



Checklist for new international students at Heidelberg University Summer Semester 2019

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. Multi-functional student ID card
5. Orientation Days for International Students
6. Residence Registration
7. Residence Permit / Study Permit (Visa)
8. Semesterticket
9. Bank account



1. Accommodation

As you may have already heard, rooms and apartments in Heidelberg are scarce. Of the approximately 36,000 students at higher-education institutions in Heidelberg, only about 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 on the private market.

The Studierendenwerk's **ServiceCenter** and 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 am - 5 pm

Friday: 9 am - 3 pm

InfoCafé International (ICI) in the *Zentralmensa* (Im Neuenheimer Feld 304):

Monday - Thursday: 10 am - 5 pm

Friday: 10 am - 3 pm

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!
- Note down 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 https://www.stw.uni-heidelberg.de/en/living_online_application.

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 churches or other private institutions. An overview of these residence halls can be requested at aaazimmer@zuv.uni-heidelberg.de.

Please note: You must apply directly to the individual institution – an application via the Studierendenwerk is not possible.

Where else can I find a place to stay?

Wohnraumvermittlung / Accomodation Service of the International Relations Office

Seminarstraße 2, room 32, 69117 Heidelberg

E-mail: aaazimmer@zuv.uni-heidelberg.de

Phone: 06221-5412759

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

Newspapers

Rhein-Neckar-Zeitung (www.rnz.de): Each Wednesday and Saturday with a big real estate section or online at "Immobilienmarkt"

Mannheimer Morgen (www.morgenweb.de): Each Wednesday and Friday with a big real estate section or online at "Immobilien"

Online Room and Board Services

There are a number of online room and board service sites. You can find an overview on the Studierendenwerk's homepage:

https://www.studentenwerk.uni-heidelberg.de/en/living_private_housing

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 job. 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

Tiergartenstr. 5

69120 Heidelberg

Phone: +49 (0) 6221-651190

info@jugendherberge-heidelberg.de

<http://heidelberg.jugendherberge-bw.de/>

Steffi's Hostel Heidelberg

Alte Eppelheimer Straße 50

69115 Heidelberg

Phone: +49 (0) 6221-7782772

info@hostelheidelberg.de

www.hostelheidelberg.de

Lotte – The Backpackers

Hostel in Heidelberg

Burgweg 3

69117 Heidelberg

Phone: +49 (0) 6221-7350725

info@lotte-heidelberg.de

www.lotte-heidelberg.de

One final piece of 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.



2. Medical Insurance and Liability Insurance

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.

Sample of costs for:

Dental treatment: 1,280 €
Ambulatory operation: 752 €
Pregnancy and delivery: 5,675€
In-patient treatment: 2,020€

In contrast:

Insurance contribution per month: approx.
92 €

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. € 554 per semester / € 92 per month (summer semester 2019). 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 (according to SKV-MV §2 BGB I) either

- 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*“) (= confirmation that the student is insured there) or
- 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.** 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 from the European Union, who want to be ensured with a statutory German health Insurance need to present them the form E 104, that they have not got any health Insurance in their home country.

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 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. If there is no option of getting insurance from a statutory provider, there is still 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)**

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.

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)**

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. Monzel
Seminarstraße 2, room 29, 69117 Heidelberg
E-mail: monzel@zuv.uni-heidelberg.de

Office hours:

Monday, Tuesday, Thursday, Friday: 10 am - 12 pm, Wednesday: 1.30 - 3.30 pm

Some statutory medical insurance providers in Heidelberg (selection)

