

## INFORMATION FOR INTERNATIONAL STUDENTS IN PROGRAMMES SUMMER SEMESTER 2017

**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 through the following information carefully. Attentiveness to the tips and details listed here will allow for a smooth start to your studies in Berlin:**

### 1. Registering at the Local Registration Office

It is very important that you have a permanent residence in Berlin. That means you either have a room (in a hall of residence or 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 citizen of Berlin. Only by registering with your main residence (*fester Wohnsitz*) will you be able to matriculate at 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 bei der Meldebehörde“ (PDF)**

[www.berlin.de/formularserver/formular.php?52009](http://www.berlin.de/formularserver/formular.php?52009)

Fill out the registration form and have the registration form signed by your landlord. If you live in a dormitory, the management will sign the form.

**3. Confirmation of arrival from landlord**

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

[www.berlin.de/formularserver/formular.php?402544](http://www.berlin.de/formularserver/formular.php?402544).

As it is sometimes difficult to get an appointment at the **Local Registration Offices**, we have organised one in the main university building for the following times: **Thursday, on 30.03., 6.04., and 27.04. between 10:00 and 16:00.** Please make sure to reserve an appointment via the International Club "Orbis Humboldtianus", either in person starting 27.03. in room 2095A (open daily) or via E-Mail starting 21.03. at [orbis@hu-berlin.de](mailto:orbis@hu-berlin.de). 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 (*Anmeldebestätigung*) for matriculation directly during your appointment!**

If you wish to personally go to the Local Registration Office, make sure to book an appointment in advance **online:** <https://service.berlin.de/dienstleistung/120686>.

You can go to any of the 40 Local Registration Offices to register, no matter where you live. The addresses and opening hours can be found at <http://service.berlin.de/buergerberatung-aemter>

Please keep your registration form on file, you will need it for several purposes, such as the opening of a bank account. Please remember that you must also deregister (*Abmeldung*) at the end of your stay in Berlin: <https://service.berlin.de/dienstleistung/120335>

## Staying in Germany/Free Movement

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

The residence permit is to be applied for at the Berlin Foreigners' Registration Office. All international students of HU Berlin may, however, use the Visa Service in order to save themselves the trip to the Berlin Foreigners' Registration Office (see point 6).

## 2. Health Insurance and other insurances

In order to matriculate, you need to show proof of your current health insurance coverage. During the matriculation period, representatives of public health insurance companies (AOK, BARMER, DAK or TK) will be present to answer any questions. You can also contact the students' advisors before leaving home. **If you do not yet have adequate health insurance, you can purchase a German insurance policy.**

<p><b>AOK Nordost</b>            Peter Kurowski            Tel.: (0800) 265 08 02 46 33 *            Tel.: (+49 331) 227 22 46 40            E-Mail: <a href="mailto:peter.kurowski@nordost.aok.de">peter.kurowski@nordost.aok.de</a></p>	<p><b>BARMER</b>            Martin Nienkarken            Tel.: (0800) 333004 101389 *            E-Mail: <a href="mailto:martin.nienkarken@barmer.de">martin.nienkarken@barmer.de</a></p>
<p><b>DAK Gesundheit</b>            Thomas Illhardt            Tel.: (+49 30) 992 89 09-19 03            E-Mail: <a href="mailto:thomas.illhardt@dak.de">thomas.illhardt@dak.de</a></p>	<p><b>TK Berlin</b>            Lutz Matuschke            Tel.: (+49 30) 400 44-86 60            E-Mail: <a href="mailto:lutz.matuschke@tk.de">lutz.matuschke@tk.de</a></p>

\* Free of charge in Germany

Further information regarding health insurance:

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

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

Students with similar social security agreement certifications, such as T/A11 (Turkey), B/H6 (Bosnia-Herzegovina) or others also have to register with one of the German insurance companies.

## B. International students with private health insurance

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

Please consider carefully that once an arrangement for exemption from mandatory German health insurance has been made, later admission to any public health insurance provider in Germany is not possible during your stay as a student. *We strongly recommend that you enrol in 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 health insurance policy with a health insurance provider of their choice. In order to simplify the transaction, we advise you to enrol in a health insurance policy with a German mandatory health insurance provider (*gesetzliche Krankenversicherung*). When processing your application for a visa, the German embassy often needs proof of valid health insurance coverage. *You may contact AOK, BARMER, DAK or TK from your home country to finalise a contract before entering Germany (see above for contact information).* This way, you can save on additional costs that would be associated with travel health insurance.

Currently, the monthly fee for students is about 90 EUR for coverage from all German mandatory health insurance providers. The fee is composed of a premium for health insurance and nursing care insurance. Additional costs depend on the different insurance providers.

