Before you can matriculate at Humboldt-Universität (HU) as a programme exchange student you need to deal with the following formalities. Do not hesitate to contact us if you need any help:

1. **Registration at the Local Registration Office**

It is very important that you have a permanent residence in Berlin. That means, you either have a room in a hall of residence or live in your own or a shared flat. With this address you are required to register at a Local Registration Office (Bürgeramt) as a citizen of Berlin. It is only with this registration that you will be able to enrol and complete all other necessary paperwork.

**Local Registration**

Registration should be completed as soon as possible after you have found an apartment/room or have moved into a student hall of residence in Berlin. For successful registration, the following steps are necessary:

1. Fill out the registration form „Anmeldung bei der Meldebehörde“ (PDF) [www.berlin.de/formularserver/formular.php?52009](http://www.berlin.de/formularserver/formular.php?52009)

2. Please have the registration form signed by your landlord. If you live in a dormitory, the management will sign the form. Many authorities will also accept the signed rental contract as proof. In this case the signature on the form is not necessary.

3. Please find the address and opening hours of your Local Registration Office online and make an appointment beforehand either online or over the phone. For more information go to [http://service.berlin.de/terminvereinbarung „Anmelden einer Wohnung“](http://service.berlin.de/terminvereinbarung „Anmelden einer Wohnung“). You can then go to any of the 40 Local Registration Offices to register, no matter where you live. Take the form and, if necessary, your rental contract to your appointment at the Local Registration Office and register. The addresses and opening hours of the registration offices can be found at [http://service.berlin.de/buergerberatung-aemter](http://service.berlin.de/buergerberatung-aemter).

   Please keep your registration form on file for future purposes.

**Staying in Germany/Free Movement**

You are entering Germany as a so-called “Drittstaatler” with a Visa for Studies. The Visa for Studies might be issued for a period of 3 months up to 12 months. For staying longer you need to apply for a residence permit at the Foreigners’ Registration Office (see point 6).

HU 01.07.2015
2. Health Insurance

In order to matriculate, you need to show proof of your current health insurance cover. All EMA 2 students will get their compulsory insurance directly by their EMA2 Consortium Coordinator. This private insurance comprises an International health Insurance, International travel insurance and an Internation Private liability insurance, valid among others in Germany.

During the matriculation period, representatives of statutory health insurance companies (AOK, DAK or TK) will answer any questions.

**AOK Nordost**
Peter Kurowski – advisor to students  
Phone: (+49 800) 26 50 80-24633  
Email: peter.kurowski@nordost.aok.de

**TK Berlin**
Lutz Matuschke – advisor to students  
Phone: (+49 30) 400 44-86 60  
Email: lutz.matuschke@tk.de

**DAK Berlin**
Jana Howe  
Phone: (+49 30) 992 89 09-19 24  
Email: jana.howe@dak.de

Information regarding health insurance:

**International students with EMA2 private insurance**
Students who have private health insurance of the EMA2 Insurance type may obtain mandatory insurance with a German statutory health insurance company of their choice (e.g. AOK, DAK or TK as mentioned above) or apply for proof of exemption from German statutory health insurance.

Please consider carefully, that once an arrangement for exemption from German statutory health insurance has been made, later admission to any statutory health insurance provider in Germany is impossible during your stay as student. The German insurance protection is more comprehensive and includes free of charge the spouse and own children. *We advise you to arrange German health insurance cover to make medical consultations and hospital stays less complicated.*

Currently, the monthly fee for students is about 80 EUR at all German statutory health insurance providers. The fee is composed of a premium for health insurance and a premium for care insurance. Additional costs depend on the respective insurance.

2. Payment of Standard fees and dues

Students studying at HU in (exchange) programmes (*Programmstudierende*), such as ERASMUS, ERASMUS MUNDUS ACTION 2, university partnership agreements, DAAD scholarships and Fulbright scholarships, are exempt from a matriculation fee. Nevertheless, there are some contributions that have to be paid in order to matriculate:

**1. Semester contribution for the Studierendenschaft (7 EUR*)**
All HU students are automatically members of the student union (*Studierendenschaft*); and a semester contribution is compulsory. In return, students have the right to elect the student parliament (StuPa) in January and to take advantage of counselling services for any kind of problems.

**2. Semester contribution for the Studentenwerk (48.77 EUR*)**
All students are required to pay a semester contribution for the student welfare organisation (*Studentenwerk*) which operates student dining halls and cafeterias at
Berlin’s universities as well as the student halls of residence (*Wohnheime*). In addition, it runs a number of counselling services.