Name of insurance provider:	Öffnungszeiten:
<p>AOK Heidelberg Friedrich-Ebert Anlage 27 69117 Heidelberg Phone: 06221 91401-3311</p>	<p>Mon - Wed: 8.30 am - 5 pm Thu: 8.30 am - 6 pm Fri: 8.30 am - 4 pm</p>
<p>AOK Studenten-Service Triplex-Mensa at Universitätsplatz 69117 Heidelberg Phone: 0173/2133020</p> <p>and</p> <p>University Administration Building Serviceportal, Raum 35 Seminarstraße 2 69117 Heidelberg</p>	<p>1 March - 12 April 2019: Mon - Fri: 10 am - 2 pm</p> <p>1 April – 18 April 2019: Mon - Fri: 10 am - 12 pm</p>
<p>BARMER GEK Ersatzkasse Alte Eppelheimer Str. 8 69115 Heidelberg Phone: 0621/1700131-6200</p>	<p>Mon - Thu: 9 am - 6.30 pm Fri: 9 am - 4 pm</p>
<p>DAK Heidelberg Adenauerplatz 6 69115 Heidelberg Phone: 06221/718160</p>	<p>Mon - Wed: 8 am - 4 pm Thu: 8 am - 5 pm Fri: 8 am - 1 pm</p>
<p>Innungskrankenkasse (IKK) Kurfürstenanlage 3 69115 Heidelberg Phone: 06221/53000</p>	<p>Mon: 9 am - 4 pm Tue + Thu: 9 am - 6 pm Wed + Fri: 9 am - 2 pm</p>
<p>Kaufmännische Krankenkasse (KKH-Allianz) Friedrich-Ebert-Anlage 21 69117 Heidelberg Phone: 06221/4340590</p>	<p>Wed: 10 am - 2 pm</p>
<p>Techniker Krankenkasse Friedrich-Ebert-Anlage 1 69117 Heidelberg Phone: 06221/534100</p> <p>and</p> <p>University Administration Building Serviceportal, Raum 35 Seminarstraße 2 69117 Heidelberg</p>	<p>Mon + Tue: 9 am - 4 pm Wed + Fri: 9 am - 2 pm Thu: 9 am - 5 pm</p> <p>24 - 28 September 2018: Mon - Fri: 10 am - 12 pm</p>
<p>Techniker Krankenkasse HD-Campus Im Neuenheimer Feld 370 (Gästehaus) 69120 Heidelberg Phone: 06221/534201</p>	<p>Mon - Wed + Fri: 10 am - 2 pm Thu: 10 am - 4 pm</p>



3. Enrolment / Registration

Enrolment (*Immatrikulation / Einschreibung*) is necessary in order to have the status of a student at Heidelberg University. You have to enrol in person.

When do I enrol?

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

Where and how do I enrol?

The enrolment takes place at the International Relations Office at Seminarstraße 2, 69117 Heidelberg, rooms 22-27. Your letter of admission states which room exactly you must register in. To prepare your enrolment, it is necessary to complete an **enrolment form** ("Application for Immatriculation"). If you have questions while filling in the form, the staff of the *Serviceportal* (room 33) will be happy to assist you.

In addition, you will need the following documents for enrolment:

- Letter of admission
- 1 passport photograph (not fixed)
- Proof of medical insurance coverage by a German statutory health insurance (AOK, DAK, BEK, etc.) **or** document certifying that you are exempted from statutory health insurance (this document can be issued by any German statutory health insurance 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 also have 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 am - 4 pm

Friday: 10 am - 2 pm

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

Mon, Tue, Thu, Fri: 10 am - 12 pm

Wed: 1.30 - 3.30 pm

At the end of the enrolment, you will receive your "Studienbuch" (booklet to record your studies). You will also get information on the **fees you will have to pay every semester**. After you have paid those fees, you will receive a letter in the mail containing a password with which you can register for the online student services.



4. Multi-functional Student Identification Card

Every enrolled student of Heidelberg University receives a multi-functional student identification card. It includes your Uni-ID and your photograph, is proof of your student status at Heidelberg University and 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.

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
- 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 student ID card at the ServiceCenter at *Universitätsplatz* as soon as you have received your password by post.

Alternatively, your multi-functional student ID card will be issued to you when you enrol in person at the International Office. A password letter will be sent to you after enrolment has been completed.

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.



Service Card for International Students

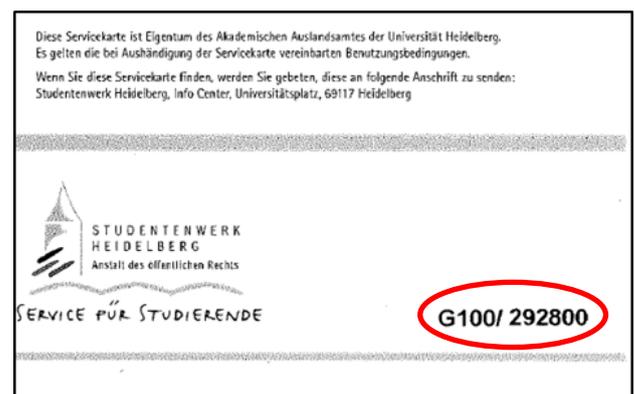
Upon your enrolment at the International Relations Office, you will receive a “Service Card for international students” for the time until your multifunctional student ID card has been issued.

