



INFORMATION FOR INTERNATIONAL STUDENTS IN (EXCHANGE) PROGRAMMES SUMMER SEMESTER 2019

Before you can matriculate at Humboldt-Universität (HU) as a programme exchange student, you need to deal with the following formalities. We are happy to support you in the completion of these formalities.

Please read the following information carefully. Considering the tips and details listed here will allow for a smooth start to your studies in Berlin.

STEPS TO MATRICULATION

1. Registering at the Local Registration Office

It is very important that you have a permanent residence in Berlin. That means you have either a room (in a hall of residence or a shared flat), live on your own or are staying with a friend. With this address you are required to register at a Local Registration Office (*Bürgeramt*) as a resident of Berlin. Only by registering with your main residence (*fester Wohnsitz*) will you be able to matriculate at the HU and complete all the necessary paperwork.

Registration should be completed as soon as possible once you have moved into a room or an apartment. The following documents are necessary:

1. **Identity card or passport**
2. **Registration form „Anmeldung Wohnung“ (PDF)**

www.berlin.de/formularserver/formular.php?402608

Fill out the registration form and sign it.

The sample form with an English translation may help you:

hu.berlin/orbis-local-registration-sample

3. **Confirmation of arrival from landlord**

Within two weeks of moving into your apartment, you must have a confirmation of arrival (*Einzugsbestätigung*) signed by your landlord. This document must contain the full name and address of your landlord, your move-in date, the address of the apartment and the full name(s) of the person(s) registering at that address. **Important:** The rental contract is not a substitute for this form.

Sample form: www.berlin.de/formularserver/formular.php?402544.

As it is often difficult to get an appointment at the Local Registration Offices, we will host a **mobile registration office** in the International Club "Orbis Humboldtianus" (HU main building, room 1068, Unter den Linden 6, 10117 Berlin) on the following dates: **Thursday, 21.03., 04.04. and 11.04.2019 from 9:30-15:30**. Please make sure to reserve an appointment via "Orbis", either via e-mail, at orbis@hu-berlin.de, or in person (as of 25.03.) (open daily from 10:00-15:30). Tell us your name as well as the time and date you would like to visit. We will send you a confirmation of your appointment. **This way you can get your proof of local registration (*Meldebescheinigung*) for matriculation directly during your appointment!**

For a personal visit to the Local Registration Office, book an appointment in advance **online**: <https://service.berlin.de/terminvereinbarung/termin/day>. You can use any of the 40 Local Registration Offices to register, no matter where you live. For addresses and opening hours, see: <https://service.berlin.de/standorte/buergeraemter>

For comprehensive information, see: <https://service.berlin.de/dienstleistung/120686>

To fill in the registration form on your smartphone and get help in your mother tongue, you can use the free services of AiRelo through the Facebook Messenger (ID: AiRelo.Me).



Please keep your original registration form on file. You will need it for several purposes, such as opening a bank account. Also, you must deregister (*Abmeldung*) at the end of your stay in Berlin:

<https://service.berlin.de/dienstleistung/120335>

Free Movement

Students from EU countries, as well as those from Iceland, Liechtenstein and Norway, enjoy the right of free movement. On the basis of their local registration, they can stay in Germany without further arrangements for the duration of their studies. *Swiss citizens* enjoy a similar right of free movement, but need to apply for a residence permit (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners' Registration Office. All other students, so-called *Drittstaatler*, need to apply for a residence permit (see point 6).

2. Health insurance and other types of insurance

In order to matriculate, you must present proof of your current health insurance coverage. Further information regarding health insurance:

A. International students from countries with social security agreements

Students from EU countries as well as Iceland, Liechtenstein, Norway and Switzerland should bring their **European Health Insurance Card (EHIC)** with them, which will be accepted in Germany. However, you must first register with a German health insurance company (for example through the AOK, BARMER, DAK or Die Techniker representatives during matriculation) and will then receive a proof of exemption from German statutory health insurance.

Students from Bosnia-Herzegovina, Macedonia, Montenegro, Serbia, Turkey and Tunisia, with which Germany has social security agreements, also have to register with a statutory German health insurance company.

B. International students with private health insurance

Students who have private health insurance in their home country may obtain health insurance with a statutory German health insurance company (*gesetzliche Krankenkasse*) of their choice (e.g. AOK, BARMER, DAK, Die Techniker) or apply for exemption from public health insurance if their private health insurance has been extended or adjusted for use in Germany.