## Important Information

In the time prior to the beginning of the semester, 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). You should consider securing travel insurance in the time period before your departure up until your matriculation.

Upon matriculation in the summer semester, you will receive student status starting 1<sup>st</sup> April 2017. 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://publikation.dguv.de/dguv/pdf/10002/si-8083.pdf>

Because accident insurance for activities unaffiliated with the university is not provided through the university's policy, you should consider enrolling in an additional accident insurance policy.

In general, we 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](http://www.tarifini.de/privathaftpflicht-studenten).

### 3. Payment of standard fees and dues

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

#### 1. Semester contribution for the *Studierendenschaft* (8.50 EUR\*)

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

#### 2. Semester contribution for the *Studierendenwerk* (54.09 EUR\*)

All students are required to pay a semester contribution for the student welfare 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 this ticket. You will receive the semester ticket along with your student ID card. The ticket allows you to travel by U-Bahn, S-Bahn, buses, trams and ferries in the Berlin area and Potsdam (*Tarifbereich ABC*) and allows you to also take your bike along. In comparison, a monthly ticket alone for zones AB costs 81 EUR.

The **total amount of 264.39 EUR\*** is to be paid to the Humboldt account.

All other programme exchange students (e.g. students completing a compulsory semester, scholarship holders with foreign scholarships or German industry scholarships) must pay in addition a matriculation fee of 50 EUR\*, which comes to a total amount of **314.39 EUR\***.

**Please transfer the amount** in advance and present the proof of payment (account statement) upon matriculation. Please transfer the amount with your name (as it appears in your passport), matriculation number (see letter of confirmation for programme exchange students) and semester as the purpose (*Verwendungszweck*).

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

#### Humboldt bank account:

Bank	Berliner Bank Niederlassung der Deutsche Bank PGK AG
Purpose ( <i>Verwendungszweck</i> ):	Imma SS 2017, Einschreib-Nr.: _____ (= <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 make the contribution in cash (free of charge) or to pay with your EC card (European debit card) at the cashier's office of Humboldt-Universität. You can pick up a payment form at the administration desks (please see date and time of matriculation in your letter of invitation).

\* Date: February 2017. Subject to possible change.

## 4. Proof of financial resources

When applying for a residence permit, students from non-EU countries must present proof of sufficient financial resources to cover their costs of living in Berlin. The cost of living amounts to approx. 720 EUR per month. The following are considered as proof of financial resources:

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

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

## 5. Registration | Matriculation

All programme exchange students (*Programmstudierende*) are matriculated at the Humboldt International Office.

The following documents are required for matriculation:

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

If you are staying in Germany for less than 12 months, the German visa department in your home country may be asked to issue a D-Visa, valid for all Schengen states for the *entire intended (!)* period of your stay with reference to Article 18 Section 2 SDÜ. In this case, no residence permit is required during your stay in Berlin. This procedure may also be useful for students who are being allowed to enter Germany without a visa, and who will have to apply for a residence permit once in Berlin.

**No entry visa** is needed for students from EU countries, as well as from EEA countries Iceland, Liechtenstein, 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).

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

After successful matriculation, you will receive your student identity card including the semester ticket. With this card, you can register in the university's libraries and set up an E-Mail account at HU (you will receive further information on this from us during matriculation).

The HU Account is the requirement for use of electronic services of Humboldt-Universität zu Berlin. This account has a username and password. All students of HU Berlin automatically receive a HU Account along with their matriculation. The account must be activated online with the PIN on the student identity card.

You can activate your HU Account and get information regarding further services through the following link:

<http://amor.cms.hu-berlin.de>

## 6. Residence Permit

EU citizens, students from Iceland, Norway, and Liechtenstein do not require a residence permit. They enjoy the right of free movement. *Swiss citizens* enjoy a similar right of free movement, but need to apply for a residence permit (*Aufenthaltserlaubnis-Schweiz*) from the Foreigners' Registration Office. All other international students, 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 have the possibility of applying for your residence permit through the HU Visa Service. This way, you can save yourself the trip to the Foreigners' Registration Office (see below). You must have a valid residence permit within three months of arrival. Please 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 is happy to give you advice and support as well as they can. If you like, the Visa Service can bring your application to the Foreigners' Registration Office for you and pick it up again afterwards.