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 benefit from the lower student prices at the *Studierendenwerk's* cafeterias. You can top up your Service Card at the charging machines.

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 in the mail after you have enrolled.

As soon as you receive the password letter by the International Relations Office, your personal multifunctional student ID card is ready to be picked up. Please exchange your Service Card for your personal student ID card at the **Studierendenwerk ServiceCenter at Universitätsplatz**. Credit on your Service Card will be transferred to your multifunctional student ID card. If you have lost your Service Card you can transfer the current balance onto a new Service Card. In order to do so the number on the back of the Service Card must be provided. We recommend you make a copy of your Service Card for this case.

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

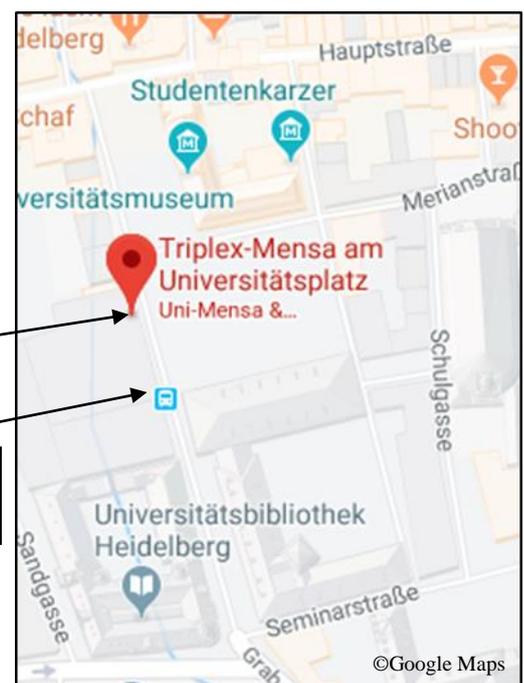


ServiceCenter of the
Studierendenwerk

Bus stop
“Universitätsplatz”

Opening hours of the ServiceCenter
at Universitätsplatz:

Mon – Thu:	9 am – 5 pm
Fri:	9 am – 3 pm





5. Orientation Days for International Students

What and when?

From 9th to 11th April 2019, 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-September it is also available online at <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.

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

At the beginning of every winter term the headmaster of the university greets the students. This takes place on the first Monday of the new semester. There is also the chance to visit the "Getting Started Fair" on the same day.

In the summer term many departments offer introductory events. These events offer further information especially devoted to their specific programmes. Also, you get the chance to meet new people and establish new contacts with fellow students. More information can be found online at http://www.uni-heidelberg.de/courses/undergraduates/start/orientation_programme.html



6. Residence Registration

After your arrival in Germany, you must notify the authorities at the *Einwohnermeldeamt* within two weeks of your arrival about your place of residence in Germany. This policy also applies to short-term international students and those living in a dormitory. You must report any change of address to the authorities, including a change of address within Heidelberg. The residence registration is separate from the enrolment process – you can register your residence 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 three-month visa extended**.

Where do I register?

Your residence has to be registered according to your area of residence.

If you live **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) or at the foreigners' registration office (Bergheimer Straße 147).

If you live **outside the municipal area of Heidelberg**, you will have to register with the local authorities in your city / town.

How do I register?

In order to register your residence in Germany / Heidelberg, you have to fill in a registration form as well as a 'Wohnungsgeberbestätigung' 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“.

All 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
- Wohnungsgeberbestätigung (form to be signed by your landlord/landlady)

Things to keep in mind after moving in:

Every household in Germany (= all inhabitants of an apartment or flat-sharing community) are bound by law to pay a monthly contribution to the public service broadcasting – no matter if broadcasting formats via radio, television or internet are used or not.

Please ask your landlord / landlady or roommate after moving in if the fee has already been paid. In case a registration is needed, you can find more information here: <https://www.rundfunkbeitrag.de>.

