

99125004088000

Heruntergeladen am 19.07.2025

<https://fimportal.de/xzufi-services/61116/L100042>

Modul	Sachverhalt
Leistungsschlüssel	99125004088000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Travel facilitation for students; application for a collective list.
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Bayern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	14.10.2022
Fachlich freigegeben durch	Bundesministerium des Innern
Handlungsgrundlage	https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html https://www.gesetze-im-internet.de/aufenthv/BJNR294510004.html https://www.gesetze-im-internet.de/aufenthv/_3.html https://www.gesetze-im-internet.de/aufenthv/_3.html https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ:L:1994:327:FULL&from=DE https://eur-lex.europa.eu/legal-content/DE/TXT/PDF/?uri=OJ:L:1994:327:FULL&from=DE
Teaser	If you are going on a school trip with students, they can enter a country of the European Union and some other countries without a visa or passport using the collective list.
Volltext	<p>The Pupil Summary 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).</p> <p>Pupils' collective list as a substitute for a visa</p> <p>Pupils with third-country nationality and residence in Germany, who would actually require a visa in the destination country, can exceptionally enter the country without a visa using the list. For example, the pupil substitution list makes it possible for pupils to take part in a school trip even if an asylum procedure has not yet been completed.</p> <p>If the teacher presents the collective list of pupils at the border, the border control authorities of the Member States must allow the listed pupils to enter and leave the country without a visa. Pupils simply show their passport or identity card when crossing the border.</p> <p>List of pupils as a substitute for a passport</p> <p>If a student does not have a passport or other valid travel document, the EU form will also be accepted as a</p>

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passport substitute when crossing the border, provided the list is

- the list is accompanied by a photo of the student and
- has been certified and approved by the locally competent immigration authority.

With the approval, the foreigners authority confirms that all listed pupils live in Germany and are entitled to return.

The student list contains the following information:

- Names, dates of birth and addresses of the pupils,
- destination and duration of the class trip,
- if necessary, photos of the pupils who do not have a passport.

It is advisable to ask for further information on the procedure in the specific case before the trip. For this purpose, contact the embassy of the country of travel and the locally responsible foreigners authority.

Erforderliche Unterlagen

- Required Documents if applicable, proof of affiliation to a general education school if applicable, proof of class trip by booking data if used as passport replacement: biometric photo Please ask your local immigration office for all necessary documents.

Voraussetzungen

One or more participants of the trip are

- a 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 substitute:

- The student requires a visa. You can find out which countries of origin require a visa and therefore also a pupil's passport as a visa substitute on the website of the Federal Foreign Office.

When used as a passport substitute:

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	<ul style="list-style-type: none"> • No passport or other valid travel document is available for a student.
Kosten	<ul style="list-style-type: none"> • Adults: EUR 12,00 per traveling person • Minors: EUR 6,00 per traveling person
Verfahrensablauf	<p>You must apply for the collective list for pupils in writing:</p> <ul style="list-style-type: none"> • Contact your local immigration office. There you will receive the form "List of travelers for school trips within the European Union" on request. • Fill out the form completely. • Have it signed and stamped by the school administration. • The list is then valid and serves as a visa substitute together with the students' passports. <p>If you want to issue the list exclusively as a visa substitute, you do not need to go to the Foreigners' Registration Office again.</p> <p>If you want to issue the list also as a passport substitute:</p> <ul style="list-style-type: none"> • Additionally, stick a photo of the student or students concerned on the list. • Send the completed, signed and stamped list to your local Foreigners' Registration Office. • The foreigners authority will check the list. If it is approved, it affixes a seal to the list. It serves as a confirmation that all listed students live in Germany and are authorized to return. • You will then receive the approved list back.
Bearbeitungsdauer	Please inquire about the processing time at the locally responsible Foreigners' Registration Office.
Frist	<ul style="list-style-type: none"> • Validity of the collection list: depending on the noted duration of the class trip, maximum 3 months.
weiterführende Informationen	https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820 https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820

Modul	Sachverhalt
Hinweise	
Rechtsbehelf	
Kurztext	
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal