Checklist
for new international students at Heidelberg University
Summer Semester 2017

Welcome to Heidelberg University!

In this checklist, we have compiled the most important steps new international students must do after arriving in Heidelberg. The list is designed to help you check what you have already taken care of and what you may still need to do before you begin your studies. As you will notice, the items are listed in no particular order and include only the most important steps. Please take some time to read this checklist carefully.

Everyone who participates in the Orientation Days will receive a folder containing more detailed information on each of the items listed below. The staff of the Serviceportal of Heidelberg University (Seminarstraße 2, room 33) and the staff of the Studierendenwerk's ServiceCenter (at Universitätsplatz, next to the bookshop Lehmanns) and InfoCafé International (Zentralmensa; Im Neuenheimer Feld) will answer any further questions you may have or advise you on whom you should speak to in order to have your questions answered.

In this checklist, you will find information on:

1. Accommodation
2. Medical Insurance and Liability Insurance (Haftpflichtversicherung)
3. Enrolment
4. Service Card for international students
5. Multi-functional student ID card
6. Orientation Days for International Students
7. Residence Registration
8. Residence Permit / Study Permit (Visa)
9. Semesterticket
10. Bank account
1. Accommodation

As you may have already heard, rooms and apartments in Heidelberg are scarce. Of the approximately 36,000 students of the University and the College of Education in Heidelberg, only 14% can stay in residence halls affiliated with the Studierendenwerk or in dormitories of other institutions. The majority of students have to find living quarters in the private market. Of course we will support you in your search for accommodation: For those students who have been denied a room in a dormitory or who prefer private accommodation, the Studierendenwerk’s Service Center as well as the InfoCafé International (ICI) provide information on how to find a room and also offer a private accommodation service specifically for students.

Office Hours:
ServiceCenter at Universitätsplatz (next to the bookshop Lehmanns):
Monday – Thursday: 9 a.m. – 5 p.m.
Friday: 9 a.m. – 3 p.m.

InfoCafé International in the Zentralmensa (Im Neuenheimer Feld 304):
Monday – Thursday: 10 a.m. – 5 p.m.
Friday: 10 a.m. – 3 p.m.

How does the private accommodation service work?
- Housing offers are accessible online at http://www.stw.uni-heidelberg.de/privater_wohnungsmarkt or can be viewed in the showcases located in the Triplexmensa (Grabengasse 14) at Universitätsplatz and in the Zentralmensa (Im Neuenheimer Feld 304). PLEASE NOTE: The landlords’ contact information is only given to you in person in the ServiceCenter or in ICI!
- Make a note of the code numbers of your favoured offers.
- Go to the housing referral desk, show your student ID or your letter of admission.
- An attendant will print out the addresses, phone numbers and names of potential landlords.
- Contact the landlord and make an appointment.

Information about the residence halls of the Studierendenwerk and the application procedure for a dormitory room is also available at the ServiceCenter and at the ICI, as well as online at http://www.stw.uni-heidelberg.de/wohnen.

Student halls of residence run by other institutions
In addition to the residence halls run by the Studierendenwerk, there are several private student residences in Heidelberg run by church-based or other private institutions. An overview of these residence halls can be requested at aazzimmer@zuv.uni-heidelberg.de. Please contact each institution individually if you are interested in living there.
Where else can I find a place to stay?

**Wohnraumvermittlung / Accommodation Service of the International Relations Office**

Seminarstraße 2, room 32, 69117 Heidelberg  
E-mail: aaazimmer@zuv.uni-heidelberg.de  
Phone: +49 6221 542497

Office hours:  
Monday  2 pm – 4 pm  
Thursday  9 am – 11 am

The accommodation service of the International Relations Office offers information and support in finding accommodation for international students and guests of Universität Heidelberg. Lists of private housing offers are accessible only for exchange students, DAAD-scholarship holders, graduates of German schools abroad and visiting scholars of Universität Heidelberg.

**Newspapers**

Here you can search the classified ads for offers or you can place your own ad:  
*Rhein-Neckar-Zeitung* ([www.rnz.de](http://www.rnz.de))  
Each Wednesday and Saturday with a big real estate section  
*Sperrmüll* ([www.quoka.de/vermietungen](http://www.quoka.de/vermietungen))  
Each Tuesday and Friday with many shared-flat offers  
*Mannheimer Morgen* ([www.morgenweb.de](http://www.morgenweb.de))  
Each Wednesday and Friday with a big real estate section

**Online Room and Board Services**

*www.studenten-wg.de* – Residential market free of commission  
*www.wg-gesucht.de* – Biggest residential market free of commission  
*www.studentenwohnungsmarkt.de* – Offers a free notification service of new ads  
*www.zimmer69.de* – By students for students, no registration necessary, ad-free  
*www.hc24.de* – Short-time rentals of furnished rooms

**Bulletin Boards**

There are numerous bulletin boards located in the cafeterias, the university departments, in the University Administration building and in copy shops located around the university. These boards are filled with offers of all sorts, including room and board. Simply check if there is something suitable for you.

**Finding a place to stay for the first few days**

Because the search for a room can take a few days, it is recommended that you reserve a place in a youth hostel or a boarding house for your first few days in Heidelberg if you do not already have a room.

| Jugendherberge Heidelberg | Steffi's Hostel Heidelberg | Lotte – The Backpackers  
Tiergartenstr. 5  
69120 Heidelberg  
Phone: +49 6221/65119-0  
E-Mail: info@jugendherberge-heidelberg.de | Alte Eppelheimer Straße 50  
69115 Heidelberg  
Phone: +49 6221/7782772  
E-Mail: info@hostelheidelberg.de | Hostel in Heidelberg  
Burgweg 3  
69117 Heidelberg  
Phone: +49 6221/7350725  
E-Mail: info@lotte-heidelberg.de |

**One further advice**

Heidelberg is a small city with many residents. Rooms in the city centre are rarely offered and are usually much more expensive than rooms located in other parts of the city or in the surrounding areas. The urban districts as well as the neighbouring towns of Dossenheim, Leimen, Eppelheim or Neckargemünd are well-connected to Heidelberg by public transportation. Another option is Mannheim: getting there from Heidelberg takes you approximately 15 minutes by train, and the rent rates are usually less expensive.

Summer Semester 2017
2. Medical Insurance and Liability Insurance
(Krankenversicherung und Haftpflichtversicherung)

No medical insurance? We strongly advise against not having medical insurance!
People without medical insurance have to pay the costs for medical treatment and medicine in Germany themselves. The medical care system in Germany is very good, but also expensive. Hence, we strongly recommend a proper health insurance.

<table>
<thead>
<tr>
<th>Sample of costs for:</th>
<th>In contrast:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental treatment: 1,280 €</td>
<td>Insurance contribution per month: approx. 88 €</td>
</tr>
<tr>
<td>Ambulatory operation: 752 €</td>
<td></td>
</tr>
<tr>
<td>Pregnancy and delivery: 5,675€</td>
<td></td>
</tr>
<tr>
<td>In-patient treatment: 2,020€</td>
<td></td>
</tr>
</tbody>
</table>

Medical Insurance - Statutory Provider
In Germany all students must be covered by a statutory medical insurance until they complete their 14th semester or their 30th birthday.
The costs of statutory medical insurance for students differ slightly from each provider: approx. € 516-540 per semester / € 86-90 per month (summer semester 2017). The coverage begins on the day of enrolment. The time between the student’s arrival and the beginning of the semester is not covered. Therefore, we recommend you take out an extra insurance for this time.

Medical Insurance - Private Provider
There are a few fundamental differences between the medical insurance by a private provider and that by statutory providers. Private providers do not have agencies in all German cities. The provider reserves the right to choose their clients. They are not required to accept everyone who applies for coverage. Persons who have a long or complicated medical history are less likely to be accepted by a private provider.
The monthly coverage fee by private providers is based on age, gender and the physical well-being of a person as well as the service plan chosen. Please make sure that you pay attention to the insurance terms and conditions regarding particular agreements on the reimbursement of costs or on maximum rates of medical fees. Doctors’ bills and dentists’ bills sometimes have to be paid by the patient, who is then reimbursed upon sending the receipt to his/her insurance provider. Cancellation periods, modes of payment, the offer of further enquiry and availability in case of illness may vary with different providers. Other important criteria for choosing a private provider can include services for regular physicals and routine check-ups, dental prosthesis, glasses, pregnancy as well as administrative aspects such as the period of notice for terminating services, method of payment, availability in case of illness and customer service benefits. International students wishing to obtain a degree at Heidelberg University should make sure their medical insurance meets the criteria of the German Mandatory Insurance Act (Pflichtversicherungsgesetz; §5 SGB).

Enrolment and medical insurance
For the enrolment (registration) students have to bring either
a) a coverage confirmation of a German statutory health insurance for enrolment at the university ("Mitgliedsbescheinigung einer deutschen gesetzlichen Krankenkasse für die Einschreibung an der Universität")
b) a document certifying exemption from statutory health insurance ("Bescheid zur Befreiung von der Krankenversicherungspflicht"). Please note, however, that this exemption will be valid for the whole duration of your studies and cannot be revoked.
This document will be issued by a local German statutory health insurance company (see list at the end of this chapter).
Students from the EU and/or of the ERASMUS programme
In some cases students from a member state of the European Union can be exempted from the statutory medical insurance in Germany, if they can prove that they are insured in another EU country that has a social insurance agreement with the Federal Republic of Germany. This is possible, if students have got an EHIC (European Health Insurance Card) from the insurance provider in their home country or the form AT11 (from Turkey). In an acute disease the EHIC can be presented to the attending physician. For all preventive medical check-ups and medical adjuvants like glasses these students have to contact the insurance in their home country. For the enrolment the EHIC and form AT11 has to be presented to a German statutory insurance provider. The German provider will then issue an exemption letter (“Bescheid zur Befreiung von der Krankenversicherungspflicht”). Please note that this exemption will be valid for the whole duration of your studies and cannot be revoked.

See also above → Enrolment b). This letter must be presented to the International Relations Office at the time of enrolment. The medical coverage from most other EU providers also covers the period of time between arrival and enrolment. Hence an extra insurance for this time is not necessary.

Please note: The exemption from the statutory medical insurance in Germany by providing an EHIC or form AT11, is only suitable for a short term course, as for example the ERASMUS Program. If you are planning on studying more than 2 semesters in Germany (for example to gain a degree or PhD), we advise to contract a German medical insurance.

Students covered by Family Insurance in Germany
Students whose parents or spouse are/is insured with a German statutory medical insurance are covered by this family insurance until the age of 25 under certain conditions and thus can be exempted from contributions. In this case, a coverage confirmation is required for enrolment.

Students at the Studienkolleg, at the College for German Language and Culture (German Courses – Max-Weber-Haus) or in pre-semester induction courses (Propädeutische Vorsemester)
Statutory medical insurance providers are not obligated to provide students attending the Studienkolleg, the College for German Language and Culture or a pre-semester induction course with coverage due to their status of preparatory studies. There is the possibility to take out a private medical insurance. Once students begin their full-time studies, a request for statutory coverage can be made. The university strongly recommends taking out this statutory coverage. For further information please contact Ms Monzel at the International Relations Office (see below).

Students older than 30 years
After your 30th birthday, or after you complete your 14th semester in Germany (whichever comes first), your obligation to take out medical insurance with a statutory health insurance provider ends. If you have already been insured with a German statutory medical insurance, you can maintain your membership there. If this is not the case or if you do not wish to do that, you can choose to take out a private medical insurance in Germany.

See also above → Enrolment b).

PhD Students
Students enrolling as a PhD student at the university unfortunately do not qualify for the students’ tariff as stipulated by the state regulations. According to the social insurance system they have completed their undergraduate and graduate education. If you were formerly insured with a German statutory medical insurance and wish to continue this insurance, it is still possible, but you will no longer be offered the students’ tariff. If, however, you do not wish to take out a statutory insurance, there is still the option of getting insurance from a private provider.

See also above → Enrolment b)

Students who do not wish to get medical insurance with a statutory health insurance provider in Germany
Students who do not wish to get medical insurance in Germany can be exempted from the statutory insurance within 3 months after beginning their studies. In order to do this, you have to go to a German statutory medical insurance and show your private medical insurance documents. The document certifying exemption from statutory medical insurance can then be issued. Please note, however, that this exemption will be valid for the whole duration of your studies and cannot be revoked. Therefore we strongly advise against doing so.

See also above → Enrolment b)
Medical coverage for travellers
Medical coverage for travellers abroad is usually limited to specific services. It is only meant for short-term stays in Germany, and services such as dental treatment or precautionary screenings are not covered. Such medical coverage is unsuitable for longer stays such as a study programme or a PhD programme.

Liability Insurance (Haftpflichtversicherung)
A Liability Insurance (Haftpflichtversicherung) is highly recommended. This insurance covers any unintentional damage you may cause (e.g. causing an accident as a bicyclist, etc.). If you already have a similar form of insurance coverage in your home country, it may be valid in Germany as well. For information on coverage in other countries please contact your provider.

For further information on medical insurance and liability insurance please contact after arrival the International Relations Office: Ms. Gabriele Monzel
Seminarstraße 2, room 29, 69117 Heidelberg
Phone: +49 (0) 6221/54-2171
E-mail: monzel@zuv.uni-heidelberg.de
Office hours:
Monday, Tuesday, Thursday, Friday: 10 a.m. – 12 p.m.
Mondays: 1.30 p.m. – 3.30 p.m.

Some statutory medical insurance providers in Heidelberg (selection)

<table>
<thead>
<tr>
<th>Insurance provider</th>
<th>Office hours:</th>
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</thead>
<tbody>
<tr>
<td>AOK Heidelberg Friedr-F-Ebert-Platz 3 69117 Heidelberg Phone: 06221 91401-3311</td>
<td>Mon–Wed: 8:30 a.m. – 5 p.m. Thu: 8:30 a.m. – 6 p.m. Fri: 8:30 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>AOK Student-Service Triplex-Mensa am Universitätsplatz 69117 Heidelberg and University Administration building - Serviceportal, room 35 Seminarstraße 2 69117 Heidelberg</td>
<td>1 March – 21 April 2017: Monday - Friday: 10am – 2pm 27 March – 7 April 2017: Monday - Friday: 10am – 12pm</td>
</tr>
<tr>
<td>BARMER GEK Ersatzkasse Kurfürstenanlage 3 69115 Heidelberg Phone: 0621/1700131-6200</td>
<td>Mon + Tue: 8 a.m. – 4.30 p.m. Wed: 8 a.m. – 1 p.m. Thu: 8 a.m. – 6 p.m. Fri: 8 a.m. – 3 p.m.</td>
</tr>
<tr>
<td>DAK Heidelberg Adenauerplatz 6 69115 Heidelberg Phone: 06221/718160</td>
<td>Mon – Wed: 8 a.m. – 4 p.m. Thu: 8 a.m. – 5 p.m. Fri: 8 a.m. – 1 p.m.</td>
</tr>
<tr>
<td>Innungskrankenkasse (IKK) Römerstraße 5 69115 Heidelberg Phone: 06221/53000</td>
<td>Mon – Wed: 8:30 a.m. – 4 p.m. Thu: 8:30 a.m. – 6 p.m. Fri: 8:30 a.m. – 3 p.m.</td>
</tr>
<tr>
<td>Kaufmännische Krankenkasse (KKH-Allianz) Friedrich-Ebert-Anlage 21 69117 Heidelberg Phone: 06221/4340590</td>
<td>Wed: 10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Techniker Krankenkasse Friedrich-Ebert-Anlage 1 69117 Heidelberg Phone: 06221/534100</td>
<td>Mon – Wed: 9 a.m. – 4 p.m. Thu: 9 a.m. – 6 p.m. Fri: 9 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Techniker Krankenkasse HD-Campus Im Neuenheimer Feld 370 (Gästehaus) 69120 Heidelberg and University Administration building - Serviceportal, room 35 Seminarstraße 2 69117 Heidelberg</td>
<td>Mon – Thu: 9 a.m. – 4 p.m. Fri: 9 a.m. – 3 p.m. 10 April – 21 April 2017: Monday - Friday: 10am – 12pm</td>
</tr>
</tbody>
</table>
3. Enrolment

Enrolment (Immatriculation/Einschreibung) is necessary in order to have the status of a student at Heidelberg University. You have to enrol in person. Your enrolment is effective once you have paid the Studierendenwerksbeitrag (social fee – 49€), the administrative fee (60€), the fee for complementary financing of the Semesterticket (student rail ticket) (25,80€) as well as the fee for the constituted student body (7,50€). You must transfer the complete amount to the university’s bank account. If you already have a bank account in Germany, you may use direct debit (so-called “Lastschriftverfahren”). You will receive all documents for the payment of your fees at the time of enrolment at the International Relations Office.

When do I enrol?

Your enrolment period can be found on your letter of admission (Zulassungsbescheid), which you have received by post. If no specific date for your enrolment is given, the general enrolment period applies.

Where and how do I enrol?

Your letter of admission states the address to where you should report for enrolment. The enrolment takes place at the International Relations Office at Seminarstraße 2, 69117 Heidelberg, rooms 22-27. To prepare your enrolment, it is necessary to complete an enrolment form. The staff of the Serviceportal (room 33) will assist you with completing your form and answer further questions.

After completing the enrolment form you precede to the International Relations Office (rooms 22-27). You can find the corresponding room number on your letter of admission.

You will need the following documents for enrolment:

- Letter of admission
- 1 passport photograph (not fixed)
- Proof of medical insurance coverage by statutory provider (AOK, DAK, BEK, etc.) or document certifying that you are exempted from statutory medical insurance (this document can be issued by any German statutory provider)
- Passport (Students from countries whose citizens require visas to enter Germany need to show the passport and visa/residence permit issued for the relevant course of study at University of Heidelberg. Students with an electronic residence permit have also to show the supplementary sheet with the additional provisions/special conditions.)
- Further documents listed in your letter of admission

Opening hours of the Serviceportal (room 33)

Monday - Thursday: 10 a.m. - 4 p.m.
Friday: 10 a.m. - 2 p.m.

Opening hours of the International Relations Office (rooms 22-27)

Monday – Friday: 10 a.m. - 12 p.m.
Monday and Thursday: 1 p.m. - 3 p.m.
4. Service Card for International Students

Upon your enrolment at the International Relations Office, you will receive a “Service Card for international students” for the time until your multifunctional student ID card has been issued. With the Service Card, you can use the copy machines in the university facilities as well as the washing machines and dryers in the student residences. You will also enjoy the lower student prices at the cafeterias of the Studierendenwerk. You can top up your Service Card at the charging machines in the student cafeterias.

Your Service Card does not include your Uni-ID and cannot be used as an ID for the University Library (Universitätsbibliothek [UB]). These functions are only included in your multifunctional student ID card (which includes your photograph). In order to be able to use your multifunctional student ID card, you will need a password, which will be sent to you after you have enrolled.

As soon as you receive a password letter via mail by the International Relations Office, your personal multifunctional student ID card is ready to be picked up. Please exchange your “Service Card for international students” for your personal student ID card with your photograph at the Studierendenwerk Service Center at Universitätsplatz. Credit on your Service Card will be transferred to your multifunctional student ID card.

With your student ID card, you will receive information on activating and using your Uni-ID and your UB user account.

Opening hours of the Service Center at Universitätsplatz:
Mon – Thu: 9 am – 5 pm
Fri: 9 am – 3 pm
5. Multi-functional Student Identification Card

What is the multi-functional student identification card?
This multi-functional student identification card includes your Uni-ID and your photograph. The card is not only your personalized student ID, it also allows you to use all services for which you have to log on via the University Computer Centre (URZ), to access your user account at the University Library, and to pay at the cafeterias (Mensa), copy machines, etc.

Who will receive the multi-functional student ID card?
Every student who is enrolled at Heidelberg University.

What can I use this card for?
Your multi-functional student ID card allows you to
- access your user account at the University Library (Universitätsbibliothek – UB), reserve and check out books, pay fees, access online databases, etc.
- pay at the cafeterias (Mensa) of the Studierendenwerk. (Only if you use your student ID card you will be eligible for paying the lower prices. If you pay cash, you will have to pay the (higher) guests’ prices.)
- use the copy machines and printers at the University Library and University Computer Centre (Universitätsrechenzentrum – URZ), as well as in the seminar buildings
- pay at the washing machines and dryers in the student residences
- pay for special courses of the University Sports Program. Most courses however are free of charge for students
- use buses and trains free of charge daily from 7 p.m. and all day on weekends and public holidays in the area of Heidelberg, Eppelheim, Dossenheim/Schriesheim and Leimen/Sandhausen/Nußloch

When will I be able to use my student ID card?
If you have received a “Service Card for international students” upon enrolment, please exchange this card for your multifunctional student ID card at the ServiceCenter at Universitätsplatz as soon as you have received your password by post. Remaining credit on the service card will be transferred to your student ID card.

Alternatively, your multi-functional student ID card will be issued to you together with a password letter after you have enrolled in person at the International Office. The password serves to activate your Uni-ID; more information will be provided in the letter.

Please note: After receiving your student ID card, you will have to activate it at one of the validation machines (Validierungsautomat). Otherwise you will not be able to use your multi-functional student ID card. In the process, the period of validity will be printed on your student ID card. You have to re-activate your student ID card every semester after you have re-registered (paid the fees) for the following semester (Rückmeldung).

Validation machines can be found in the Zentralmensa (Im Neuenheimer Feld) and at the Carolinum in the foyer of the main entrance of the University Administration Building (Seminarstraße 2).

How do I top up my student ID card?
You can top up your student ID card at the charging machines (black pillars) in the entrance area of the dining halls and the University Library as well as at the cash points in the cafeterias of the Studierendenwerk. This may be done with either cash or a European debit card (EC-Karte).
6. Orientation Days for International Students

**What and when?**
From 10\textsuperscript{th} to 12\textsuperscript{th} April 2017, the International Relations Office will offer Orientation Days for all new incoming international students.
The aim of this event is to familiarize every student with the structures of studies at Heidelberg University, including living in Heidelberg and its surroundings, and to give you an opportunity to meet other students.
During the programme, you will be given general information on topics such as how to organize your studies and legal questions (work permit, residence permit and visa, change of study programme etc.) as well as information on your individual study programme in small groups. Besides, you will have the opportunity to become familiar with the various academic faculties and departments, facilities such as the library and computer centre, and student groups.
All registered participants will receive the programme by e-mail. By mid-march it is also available online at [http://www.uni-heidelberg.de/courses/undergraduates/arrival/orientationdays.html](http://www.uni-heidelberg.de/courses/undergraduates/arrival/orientationdays.html).

**Who can participate?**
All new international students at Heidelberg University are warmly invited to join these orientation days! We highly recommend taking part in this event. You will receive a lot of important information which will help you to successfully organize your studies right from the beginning. In addition, you can make the acquaintance of other students.
On the first day, the participants will be divided into groups according to their first major. Each group will be taken care of by one or several tutors who are students at Heidelberg University.
You will find an invitation in your admission letter.
You can register online at [http://www.uni-heidelberg.de/studium/imstudium/ankunft/orientierungstage_anmeldung.html](http://www.uni-heidelberg.de/studium/imstudium/ankunft/orientierungstage_anmeldung.html).

**Where do the Orientation Days take place?**
The different venues will take place at various locations on campus. An overview of the rooms and buildings of Heidelberg University can be found in the programme.

**Further orientation**
In addition to the orientation offered by the International Relations Office, many of the individual departments also offer introductory events especially devoted to their specific programmes. More information can be found online at [http://www.uni-heidelberg.de/courses/undergraduates/start/orientation_programme.html](http://www.uni-heidelberg.de/courses/undergraduates/start/orientation_programme.html).
7. Residence Registration

What?
After your arrival in Germany, you must notify the authorities at the Einwohnermeldeamt of your place of residence in Germany. This policy also applies to short term international students as well as those living in a dormitory. You must report any change of address to the authorities, including a change of address within Heidelberg.

When?
You must notify the Einwohnermeldeamt within one week after you are moving into your new residence in Heidelberg (or the city / town where you live).
The residence registration is separate from the enrolment process. You can register without being enrolled.

Important! All students who have a visa for study purposes must notify the Einwohnermeldeamt of their place of residence before they will be able to have their 3-month visa extended.

Where?
Your residence has to be registered according to your area of residence.
If you are living within the municipal area of Heidelberg, you can register at the citizen centre (Bürgeramt) of your district (please find a list of addresses on the next page).
If you live outside the municipal area of Heidelberg, you will have to register with the local authorities in your city / town.

How?
In order to register your residence in Germany / Heidelberg, you have to fill in a registration form and hand it in at the Einwohnermeldeamt / Bürgeramt.
If you have lived abroad or in a German town other than Heidelberg, please fill in the form „ANMELDUNG bei Ortswechsel“.
If you are moving house within Heidelberg, you will need the form „ANMELDUNG bei Umzug innerhalb Heidelbergs“.
Both registration forms are provided in the citizen centres (Bürgeramt) or can be downloaded online at http://www.heidelberg.de/hd,Lde/HD/Rathaus/Formulare.

In addition to the form you have to bring the following documents:
- Passport
- Rental agreement
### Addresses and Office Hours of the Citizen Centres (Bürgerräten)

<table>
<thead>
<tr>
<th>Bürgeramt Altstadt</th>
<th>Mon + Fri</th>
<th>8 a.m. – 12 p.m.</th>
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<tbody>
<tr>
<td>Marktplatz 10 (Rathaus)</td>
<td>Tues + Wed</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13810</td>
<td>Thurs</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Fax (06221) 58-461380</td>
<td>E-Mail: <a href="mailto:Buergeramt-Altstadt@heidelberg.de">Buergeramt-Altstadt@heidelberg.de</a></td>
<td></td>
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<thead>
<tr>
<th>Bürgeramt Boxberg / Emmertsgrund</th>
<th>Mon + Fri</th>
<th>8 a.m. – 12 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Emmertsgrundpassage 17</td>
<td>Tues + Thurs</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13850</td>
<td>Wed</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Fax (06221) 58-4613850</td>
<td>E-Mail: <a href="mailto:Buergeramt-Emmertsgrund@heidelberg.de">Buergeramt-Emmertsgrund@heidelberg.de</a></td>
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<tr>
<th>Bürgeramt Handschuhsheim</th>
<th>Mon + Fri</th>
<th>8 a.m. – 12 p.m.</th>
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<tr>
<td>Dossenheimer Landstraße 13</td>
<td>Tues + Wed</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13820</td>
<td>Thurs</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Fax (06221) 58-4613820</td>
<td>E-Mail: <a href="mailto:Buergeramt-Handschuhsheim@heidelberg.de">Buergeramt-Handschuhsheim@heidelberg.de</a></td>
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<thead>
<tr>
<th>Bürgeramt Kirchheim</th>
<th>Tues, Wed, Fri</th>
<th>8 a.m. – 4 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schwetzinger Straße 20</td>
<td>Thurs</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13860</td>
<td>E-Mail: <a href="mailto:Buergeramt-Kirchheim@heidelberg.de">Buergeramt-Kirchheim@heidelberg.de</a></td>
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<tr>
<td>Fax (06221) 58-4613860</td>
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<thead>
<tr>
<th>Bürgeramt Mitte (Bergheim, Weststadt, Südstadt)</th>
<th>Mon + Fri</th>
<th>8 a.m. – 12 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergheimer Str. 69</td>
<td>Tues + Thurs</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-47980</td>
<td>Wed</td>
<td>8 a.m. – 5:30 p.m.</td>
</tr>
<tr>
<td>Fax (06221) 58-49150</td>
<td>E-Mail: <a href="mailto:Buergeramt@heidelberg.de">Buergeramt@heidelberg.de</a></td>
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<thead>
<tr>
<th>Bürgeramt Neuenheim</th>
<th>Tues</th>
<th>8 a.m. – 6 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Rahmengasse 21</td>
<td>Wed, Thurs, Fri</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13830</td>
<td>E-Mail: <a href="mailto:Buergeramt-Neuenheim@heidelberg.de">Buergeramt-Neuenheim@heidelberg.de</a></td>
<td></td>
</tr>
<tr>
<td>Fax (06221) 58-4613830</td>
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<thead>
<tr>
<th>Bürgeramt Pfaffengrund</th>
<th>Tues</th>
<th>8 a.m. – 6 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am Markt 21</td>
<td>Wed, Thurs, Fr</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13870</td>
<td>E-Mail: <a href="mailto:Buergeramt-Pfaffengrund@heidelberg.de">Buergeramt-Pfaffengrund@heidelberg.de</a></td>
<td></td>
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<tr>
<td>Fax (06221) 58-4613870</td>
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<thead>
<tr>
<th>Bürgeramt Rohrbach</th>
<th>Tues</th>
<th>8 a.m. – 6 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seckenheimer Gäßchen 1</td>
<td>Wed, Thurs, Fri</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13880</td>
<td>E-Mail: <a href="mailto:Buergeramt-Rohrbach@heidelberg.de">Buergeramt-Rohrbach@heidelberg.de</a></td>
<td></td>
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<tr>
<td>Fax (06221) 58-332793</td>
<td></td>
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<thead>
<tr>
<th>Bürgeramt Wieblingen</th>
<th>Mon + Fri</th>
<th>8 a.m. – 12 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Mannheimer Straße 259</td>
<td>Tues + Wed</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13890</td>
<td>Thurs</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Fax (06221) 58-4613890</td>
<td>E-Mail: <a href="mailto:Buergeramt-Wieblingen@heidelberg.de">Buergeramt-Wieblingen@heidelberg.de</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bürgeramt Ziegelhausen / Schlierbach</th>
<th>Tues, Wed, Fri</th>
<th>8 a.m. – 4 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kleingemünder Str. 18</td>
<td>Thurs</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Phone (06221) 58-13840</td>
<td>E-Mail: <a href="mailto:Buergeramt-Ziegelhausen@heidelberg.de">Buergeramt-Ziegelhausen@heidelberg.de</a></td>
<td></td>
</tr>
<tr>
<td>Fax (06221) 58-4613840</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. Visa or Residence Permit

Who needs a visa or a residence permit?
Students who are citizens of a member state of the EU (European Union) and the EEA (European Economic Area, i.e. Iceland, Liechtenstein, Norway) do **not need a visa or residence permit**. At the time of enrolment at Heidelberg University you must present a valid passport or national identity card.

