

# INFORMATION FOR INTERNATIONAL STUDENTS IN PROGRAMMES WINTER SEMESTER 2014/15

Before you can matriculate you need to deal with the following formalities:

## 1. Registration at the Local Registration Office

Finding a place to stay should be one of your first priorities. With this address you are required to register at a Local Registration Office (*Bürgeramt*). It is only with this registration that you will be able to enrol and complete all other necessary paper work.

### 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)  
<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 contract as proof, and 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 telephone. You can then take the form to your appointment at the Local Registration Office and register. The addresses and opening hours of the registration offices can be found at  
<http://www.berlin.de/verwaltungsfuehrer/buergerberatung>

### Staying in Germany/Free Movement (*Freizügigkeit*)

EU citizens, students from Iceland, Norway, and Liechtenstein enjoy the right of free movement.

*Swiss citizens* enjoy a similar right of free movement, but need to apply for a residence permit from the Foreigners' Registration Office (*Aufenthaltserlaubnis-Schweiz*) (please see point 6 for the Visa Service).

## 2. Health Insurance

In order to matriculate, you need to show proof of your current health insurance cover. During the matriculation period, representatives of statutory health insurance companies (AOK, DAK or TK) will answer any questions. If you do not yet have adequate health insurance, you can purchase a German insurance policy.

### **AOK Berlin-Brandenburg**

Margareta Barisic – advisor to students

Phone: (+49 800) 265 080-26471

Email: [margareta.barisic@nordost.aok.de](mailto:margareta.barisic@nordost.aok.de)

### **TK Berlin**

Lutz Matuschke – advisor to students

Phone: (+49 30) 400 44-86 60

Email: [lutz.matuschke@tk.de](mailto:lutz.matuschke@tk.de)

### **DAK Berlin**

Jana Howe

Phone: (+49 30) 992 89 09-19 24

Email: [jana.howe@dak.de](mailto:jana.howe@dak.de)

Information regarding health insurance:

### **A. International students from countries with social security agreements with Germany**

Students coming from countries that have a social security agreement with Germany should bring their **European Health Insurance Card (EHIC)** with them. The EHIC is accepted in Germany, however for the card to be acknowledged, you must register with a German insurance company (for example with the AOK, DAK and TK representatives during matriculation).

### **B. International students with private health insurance**

Students who have private health insurance in their home country 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. We advise you to arrange German health insurance cover to make medical consultations and hospital stays less complicated.

### **C. All other international students**

Students who have no private health insurance and whose home country has no social security agreement with Germany must arrange health insurance with a statutory health insurance provider. In order to simplify the handling process, we advise you to arrange health insurance with a German provider. When processing your application for a visa, the German embassy often needs proof of valid health insurance cover. *You may contact AOK, DAK or TK from your home country to close a contract before entering Germany.*

Currently, the monthly fee for students is **78.50 EUR\*** (for students older than 23, without children) at all German statutory health insurance providers. The fee is composed of a premium for health insurance and a premium for care insurance.

\*) Date: June 2014. Subject to possible change.

### 3. Payment of standard fees and dues

Students studying at Humboldt in programmes (*Programmstudierende*), such as ERASMUS, 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 body (*Studierendenschaft*); and a semester contribution is compulsory. In return, students have the right to elect the student parliament 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 (187.40 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 **243.17 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 **293.17 EUR\***.

We would kindly ask you to 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.

The **Humboldt account** is:

Berliner Bank Niederlassung der Deutsche Bank PGK AG

Account number (Kontonr.) 512 6206 04

Bank code (BLZ) 100 708 48

Purpose (Verwendungszweck): Imma WS 2014/15

Matriculation No: \_\_\_\_\_

IBAN DE14 1007 0848 0512 6206 04

BIC/SWIFT DEUTDEDB110

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.

\*) Date: June 2014. 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. 660 EUR per month.

The following are considered as proof of financial resources:

- Certificate of scholarship from the Humboldt-Universität zu Berlin or from your home university, or
- Certificate of scholarship from other organisations or foundations, or
- Declaration of sufficient monthly financial support from your parents/relatives. Please include a copy of the sponsor's passport.

