the foreign national obtain health insurance.

In the event of illness, the person making the declaration of commitment must also cover costs that are not covered by health insurance or that exceed the insurance coverage limit. The existence of adequate health insurance coverage is verified as part of the visa process, regardless of whether a declaration of commitment has been submitted, and is a prerequisite for the issuance of a visa.

This obligation also covers the costs of any potential enforcement of the obligation to leave the country pursuant to Sections 66 and 67 of the Residence Act (AufenthG). Such deportation costs include, for example, travel expenses (airfare and/or other transportation costs), any costs for a security escort, and the costs of detention pending deportation.

2. Duration of the Undertakings

The obligation arising from the declaration of commitment extends, regardless of the duration of the underlying residence permit, to a period of five years from the date of entry or, in the case of foreign nationals already residing in Germany, from the date the residence permit was issued in Germany, and also includes any periods of potential unlawful residence.

The obligation ends before the five-year period expires upon the conclusion of the intended total period of stay or if the original purpose of stay is replaced by another and a new residence permit has been issued for that purpose. The obligation does not expire before the end of the five-year period if an asylum proceeding is initiated. This also applies if the asylum proceeding is concluded positively with the granting of asylum, refugee status, or subsidiary protection, or if a residence permit is issued pursuant to Section 5 of Chapter 2 of the Residence Act.

The person making the declaration of commitment is liable indefinitely for costs incurred as a result of the enforcement of a geographical restriction, refusal of entry, return, or removal (see § 66(1) of the Residence Act).

3. Enforceability

There is a claim for reimbursement under public law for the public funds expended. This claim is asserted by means of a notice of benefit. The claim for reimbursement may be enforced by means of execution.

4. Voluntary Nature of the Information

All information and supporting documents I have provided are voluntary. I am aware that a declaration of commitment is invalid if creditworthiness cannot be assessed due to missing information.

5. Notice

I have been informed that providing incorrect or incomplete information may be a criminal offense (e.g., in the case of intentional, incorrect, or incomplete information; see § 95 of the Residence Act—imprisonment for up to three years or a fine).

6. Declaration

I agree that my data will be stored in accordance with § 69(2)(2)(g) of the Residence Regulation (AufenthV) and, where applicable, Art. 9(4)(f) in conjunction with Art. 23(1) of the VIS Regulation (VIS-VO).

I have been informed that, in addition to submitting the original, a photocopy of the declaration of commitment must be submitted to the diplomatic mission, and therefore a copy should be made before filing the application.

Furthermore, I confirm that I am financially capable of fulfilling the obligation based on my financial circumstances and declare that I have not entered into any other obligations that would jeopardize the validity of the current declaration of commitment.

By signing this document, I confirm that I have understood the contents of this notice and have received a copy of it.

City, Date

Signature of the person(s) making the commitment:

Signature of the primary host

Signature of the second host
(only in the case of a joint commitment)