### 3. Semester Ticket (192.10 EUR*)

The semester ticket is a student season ticket for public transport in Berlin. Every HU student is required to purchase this ticket. You will receive the semester ticket along with your student ID card. The ticket allows you to travel by U-Bahn, S-Bahn, buses, trams and ferries in the Berlin area and Potsdam. This includes taking your bike along. In comparison, a monthly ticket alone for zones AB costs 78 EUR.

The **total amount** of 247.87 EUR* is to be paid into the Humboldt account.

All other programme exchange students (e.g. students completing a compulsory semester, scholarship holders with foreign scholarships or German industry scholarships) must pay in addition a matriculation fee of 50 EUR*, which comes to a total amount of 297.87 EUR*.

Please transfer the amount in advance and present the proof of payment (account statement) upon matriculation. Please transfer the amount along with your name and matriculation number and use IBAN and BIC/SWIFT. During the matriculation period it is also possible to make the contribution in cash or to pay with your EC card (European debit card) at the cashier’s office of Humboldt. You can pick up a payment form at the administration desks (please see date and time of matriculation in your letter of invitation).

*Please bring your bank statement or receipt for payment along for matriculation!*

The **Humboldt account** is:

<table>
<thead>
<tr>
<th>Berliner Bank Niederlassung der Deutsche Bank PGK AG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account number (Kontonr.) 512 6206 04</td>
</tr>
<tr>
<td>Bank code (BLZ) 100 708 48</td>
</tr>
<tr>
<td>Purpose (Verwendungszweck): Imma WS 2015/16</td>
</tr>
<tr>
<td>Matriculation No: ________________________________</td>
</tr>
<tr>
<td>IBAN DE14 1007 0848 0512 6206 04</td>
</tr>
<tr>
<td>BIC/SWIFT DEUTDEDB110</td>
</tr>
</tbody>
</table>

*Date: June 2015. Subject to possible change.*

---

### 4. Proof of financial resources

When applying for a residence permit, students from non-EU countries must present proof of sufficient financial resources to cover their cost of living in Berlin. The cost of living amounts to approx. 670 EUR per month.

The following are considered as proof of financial resources:

- Your EMA2 invitation with grant confirmation from HU,
- Certificate of scholarship from the EMA2 Consortium coordinator, or

For further questions, please contact our Visa Service (see point 6)
All programme exchange students (*Programmstudierende*) are matriculated at the Humboldt International Office.

The following documents are required for matriculation:

- **Proof of registration from the Local Registration Office (see point 1)**
- **Proof of health insurance cover (see point 2)**
- **Passport with a valid student visa**
  If you are staying in Germany for less than 12 months, the German visa department in your home country may be asked to issue a D-Visa, valid for all Schengen states for the entire intended (!) period of your stay with reference to Article 18 Section 2 SDÜ. In this case, no residence permit is required during your stay in Berlin. This procedure may also be useful for students who are being allowed to enter Germany without a visa, and who will have to apply for a residence permit once in Berlin (see below).
  
  **No visa** is needed for students from EU countries, Iceland, Liechtenstein, Norway, Switzerland, Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, South Korea, and USA. Nevertheless please consider the information provided about the residence permit (see point 6).

- **Proof of payment of the standard contributions and fees (see point 3)**
- **Study documents**  BA Certificate in Original if you study for MA, MA Certificate if enrolled for PhD studies, Transcript of records with certified translation, proof of registration at home university as a student or PhD

After registering you will receive your student identity card including the semester ticket. With this card you can register in libraries and set up an email account at Humboldt-Universität (you will receive more information on this from us).

### 6. Residence Permit

EU citizens, students from Iceland, Norway, and Liechtenstein do not require a residence permit. They enjoy the right of free movement. **Swiss citizens** enjoy a similar right of free movement, but need to apply for a residence permit (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners’ Registration Office. All other international students have to apply for a residence permit after entering Germany. After a period of three months (12 months respectively if the visa is 12 months) every student must have presented a valid residence permit, long waiting periods must be considered.

Our student **Visa Service** can help you apply for a residence permit during the matriculation period and is happy to give you advice and support as best as they can. If you like, we can bring your application to the Foreigner’s Registration Office for you and pick it up again afterwards.

**During the matriculation period the Visa Service opens daily from 10:00 – 12:00, 13:00 - 16:00 in the International Club “Orbis Humboldtianus”**.

Opening hours during the semester:
Tuesdays 11:00 – 13:00 and Thursdays 13:00 - 15:00.