Bürgeramt Altstadt Marktplatz 10 (Rathaus) Phone (06221) 58-13810 Fax (06221) 58-461380 E-Mail: Buergeramt-Altstadt@heidelberg.de	Mon + Fri Tues + Wed Thurs	8 am - 12 pm 8 am - 4 pm 8 am - 6 pm
Bürgeramt Boxberg / Emmertsgrund Emmertsgrundpassage 17 Phone (06221) 58-13850 Fax (06221) 58-4613850 E-Mail: Buergeramt-Emmertsgrund@heidelberg.de	Mon + Fri Tues + Thurs Wed	8 am - 12 pm 8 am - 4 pm 8 am - 6 pm
Bürgeramt Handschuhsheim Dossenheimer Landstraße 13 Phone (06221) 58-13820 Fax (06221) 58-4613820 E-Mail: Buergeramt-Handschuhsheim@heidelberg.de	Mon + Fri Tues + Wed Thurs	8 am - 12 pm 8 am - 4 pm 8 am - 6 pm
Bürgeramt Kirchheim Schwetzingen Straße 20 Phone (06221) 58-13860 Fax (06221) 58-4613860 E-Mail: Buergeramt-Kirchheim@heidelberg.de	Tues, Wed, Fri Thurs	8 am - 4 pm 8 am - 6 pm
Bürgeramt Mitte (Bahnhof, Bergheim, Weststadt, Südstadt) Bergheimer Straße 69 Phone (06221) 58-47980 Fax (06221) 58-49150 E-Mail: Buergeramt@heidelberg.de	Mon + Fri Tues + Thurs Wed	8 am - 12 pm 8 am - 4 pm 8 am - 5.30 pm
Bürgeramt Neuenheim Rahmengasse 21 Phone (06221) 58-13830 Fax (06221) 58-4613830 E-Mail: Buergeramt-Neuenheim@heidelberg.de	Tues Wed, Thurs, Fri	8 am - 6 pm 8 am - 4 pm
Bürgeramt Pfaffengrund Am Markt 21 Phone (06221) 58-13870 E-Mail: Buergeramt-Pfaffengrund@heidelberg.de	Tues Wed, Thurs, Fr	8 am - 6 pm 8 am - 4 pm
Bürgeramt Rohrbach Seckenheimer Gäßchen 1 Phone (06221) 58-13880 E-Mail: Buergeramt-Rohrbach@heidelberg.de	Tues Wed, Thurs, Fri	8 am - 6 pm 8 am - 4 pm
Bürgeramt Wieblingen Mannheimer Straße 259 Phone (06221) 58-13890 E-Mail: Buergeramt-Wieblingen@heidelberg.de	Mon + Fri Tue + Wed Thurs	8 am - 12 pm 8 am - 4 pm 8 am - 6 pm
Bürgeramt Ziegelhausen / Schlierbach Kleingemünder Str. 18 Phone (06221) 58-13840 E-Mail: Buergeramt-Ziegelhausen@heidelberg.de	Tues, Wed, Fri Thurs	8 am - 4 pm 8 am - 6 pm
Ausländerbehörde Bergheimer Straße 147 Tel (06221) 58-17520 E-Mail: Zuwanderung-Servicepoint@heidelberg.de	Mon and Fri Tue and Thu Wed	8 am - 12 pm 8 am - 4 pm 8 am - 5.30 pm



7. 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 EU and the 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*). You can enrol with a valid passport before you receive the extension of the three-month period for a longer stay.
- b) Students from **all other countries** must obtain a visa (for study purposes) before departing for Germany. The application for a visa for study purposes must 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 / Schengen / business / Au-Pair / 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 this is it 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*) in charge of the area where your current accommodation lies.

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 next 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 8am-12pm, Tue and Thu 8am-4pm and Wed 8am-5.30pm. There you will receive the e-mail address of your officer in charge with whom you will have to fix a subsequent appointment.

For questions on this matter, you can also contact the International Relations Office:

Ms. Monzel (room 29), E-Mail: monzel@zuv.uni-heidelberg.de,

Office hours: Mon, Tue, Thu, Fri: 10am - 12pm, Wed 1.30pm - 3.30pm.

Which documents do you need to prepare?

