

Checklist: Arrival



Now that you have arrived, there are many things to do in order to get you set up in Berlin. You can find further detailed information about each of these tasks on our website.

Should you ever need any assistance, please do not hesitate to contact the Studentenwerk Berlin! We have three InfoPoints where you can get general information on all of the Studentenwerk services and help with your questions. The InfoPoints are located at:

Technische Universität

Hardenbergstr. 34, 10623 Berlin
Tel. (030) 93939-70
info@studentenwerk-berlin.de

Freie Universität

Otto-von-Simson-Str. 26, 14195 Berlin
Tel. (030) 93939-70
info@studentenwerk-berlin.de

Humboldt-Universität

Behrenstr. 40/41, 10117 Berlin
Tel. (030) 93939-70
info@studentenwerk-berlin.de

Accommodation

- If you have not yet found a place to live in Berlin, visit the Studentenwerk's Student Housing Department online at www.studentenwerk-berlin.de. Information is provided about student residence halls, as well as resources for finding a private room or apartment.

Residence Registration

- You must register your local address with the Registration Office (Meldestelle) or the Citizen Administration Office (Bürgeramt) within seven days of moving into your permanent accommodation in Berlin. Your residence hall administration office or your landlord can tell you where to find the closest Registration Office, or you can look it up on www.berlin.de. Upon registration, you will receive your official registration certificate (Anmeldebestätigung). To register, you will need the following documents:
 - Passport
 - Copy of your rental agreement
 - Completed registration form, available from the Registration Office or online at www.berlin.de

Health Insurance

In order to enrol in your classes in Berlin, you will have to prove that you have health insurance!

- Students under the age of 30 and up to their 14th academic semester are eligible for public health insurance in Germany. Students over the age of 30 may take out voluntary health insurance in Germany or insure themselves through a private health insurance provider.
- If you wish to continue the health insurance coverage you have at home, verify with your insurance company that you will be covered in Germany:
 - EU, EEA, and Swiss students insured by the public health insurance company in their home country: apply for a European Health Insurance Card and/or obtain all necessary documents from your insurance provider.
 - Students insured by a private health care company must provide a certificate proving their coverage in Germany.

If you have no health insurance, please contact the international student office of your university or the Social Counselling Department of the Studentenwerk as soon as possible!

Enrolment at your University

You will need to officially enrol at your university in Berlin. Contact your specific institution to find out the exact enrolment deadline and the required documents for enrolment. These documents will likely include:

- Letter of admission from the university
- Passport with visa (if required)
- Proof of valid health insurance Residence registration certificate (Anmeldebestätigung)
- Passport photo
- Possibly original education certificates

Once enrolled, you will receive your registration certificate (Immatrikulationsbestätigungen) and student I.D. card.

Important: you can only enrol in person and before the enrolment deadline!

Semester Ticket

As a student, you can purchase a semester ticket, which is valid for the current semester and which allows you to use the public transportation in Berlin. Most students at Berlin's universities obtain their semester ticket when they register for their courses or from a designated university office or AStA. More information is available from the BVG (www.bvg.de).

- Remember that you must purchase a new ticket at the start of each semester.

MensaCard

If you plan to eat at any of the Studentenwerk dining halls or cafeterias, you will have to get a MensaCard to pay for your food.

- MensaCards can be purchased for 1.55 € at the Mensa and cafeteria cash registers. Money can be added to the cards using the electronic machines located at each dining hall and cafeteria.

Opening a Bank Account

You may wish to open a checking account (Girokonto) at a bank in Berlin. Most banks offer special accounts to students that do not require you to pay an account fee each month. When opening a bank account, you will need to show your:

- Passport
- Residence Registration (Anmeldebestätigung)
- University registration certificate (Immatrikulationsbestätigungen) and student I.D.

Residence Permit

All non-EU citizens must apply for and obtain a residence permit (Aufenthaltserlaubnis) within three months of their arrival in Germany. This is done at the Foreigner Registration Office (Ausländerbehörde).

Friedrich-Krause-Ufer 24, 13353 Berlin

U9 Amrumer Str. / S4 Westhafen / Bus 127, 227, 248

Hours: Mon. 7 am - 2 pm, Tu. 7 am - 2 pm, Th. 10 am - 6 pm

Tel. (030) 90 2690 / Fax (030) 90 26 94 099

E-Mail: abh@labo.berlin.de

You can arrange an appointment online at www.berlin.de. For the appointment you will need to submit at least the following:

- Application form
- Proof of student status (Immatrikulationsbestätigungen and student I.D.)
- Passport and visa (if required) Proof of valid health insurance in Germany
- Residence registration certificate (Anmeldebestätigung)
- Passport photos

Radio & Television License Fees

- If you own a TV or radio in Germany, you will have to pay a license fee to the Gebühreneinzugszentrale (GEZ). The fee can be paid monthly or quarterly:

Radio	5,76 € per month	or 17,28 € for 3 months
TV or TV & Radio	17,98 € per month	or 53,94 € for 3 months

Registration forms are available online at www.gez.de. You can also download the form and mail it by post to:

Gebühreneinzugszentrale (GEZ), 50656 Köln

Service Tel: 018 59995 0100 Mon.- Fr. 7 am-7pm

Service Fax: 018 59995 0105