For further questions, please contact our Visa Service (see point 6)

## 5. Registration | Matriculation

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)**

After registering you will receive a student identity card with semester ticket. With this card you can register in libraries and set up an email account at Humboldt.

## 6. Residence Permit

EU citizens, students from Iceland, Norway, and Liechtenstein do not require a residence permit. They enjoy the right of free movement (see point 1). All other international students have to apply for a residence permit after entering Germany. *Swiss citizens* enjoy a similar right of free movement, but need to apply for a residence permit (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners' Registration Office. After a period of three months, every student must have obtained a valid residence permit.

Our student **Visa Service** can help you apply for a residence permit during the matriculation period. Germany introduced the electronic residence permit (*elektronischer Aufenthaltstitel - eAT*) which involves the recording of finger prints and other biometric data. There are however very long waiting times for this permit. Programme (exchange) students will therefore normally receive an adhesive label (*Klebeetikett*) in their passport. The Visa Service is happy to give you advice and support as best as they can.

**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.

### Information

[www.international.hu-berlin.de/an\\_die\\_hu-en/studierende/orbis/visaservice](http://www.international.hu-berlin.de/an_die_hu-en/studierende/orbis/visaservice)

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/en/1351-service](http://www.bundesdruckerei.de/en/1351-service)
- 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](http://www.berlin.de/formularserver/formular.php?72301)  
Please complete the application form 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*). The electronic residence permit costs twice as much.

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/labo/auslaender/dienstleistungen/studium\\_de.html#Hinweis](http://www.berlin.de/labo/auslaender/dienstleistungen/studium_de.html#Hinweis)

### Ausländerbehörde

Friedrich-Krause-Ufer 24, 13353 Berlin

Phone: (+49 30) 90 2 69 – 0

[www.berlin.de/labo/auslaender/dienststelle](http://www.berlin.de/labo/auslaender/dienststelle)

### Opening hours:

Mon, Tue 07:00 – 14:00, Thu 10:00 – 18:00

## 7. Other helpful information

- **Winter Semester 2014/15:**  
Semester period: 01.10.2014 – 31.03.2015  
Lecture period: 13.10.2014 – 14.02.2015  
*Please consider that Friday, 3rd October 2014 is the day of German Unity, a national holiday, and all public institutions are closed.*
- **Introductory seminars:**  
Many institutes and faculties offer introductory seminars to new students. Please check the websites for up to date information!
- **International Office - Introduction for all international students:**  
**Thursday, 2nd October 2014, from 13:00-14:30**  
Location: Audimax, HU main building, Unter den Linden 6  
The guided campus tours of the institutes start at 15:00.  
We highly recommend you to participate in this event.  
[www.international.hu-berlin.de/an\\_die\\_hu-en/studierende/orbis](http://www.international.hu-berlin.de/an_die_hu-en/studierende/orbis)
- **Registration for courses:**  
For some courses it is necessary to register directly at the institute in question. Please see the deadlines in the *course catalogue on AGNES*:  
<http://agnes.hu-berlin.de>
- **The university's homepage:** [www.hu-berlin.de](http://www.hu-berlin.de)
- **Commented course catalogue of the faculties:**  
[www.hu-berlin.de/studium/beratung/vorlverz.html](http://www.hu-berlin.de/studium/beratung/vorlverz.html)
- **Intercultural trainings and study orientation:**  
[www.kustos.hu-berlin.de/kustos\\_trainings/trainings](http://www.kustos.hu-berlin.de/kustos_trainings/trainings)
- **Mentoring programme "studis4studis":**  
[www.international.hu-berlin.de/an\\_die\\_hu-en/studierende/orbis/studis4studis](http://www.international.hu-berlin.de/an_die_hu-en/studierende/orbis/studis4studis)
- **Guide for international students:**  
[www.international.hu-berlin.de/an\\_die\\_hu-en/wegweiser](http://www.international.hu-berlin.de/an_die_hu-en/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/wohnheimtutoren](http://www.studentenwerk-berlin.de/wohnen/studentische_wohnanlagen/hilfe_unterstuetzung/wohnheimtutoren). 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](http://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](http://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.