All international students from outside the European Union and EEA generally **need a visa or a residence permit** in order to study at Heidelberg University. Either document has to be presented at the time of enrolment. The visa or the residence permit **must be valid and generally issued for the respective study programme at Heidelberg University**.

When do you have to apply for a visa and/or a residence permit?

a) Students from **Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland and the United States** may enter Germany without a visa. If students are planning on staying longer than three months, they will have to apply for a residence/study permit at the local Foreigners’ Registration Office (*Ausländerbehörde*).

Please note: You can already enrol with a valid passport before you receive the extension of the three months-period for a longer stay.

b) Students from **all other countries** must obtain a visa (visa for study purposes) before departing for Germany. The application for a visa for study purposes can be made at the German Embassy/Consulate in the student’s home country. After arrival, students have to apply for an extension of their stay in form of a residence permit at the Foreigners’ Registration Office.

Please note: For the enrolment with the university, a valid visa for study purposes or the current residence permit issued for the planned studies at Heidelberg University is required.

You cannot be enrolled with a tourist visa, a Schengen visa, business visa, Au-Pair visa, Working-Holiday-Visa.

**Important!** First you must **report your address** to the registration office/citizen centre (*Einwohnermeldeamt/Bürgeramt*) in your city of residence. Only after doing this, it is possible to apply for an extension of your visa.

Please note: If you have not found a permanent room at the time of application of your residence permit, please refer to that Foreigners’ Registration Office (*Ausländerbehörde*) that is in charge of your current accommodation.

Where can you apply for the residence permit?

Issues pertaining the entrance and residency in Germany are handled by the Foreigners’ Registration Office (*Ausländerbehörde*). Your current address at the time of your residence registration will determine which office you have to contact. The addresses and office hours of the Foreigners’ Registration Offices in and around Heidelberg are listed on the backside of this page.

Please note: There are two Foreigners’ Registration offices in Heidelberg. One is responsible for the citizens living in the city/municipality of Heidelberg, the other one for citizens living in the municipalities of the Rhein-Neckar-Kreis.

Tip: If you are living within the municipal area of Heidelberg, you can apply for a residence permit at the **Servicepoint** of the Foreigners’ Registration office of the city of Heidelberg **without making a prior appointment**. There you can pick up and hand in your application forms. Office hours: Mon and Fri 8 a.m.–12 p.m., Tue and Thu 8 a.m.–4 p.m. and Wed 8 a.m.–5.30 p.m. There you will receive the e-mail address of your officer in charge with whom you will have to fix a subsequent appointment.

If any difficulties arise, please contact Ms. Monzel at the International Relations Office, Seminarstraße 2, room 29. Office hours: Mon, Tue, Thu, Fri: 10am-12pm, Mon 1.30pm - 3.30pm.

Summer Semester 2017
Which documents do you need to prepare?
When you apply for a residence/study permit or its extension, you must bring the following documents:

- Application form for a residence permit (to be obtained at the Foreigners’ Registration Office or online at [http://www.heidelberg.de/hd/Lde/HD/Rathaus/Formulare](http://www.heidelberg.de/hd/Lde/HD/Rathaus/Formulare) → „Ausländerrecht - Antrag auf Erteilung einer Aufenthaltserslaubnis“)
- Letter of Admission/Enrolment from Heidelberg University or your student identification card (please bring the original and a copy)
- Proof of medical insurance (please bring the original and a copy)
- 1 biometric passport photo
- Passport or personal identification card (please bring the original and a copy)
- Proof of the applicant’s ability to fund his/her living expenses and studies while staying in Germany (e.g. copies of bank statements for the last three months prior to applying, notarized letter stating financial support from parents/legal guardians, etc.).
- In certain cases, the Foreigners’ Registration Office will ask for additional documents. This will be discussed at the time of application.
- Fee: between €65 (extension for up to 3 months) and €110 (extension for more than one year)

The Foreigners Registration Offices (Ausländerbehörden):

<table>
<thead>
<tr>
<th>City of Heidelberg:</th>
<th>Office hours</th>
<th>Servicepoint (room 1.14):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zuwanderungs-u. Ordnungsangelegenheiten</td>
<td>Mon, Fri: 8 a.m. – 12 p.m.</td>
<td>8 a.m. – 12 p.m.</td>
</tr>
<tr>
<td>Bergheimer Str. 147</td>
<td>Tue, Thu: 8 a.m. – 4 p.m.</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Landfriedgebäude Eingang B</td>
<td>Wed: 8 a.m. – 5.30 p.m.</td>
<td>8 a.m. – 5.30 p.m.</td>
</tr>
<tr>
<td>69115 Heidelberg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 06221/5817520</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Landratsamt Rhein-Neckar-Kreis**  
Kurfürstenanlage 38-40  
69115 Heidelberg  
Phone: 06221/5221478