When you apply for a residence/study permit or 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
→ „Ausländerrecht - Antrag auf Erteilung einer Aufenthaltserlaubnis“)
- Letter of Admission/Enrolment from Heidelberg University or an enrolment certificate, stating the subject(s) and intended degree (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 €93 (extension for more than 3 months) and €100 (for a residence permit)

The Foreigners Registration Offices (*Ausländerbehörden*):

<p>City of Heidelberg Bürger-u. Ordnungsamt Zuwanderungsrecht Bergheimer Str. 147 Landfriedgebäude Eingang B 69115 Heidelberg Phone: 06221/5817520</p>	<p>Office hours Servicepoint (room 1.14): Mon, Fri: 8am-12pm Tue, Thu: 8am-4pm Wed: 8am-5.30pm</p>
<p>Landratsamt Rhein-Neckar-Kreis Kurfürstenanlage 38-40 69115 Heidelberg Phone: 06221/5221478</p>	<p>Office hours Mo, Tue, Thu, Fr: 7.30am – 12 pm Wed: 7.30am- 5pm or make an appointment</p>
<p>The <i>Landratsamt</i> 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, Oftersheim, Plankstadt, Reichartshausen, Sandhausen, St. Leon Rot, Schönau, Schönbrunn, Schriesheim, Spechbach, Walldorf, Wilhelmsfeld, Wiesenbach, Waibstadt</p>	
<p>Leimen: Ausländeramt Rathausstraße 1 - 3 69181 Leimen Phone: 06224/704-0</p>	<p>Office hours: Mo + Fri: 8 a.m. – 12 p.m. Tue: 8 a.m. – 12 p.m. and 2:30 – 6:30 p.m. Thu: 8 a.m. – 12 p.m. and 1:30 – 5 p.m.</p>
<p>City of Mannheim: Zuwanderung / Integration K7, 2nd floor 68159 Mannheim Phone: 0621/293115</p>	<p>Please make an appointment</p>
<p>City of Ludwigshafen: Ausländeramt Marienstraße 8 67063 Ludwigshafen Phone: 0621/5043297</p>	<p>Please make an appointment For contact details see: http://www.ludwigshafen.de/buergernah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthaltstitel-aufenthaltserlaubnis/</p>
<p>City of Wiesloch Ausländeramt Marktstr. 13 69168 Wiesloch Phone: 06222/84231</p>	<p>Please make an appointment by phone</p>



8. 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* and the Bergbahn at Heidelberg Schloss, 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

170 € per semester (latest update: February 2019). 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.

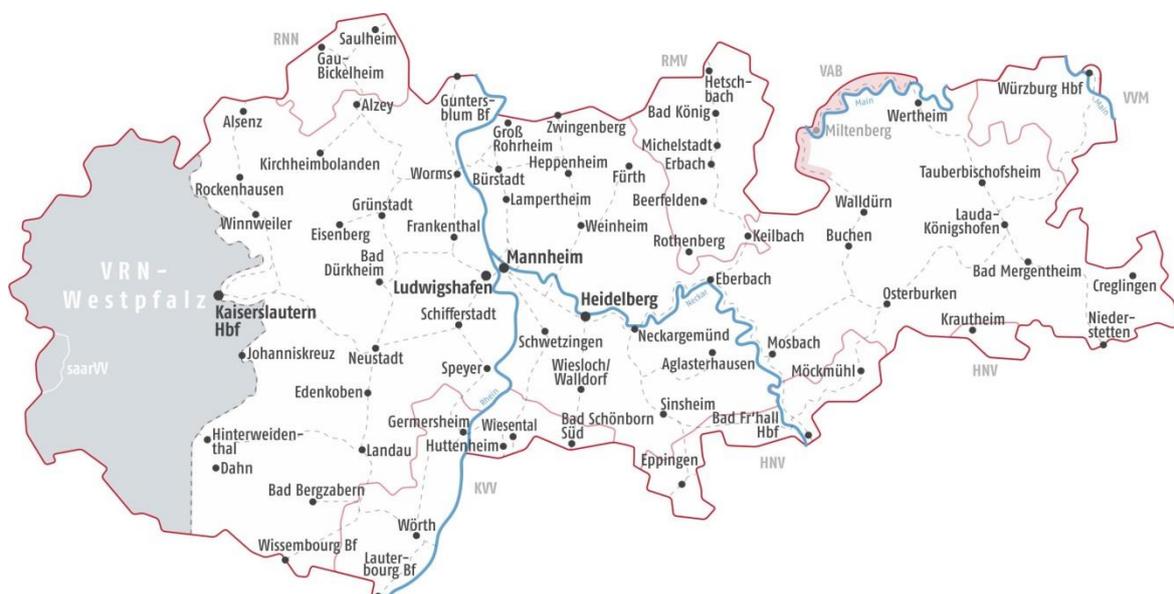
Where can I get the *Semesterticket*?

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 167,50 € (latest update: February 2019). 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.





9. 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
- your tax identification number of your home country
- 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*").