Please be aware that once an arrangement for exemption from statutory German health insurance has been made, later admission to any statutory health insurance provider in Germany is not possible during your stay as a student. *We strongly recommend German health insurance coverage 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 enrol in a German health insurance policy** (*gesetzliche Krankenversicherung*) with a statutory health insurance provider of their choice.

When processing your application for a visa, the German embassy often needs proof of valid travel health insurance coverage for 3 months. The travel insurance is an interim solution only, as you must have statutory German health insurance by the start of the semester (1 April).

Currently, the monthly coverage fee for students from any statutory German health insurance provider is about EUR 94. The fee consists of a premium for health insurance and nursing care insurance. Additional medical costs incurred depend on the policies of the respective insurance providers.



You may already contact AOK, BARMER, DAK or Die Techniker from your home country to finalise a contract before entering Germany (see below for contact information). During the matriculation period, representatives of the following statutory health insurance companies will be present to answer any questions. You can also contact the student advisors that are listed here before leaving home.

AOK Nordost Peter Kurowski Tel.: (0800) 265 08 02 46 33 * Tel.: (+49 331) 227 22 46 33 E-mail: peter.kurowski@nordost.aok.de	BARMER Melanie Griebisch Tel.: (0800) 333004 101381 * E-mail: melanie.griebisch@barmer.de
DAK – Gesundheit Paulina Nachman Tel.: (+49 172) 5407854 E-mail: paulina.nachman@dak.de	Die Techniker (TK) Lutz Matuschke Tel.: (+49 40) 460 65 103 707 E-mail: lutz.matuschke@tk.de

* Free of charge in Germany

Important information on further insurance coverage

In the time period while you are in Germany but before the semester begins, please be aware that you do not yet have student status (*Studierendenstatus*) and that you are responsible for the status of your health insurance coverage (this also applies to participants in Intensive Language Courses before the beginning of the semester). Before you leave your home country, you should consider securing **travel insurance** for the duration of your stay in Germany up until your matriculation.

Upon matriculation in the summer semester, you will receive student status starting 1 April 2019. Through the student status, your health insurance coverage will be activated. Additionally, you are under legal protection through the university's **accident insurance** (*Unfallversicherung*) when going directly to and from the university and when participating in study-related activities directly affiliated with the university. <http://publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf>

It would be conceivable to finalise an **additional accident insurance** policy for leisure activities.

In general, we also recommend that you secure **private liability insurance** (*Privathaftpflichtversicherung*) for the entirety of your stay in Berlin in case you cause damages to your living space or to third parties. Even small damages can often lead to high costs, which is why private liability insurance is one of the most important policies. For more information, see www.tarifini.de/privathaftpflicht-studenten.

3. Payment of standard fees and dues

Students studying at HU in (exchange) programmes, such as ERASMUS+, university partnership agreements, DAAD and Fulbright scholarships, are exempt from the matriculation fee. Nevertheless, there are some other dues that have to be paid in order to matriculate:

1. Semester due for the *Studierendenschaft* (9.75 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 (*StuPa*) and to take advantage of counselling services for any kind of problem.

2. Semester due for the *Studierendenwerk* (54.09 EUR*)

All students are required to pay a semester contribution to the Student Services Organisation (*Studierendenwerk*), 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 (201.80 EUR*)

The semester ticket is a student season ticket for public transport in Berlin. Every HU student is required to purchase it and it will be printed on the back of your Campus Card. The ticket allows you to use all public transport (subway, S-Bahn, bus, tram and public ferry) in the Berlin area and Potsdam (fare zones ABC). The semester ticket also allows you to take your bike along. In comparison, a monthly ticket for fare zones AB costs 81 EUR.

The **total amount of 265.64 EUR*** is to be paid into the HU account below.

All other programme exchange students (e.g. scholarship holders with foreign scholarships or German industry scholarships) must pay an additional matriculation fee of 50 EUR*; and the total amount then comes to **315.64 EUR***.

Please transfer the amount in advance into the HU account, providing the following information in the purpose of payment field (*Verwendungszweck*): your name (as it appears in your passport!), matriculation number (see letter of confirmation) and the semester.

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

Humboldt University bank account:

Bank	Berliner Bank Niederlassung Deutsche Bank PGK AG
Purpose of payment (<i>Verwendungszweck</i>)	Imma SS 2019 Matrikelnr.: _____ (= <i>matriculation number</i>), Surname, first name
IBAN	DE14 1007 0848 0512 6206 04
BIC/SWIFT	DEUTDEDB110

During the matriculation period, it is also possible in exceptional cases to pay the fees in cash (free of service charge) or with a European debit card at the cashier's office of the HU. You can pick up a payment form during matriculation (for date and time of matriculation, please refer to your letter of invitation).

* Date: December 2018. Subject to 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 costs of living and studying in Berlin. The cost of living is estimated to be a minimum of 720 EUR per month, which they must be able to prove.

The following are considered proof of financial resources:

- Certificate of scholarship from HU or from your home university, *or*
- Certificate of scholarship from other organisations or foundations, *or*
- Written declaration from your parents or parent, that you receive sufficient monthly financial support. Please include a copy of the sponsor's passport.

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

5. Matriculation (Enrolment)

All programme exchange students are matriculated through the HU International Office.

The following documents are required for matriculation:

- **Proof of registration from the Local Registration Office** (see point 1)
- **Proof of health insurance coverage** (see point 2)
- **Identity card or passport (if applicable, with a valid student visa)**

No visa is needed to enter Germany for study purposes for citizens from EU countries, as well as from EEA countries Iceland, Liechtenstein and Norway, from Switzerland and countries according to §41: Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, South Korea and the USA. Nevertheless please note the information provided above about freedom of movement and the residence permit (see point 6).



All other citizens must have a valid **visa** for entry. If you are staying in Germany for less than 12 months, we recommend that you apply for a D-Visa for the entire intended (!) period of your stay with reference to article 18 section 2 SDÜ for all Schengen states. In this case, you do not have to apply for a residence permit in Berlin. [This procedure may also be useful for students who are allowed to enter Germany without a visa, but who would have to apply for a residence permit once in Berlin.]

- **Proof of payment of the standard fees and dues** (see point 3)

After successful matriculation, you will receive further information on how to create your Campus Card (through your HU account and AGNES). We recommend that you have your **Campus Card issued with a passport photo** so that your semester ticket (in the case of ticket inspection) is viable even without additional photo identification.

The **HU account** is required for the use of any electronic services of Humboldt-Universität. This account has a username and password. All students automatically receive a HU account along with their matriculation. The account must be activated through the following link: <http://amor.cms.hu-berlin.de>

6. Residence permit

EU citizens as well as students from Iceland, Norway and Liechtenstein do not require a residence permit. They enjoy the right of free movement. *Swiss citizens* enjoy a similar right of free movement, but need to apply for a residence permit (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners' Registration Office. All other international students, so called *Drittstaatler*, have to apply for a residence permit.

The residence permit must be applied for at the Berlin Foreigners' Registration Office. As a HU student, you can apply for your residence permit through the HU Visa Service. This way, you can save yourself the trip to the Foreigners' Registration Office. You must have a valid residence permit within three months of arrival. Please also take the waiting times into consideration.

Students who already have a visa for the entirety of their stay do not need to go to the Berlin Foreigners' Registration Office.

HU Visa Service

Our student Visa Service can help you apply for a residence permit during the matriculation period and we are happy to give you advice and support. If you wish, the Visa Service can take your application to the Foreigners' Registration Office for you and pick it up again afterwards.



You can find the Visa Service **during the matriculation period**, open daily from 13:00–16:00 in room 1071, just a few steps from Orbis.

During the semester we offer regular opening hours. Current information can be found on our website.

E-mail: visaservice@hu-berlin.de

More information: hu.berlin/orbis-visa-en

To apply for a residence permit you need:

- Passport
- 1 current biometric passport photo, please see: www.bundesdruckerei.de/sites/default/files/fotomustertafel_72dpi.pdf
- Matriculation certificate
- Proof of registration from the Local Registration Office (see point 1)
- Proof of health insurance (see point 2)
- Proof of financial resources in German or English (see point 4)
- Application for a residence permit, form available at www.berlin.de/formularserver/formular.php?72301
Please complete the application form legibly!

Issuance of a residence permit carries a *mandatory fee*. The basic principle is: those who are funded by public (German) means are exempt from these fees. All other students pay 56 EUR for the first residence permit (*adhesive label*).

We strongly recommend you use the HU Visa Service.

However, if you wish to go to the Foreigners' Registration Office yourself, you should make an appointment *online and in advance* (it is advisable to do this from your home country, as there are long waiting times for appointments):

www.berlin.de/labo/willkommen-in-berlin/termine.