INFORMATION FOR INTERNATIONAL STUDENTS
IN (EXCHANGE) PROGRAMMES
SUMMER SEMESTER 2018

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 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 bei der Meldebehörde" (PDF)
   www.berlin.de/formularserver/formular.php?402608
   Fill out the registration form and sign it. The English translation of the form may help you: http://berlinfo.com/images/anmeld.gif
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 have organised a mobile registration office in the main university building on Tuesday, 20.03., 10.04. and 24.04.2018 from 9:30-15:30. Please make sure to reserve an appointment via the International Club “Orbis Humboldtianus”, either via e-mail, at orbis@hu-berlin.de or in person (as of 26.03.), in room 1068 (open daily from 10:00-16:00), or. 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!
If you wish to go personally to the Local Registration Office, make sure to book an appointment in advance online: [https://service.berlin.de/dienstleistung/120686](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](http://service.berlin.de/buergerberatung-aemter).

Please keep your original 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](https://service.berlin.de/dienstleistung/120335)) at the end of your stay in Berlin.

**Free Movement**

Students from EU nations, 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](https://service.berlin.de/dienstleistung/120335)) from the Foreigners’ Registration Office. All other students, so-called Drittstaatler, need to apply for a residence permit (see point 6).

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**2. Health Insurance and Other Forms of Insurance**

In order to matriculate, you need to show proof of your current health insurance coverage.

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 public German health insurance company (**gesetzliche Krankenkasse**) of their choice (e.g. AOK, BARMER, DAK or TK, as mentioned below) or apply for exemption from public 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 public 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 German health insurance policy (gesetzliche Krankenversicherung) with a 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. You must have German health insurance (gesetzliche Krankenversicherung) by the start of the semester (1.04.). You may contact AOK, BARMER, DAK or TK from your home country to finalise a contract before entering Germany (see below for contact information).

Currently, the monthly fee for students is about 90 EUR for coverage from all German public health insurance providers. 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.

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.

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**BARMER**
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* 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 depart 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 winter semester, you will receive student status starting 1 April 2018. 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](http://publikationen.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 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.tarifi.de/privathaftpflicht-studenten](http://www.tarifi.de/privathaftpflicht-studenten).
3. Payment of Standard Fees and Dues

Students studying at the 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 other dues that have to be paid in order to matriculate:

1. Semester due 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 due 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, ferries, and regional trains of the Deutsche Bahn in the Berlin area and Potsdam (Tarifbereich ABC). The semester ticket also allows you to take your bike along. In comparison, a monthly ticket for just the 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 an additional 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. When you transfer the amount, please provide the following information in the purpose field (Verwendungszweck): your name (as it appears in your passport), matriculation number (see letter of confirmation for programme exchange students), and semester.

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

Humboldt University bank account:

Bank Berliner Bank
Niederlassung der Deutsche Bank PGK AG

Purpose (Verwendungszweck): Imma SS 2018,
Einschreib-Nr.: ________ (= matriculation number)
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 to pay with your EC card (European debit card) at the cashier’s office of the HU. (You can pick up a payment form at the administration desks, please see date and time of matriculation in your letter of invitation.)

* Date: December 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 and studying in Berlin. The cost of living is estimated at minimum to be approx. 720 EUR per month.

The following are considered 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
- Written declaration (preferably notarially certified) of sufficient monthly financial support from your parents. Please include a copy of the sponsor’s passport.

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

5. Matriculation

All programme exchange students (Programmstudierende) are matriculated at the International Office of the HU.

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 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 the 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. 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](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. If you wish, 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 12:00–16:00 in room 1071, near the Orbis.

Regular opening hours during the semester:
- Tuesdays 11:00 – 13:00
- Thursdays 13:00 – 15:00

E-Mail: visaservice@hu-berlin.de
More information: hu.berlin/orbis-visa-en

To apply for a residence permit you need:
- Passport
- Confirmation of admission to exchange programme studies
- 2 current biometric passport photos, please see: 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

Please complete the application form legibly!

Issuance of 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 between 56-100 EUR for the first residence permit (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/lab/willkommen-in-berlin/termine.