The Landratsamt is responsible for the following municipalities: Bammental, Brühl, Dossenheim, Edingen-Neckarhausen, Eberbach, Eppelheim, Epfenbach, Eschelbronn, Gaiberg, Helmstadt-Bargen, Heddesbach, Heddesheim, Heiligkreuzsteinach, Hemsbach, Hirschberg, Ilvesheim, Ketsch, Ladenburg, Laudenbach, Lobbach, Malsch, Mauer, Meckesheim, Neckargemünd, Neckarbischofsheim, Nußloch, Öftersheim, Plankstadt, Reichartshausen, Sandhausen, St. Leon Rot, Schönau, Schönbrunn, Schriesheim, Spechbach, Walldorf, Wilhelmfeld, Wiesloch, Waibstadt

**Leimen:**  
Ausländeramt  
Rathausstraße 6 - 8  
69181 Leimen  
Phone: 06224/704324

**City of Mannheim:**  
Zuwanderung / Integration  
K7, 2nd floor  
68159 Mannheim  
Phone: 0621/293115

**City of Ludwigshafen:**  
Ausländeramt Ludwigshafen  
Marienstraße 8  
67063 Ludwigshafen  
Phone: 0621/5043297

**City of Wiesloch:**  
Ausländeramt  
Marktstr. 13  
69168 Wiesloch  
Phone: 06222/84231

Please make an appointment by phone

For contact details see: [http://www.ludwigshafen.de/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler/](http://www.ludwigshafen.de/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler/)
9. Semesterticket

Do you want to be mobile in and around the city, save money and even do something useful against pollution? Use the Semesterticket!

Area of application
The Semesterticket is a personal, non-transferable semester rail ticket. It enables students to use public transportation in the entire Rhein-Neckar region and their transport system (VRN) without the area Westpfalz (see map below). The Semesterticket is also valid in the 2nd class of regional trains of the Deutsche Bahn, but not in fast trains like IC, EC or ICE. In the west of the map below, the Semesterticket ends at Kaiserslautern main station. You can get more detailed information leaflets and maps ("Wabenpläne") at Heidelberg main station, in all VRN selling points, in the Studierendenwerk’s ServiceCenter and the InfoCafé International as well as online at www.vrn.de.

Price & period of validity
160 € per semester (latest update: February 2017). The Semesterticket is valid for six months and you can buy it at the beginning of each month. Connection-Semestertickets to other regions can be purchased at an extra charge.

Where can I get the Semesterticket?
The Semesterticket is available at the Studierendenwerk’s ServiceCenter at Universitätsplatz and the InfoCafé International in the Zentralmensa, Im Neuenheimer Feld 304, and at all VRN selling points in Heidelberg (e.g. next to the main station).

Semesterticket in the online shop of RNV
You can also buy your ticket online at tickets.rnv-online.de. In the online shop of RNV the Semesterticket costs 158,50 € (latest update: February 2017). Payment options are direct debit, credit card (Visa, Mastercard) and giropay. The ticket will be available as PDF document which has to be printed.

Important: The Semesterticket is valid only in combination with other documents! This means that in addition to the Semesterticket you also have to carry your Heidelberg student ID and your personal identification card (or passport) with you at all times and show them on demand. As long as you have not yet received your multi-functional Heidelberg student ID card, you have to carry your certificate of enrolment.
10. Bank account

Why is a bank account important?
In Germany, monthly payments such as rent, bills and health insurance fees are usually paid via bank transfer, not in cash. Hence, we advise you to open a bank account at a German bank, Sparkasse or Postbank, for the time of your stay.

Most banks offer special bank accounts for students which are often less expensive. Since the fees and conditions vary from bank to bank, please compare several offers and choose the one which suits your demands best.

Open up a bank account
In order to open up a bank account, you will need the following documents:
- valid passport or an equivalent proof of identity
- valid residence title
- certificate of residency
- certificate of enrolment/ of study of Heidelberg University

Advantages:
A German bank account offers you the following advantages. You can:
- withdraw cash from an ATM with your cash card ("EC-Karte"). Most banks do not charge a fee for that, but conditions may vary when you use an ATM from a different bank.
- pay your bills etc. by transferring money to other bank accounts using money transfer forms ("Überweisungsformular") or the online banking system of your German bank.
- set up scheduled money transactions ("Dauerauftrag") in order to pay for regular running expenses (e.g. your room rent).
- Give direct debit authorizations ("Lastschrift-Einzugsermächtigung") for regular running expenses (e.g. phone bills and health insurance contributions), so that the payee can directly debit the amount from your account.
- receive money (salary, benefits, etc.).
- pay your semester fees in the „Teachings, Studies, and Research“ (LSF) portal using the direct debit system and by this way, re-enrol for the upcoming semester ("Rückmeldung").