**During the matriculation period, the Visa Service is open daily from 10:00–16:00.**

Opening hours during the semester, room 1071:

Tuesdays 11:00 – 13:00

Thursdays 13:00 – 15:00

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

More information: [www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/visaservice](http://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/visaservice)

### To apply for a residence permit you need:

- Passport
- Confirmation of admission to exchange programme studies
- 2 current biometric passport photo, please see: [www.bundesdruckerei.de/sites/default/files/fotomustertafel\\_72dpi.pdf](http://www.bundesdruckerei.de/sites/default/files/fotomustertafel_72dpi.pdf)
- Proof of registration from the Local Registration Office - *Bürgeramt* (see point 1)
- Proof of health insurance (see point 2)
- Proof of financial resources in German or English, if applicable (see point 4)
- Application for a residence permit, form available from us or at [www.berlin.de/formularserver/formular.php?72301](http://www.berlin.de/formularserver/formular.php?72301)  
Please complete the application form legibly!

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

### We strongly recommend the use of the HU Visa Service.

However, if you wish to go to the Foreigners' Registration Office on your own, 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](http://www.berlin.de/labo/willkommen-in-berlin/termine).



## Ausländerbehörde

Keplerstraße 2, 10589 Berlin

### Opening hours:

Mon, Tue 07:00 – 14:00

Thu 10:00 – 18:00

## 7. Other helpful information

- **Summer Semester 2017:**

Semester period: 01.04.2017 – 3.09.2017

Lecture period: 18.04.2017 – 22.07.2017

**Holidays:** 01.05., 25.05., 05.06.2017

- **Introductory seminars and lectures:**

Many institutes and faculties offer an introduction to new students (often called 'Erstis', short for *Erstsemester*) and ERASMUS students in the **orientation week from 10.-14. April 2017**. Please check the websites for up to date information!

[www.hu-berlin.de/de/studierende/veranstaltungen/orientierungsveranstaltungen-der-fakultaeten-und-institute](http://www.hu-berlin.de/de/studierende/veranstaltungen/orientierungsveranstaltungen-der-fakultaeten-und-institute)

- **International Office: Orientation event for all international students Tuesday, 11 April 2017, 13:00**

Location: Emil Fischer-Hörsaal, Hessische Straße 1-2, 10115 Berlin

(The lecture hall is directly next to the Mensa Nord, 25 minutes by foot from the university main building, or by taking the U6 to 'Naturkundemuseum'.)

We highly recommend you to participate in this event.

- **The International Club "Orbis Humboldtianus"** is happy to be there for you with a wide range of information and offers. Come by and visit us:

[www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek](http://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek)

We have a **Facebook Group for the Summer Semester 2017**, which is moderated by the Orbis Team. In the group you can discuss diverse topics and find answers to many questions, even before you leave for Berlin:

[www.facebook.com/groups/HU.Berlin.International.2017](http://www.facebook.com/groups/HU.Berlin.International.2017)

**Mentoring Programme 'studis4studis'** (registration required):

[www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/studis4studis](http://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/studis4studis)

- **Guide for International Students:**

[www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser](http://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser)

- **Intercultural trainings and study orientation "Get Ready for Studying in Germany!"** to help you with the start of studies (registration required):

[hu.berlin/famos-interkulturell-en](http://hu.berlin/famos-interkulturell-en)

- **Registration for courses, course catalogue on AGNES:**

For some courses it is necessary to register *directly online* to obtain a spot. In order to register, you need your HU Account, which you will be able to activate after successful matriculation (see point 5). Even if your HU Account is not yet activated, you can still go to the complete online version of the course catalogue and mark courses that you would like to take. This facilitates the making of your class schedule (*Stundenplan*). Please note the following deadlines online:  
<http://agnes.hu-berlin.de>

- You can find information about the **Commented course catalogue of the faculties (KVV)** online: [www.hu-berlin.de/studium/beratung/vorlverz.html](http://www.hu-berlin.de/studium/beratung/vorlverz.html)
- **The university's homepage:** [www.hu-berlin.de](http://www.hu-berlin.de)

### **Accommodation in student halls of residence**

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

Arrival at your hall of residence:

Monday – Thursday                      09:00 – 14:00

Friday                                        09:00 – 13:00

Tutors in the student halls of residence will support you: [www.studentenwerk-berlin.de/wohnen/studentische\\_wohnanlagen/wohnheimtutoren/index.html](http://www.studentenwerk-berlin.de/wohnen/studentische_wohnanlagen/wohnheimtutoren/index.html)

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

In case you have arranged a room through the allotment of Humboldt-Universität, please communicate your time of arrival to the housing administration!

### **German language courses in the Language Centre during the semester**

An application for language courses can be completed online on the website of the Language Centre (*Sprachenzentrum*) [www.sprachenzentrum.hu-berlin.de](http://www.sprachenzentrum.hu-berlin.de) by using your matriculation number (see letter of confirmation for programme exchange students at HU). You may register for a German language class level *Mittelstufe 1* or above (if required also for beginners or bridging classes). Please note the deadlines for registration.