E-Mail: [visaservice@hu-berlin.de](mailto:visaservice@hu-berlin.de)

**To apply for a residence permit you need:**
- Passport
- Confirmation of admission to exchange programme studies
- Current biometric passport photo, please see: www.bundesdruckerei.de/sites/default/files/fotomustertafel_72dpi.pdf
- Proof of registration from the Local Registration Office - Bürgeramt (see point 1)
- Proof of health insurance (see point 2)
- Proof of financial resources in German or English, if applicable (see point 4)
- Application for a residence permit, form available from us or at www.berlin.de/formularserver/formular.php?72301

Please complete the application form clearly legible using a **black pen**!

Issuing a residence permit carries a **mandatory fee**. The basic principle is: Those who are paid by public German financial means are exempt from the fees. All other students pay 50 EUR for a residence permit lasting one year (Klebeetikett).

If you wish to go to the Foreigners’ Registration Office on your own, you should make an appointment **online in advance** (it is advisable to do this from your home country, as there are long waiting times for appointments):
www.berlin.de/lab/auslaender/dienstleistungen/studium_en.html#Hinweis

**Ausländerbehörde**
Friedrich-Krause-Ufer 24, 13353 Berlin
www.berlin.de/lab/auslaender/dienststelle

**Opening hours:**
Mon, Tue 07:00 – 14:00, Thu 10:00 – 18:00

---

**7. Other helpful information**

- **Winter Semester 2015/2016:**
  Semester period: 01.10.2015 – 31.03.2016
  *Please be aware that Saturday, 3rd October 2015 (Tag der Deutschen Einheit) is a bank holiday, all public facilities and shops will be closed that day.*

- **Introductory seminars:**
  Many institutes and faculties offer introductory seminars to new students. Please check the websites for up to date information!
  www.hu-berlin.de/en/studies/counselling/leaflets/study_begin

- **International Office - Introduction for all international students:**
  **Wednesday, 7th October 2015, 13:00**
  Location: Audimax, HU main building, Unter den Linden 6, 1st floor
  We highly recommend you to participate in this event.
  www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek

- **Registration for courses, course catalogue on AGNES:**
  For some courses it is necessary to register **directly online** to obtain a place. Please see the deadlines in the course catalogue on AGNES:
  http://agnes.hu-berlin.de

- **Commented course catalogue of the faculties (KVV):**
  www.hu-berlin.de/studium/beratung/vorverz.html

- **The university’s homepage:**
  www.hu-berlin.de

- **Intercultural trainings and study orientation:**
  www.kustos.hu-berlin.de/kustos_trainings/trainings
• Mentoring programme 'studis4studis':
  www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/studis4studis
• Guide for international students:
  www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser

Student halls of residence

If you have reserved a room in the student halls of residence, please be aware that you can only move into your room at certain times of day and must arrive in Berlin in good time.

Arrival at your hall of residence:
Monday - Thursday    09:00 – 14:00
Friday                09:00 – 13:00

Tutors in the student halls of residence will support you: www.studentenwerk-berlin.de/wohnen/studentische_wohnanlagen/hilfe_unterstuetzung/wohnheimgutoren.

Please consider that it takes some time to travel from the airport or train station to your student residence hall. Please check public transport schedules in advance: www.fahrinfo-berlin.de.

German language courses in the Language Centre during the semester

An application for language courses can be made online at the Language Centre website www.sprachenzentrum.hu-berlin.de by using your matriculation number (see your letter of confirmation). You may register for a German class level Mittelstufe 1 or above (if required also for beginners or bridging classes). Please note the deadlines for registration.

• German language intensive courses lasting 3 weeks with daily lessons are offered by the Humboldt-Universität's language center (Sprachenzentrum) in the month before the start of the semester (during March and September). EMA-2 grantees with at least a basic knowledge of German may attend the intensive course. For students with an EMA grant lasting 10 months or longer the fees of approximately 400 € will be paid directly from the EMA-2 program budget once during their fellowship. EMA-2 grantees Post doc, or Bachelor or Master staying less than 10 months may attend these courses but must pay the fees on their own.

8. Meet the Erasmus Mundus Coordinator at HU

When you have taken care of the local registration, please meet the Erasmus Mundus Coordinator Mr. Matthias Parske in no case later than within one week after your EMA-2 arrival in Berlin, at the main university building Unter den Linden 6, 10099 Berlin, Room 2256 (Lichthof West) 2 level floor near Studierenden-Service-Center in order to sign your GRANT AGREEMENT and to get your ARRIVAL CERTIFICATE.