

Guide through the authorities for international students

Welcome to Freiburg! In order to make the first weeks in Freiburg easier for you, we have prepared a checklist of the necessary administrative procedures.

Important! Students who are not EU-citizens or citizens from Norway, Iceland, Liechtenstein and Switzerland are obligated to apply for a **residence permit** [German: *Aufenthaltstitel*] in order to stay in Germany for study purpose. In this case, either you enter Germany with a visa or you are allowed to enter Germany without a visa but can only stay up to 90 days if you come from certain countries. If the duration of your visa or of 90 days is not enough to cover your study period in Germany, you have to make an **appointment with the Foreigners Authority** [German: *Ausländerbehörde*] to apply for a residence permit. (See **Step 4**)

Since the waiting time for an appointment is often very long, it is best to contact the Foreigners Authority immediately after you arrive in Freiburg.

Step 1: Citizen Service Center

[German: *Bürgerservicezentrum*]

German Registration Law requires all people living in Germany, temporarily or permanently, to register their accommodation at the Citizen Registration Office [German: *Bürgeramt*].

You have to make an appointment for the accommodation registration.

The following documents are required for the registration:

- ❖ Identity card or passport
- ❖ [Certificate of the housing provider](#) (German: *Bescheinigung des Wohnungsgebers*, not equal to rental agreement)
- ❖ If applicable, identity cards of family members: For children who do not have a children's passport, you must present the birth certificate
- ❖ If applicable, original certificate with translation in case of marriage abroad or birth of children abroad
- ❖ If applicable, [questionnaire for the registration of underage children](#)

Please **keep the registration confirmation** [German: *Anmeldebestätigung*] with all your other important documents, as you may need it for many other issues.

More information about the registration in the city [in German]:

<https://www.freiburg.de/pb/-/205332/vbid3818>

Citizen Service center

Bürgerservicezentrum

Appointment required!

Address:

Fehrenbachallee 12, 79106 Freiburg

Service hotline: +49 (0)761 201-0

For an appointment:

[>Here online<](#) or

Phone: +49 (0)761-201-5631

Opening hours

Monday 7:30 am - 4 pm

Tuesday 7:30 am - 6 pm

Wednesday 7:30 am - 6 pm

Thursday 7:30 am - 6 pm

Friday 7:30 am - 12:30 pm

Step 2: Bank

If you are planning on staying longer than a couple of weeks in Germany, you should open a bank account here. With a German bank account, you can for example:

- ❖ withdraw money free of charge from many cash machines in Germany,
- ❖ make payments with debit card,
- ❖ and set up “standing orders” [German: *Dauerauftrag*] for regular payments – like rent, health insurance or telephone bills – which ensures that the money is transferred automatically and on time every month.

Some banks offer a low-cost or free student account:

- ❖ Postbank
Address: Basler Str. 2 or Eisenbahnstr. 58
- ❖ Deutsche Bank
Address: Rotteckring 3
- ❖ Commerzbank
Address: Kaiser-Joseph-Str. 251

If you take a part-time job in Germany, you may need a German account to receive your pay. To open an account in Germany, you usually need to present the following documents:

- Passport or personal identification card,
- Student ID or certificate of enrollment [German: *Immatrikulationsbescheinigung* or *Studienbescheinigung*] or admission letter from your university,
- Registration confirmation from the Citizen Registration Office (see [step 1](#)),
- and eventually visa for Germany or residence permit from Foreigners Authority.

You can find more information about bank account in Germany here:

https://www.study-in-germany.de/en/plan-your-stay/money-and-costs/money-and-bank-accounts_27017.php

Step 3: Health Insurance

All students in Germany are required to take out health insurance. We recommend statutory health insurance which grants students a discounted rate until they reach 30 years of age.

The statutory health insurance covers visits to general practitioners and physicians as well as prescribed medication. Some services or medications may require a small additional contribution. Please note: This insurance does not cover the costs of cosmetic dentistry. The contribution for the statutory health and long-term care insurance for students is currently about 110 euros per month.

Social Counselling SWFR

Address:

Basler Str. 2, 79100 Freiburg

Phone:

+49 (0)761 2101-233

Email:

sozialberatung@swfr.de

Public consulting hours

Monday and Tuesday 9 am - 12 pm

Thursday 13:30 pm - 4 pm

For the matriculation of the university, students have to acquire a health insurance or a

confirmation of exemption from compulsory insurance (e.g. for students with EHIC - "European Health Insurance Card").

You can find more information about the health insurance and the exemption [>here<](#). Or you can contact the Social Counselling of SWFR for advices.

Address of the statutory insurance companies in Freiburg			
<p><u>AOK</u></p> <p>Address: Sedanstr. 4 (direct beside the Service Center Studium of the University Freiburg)</p>	<p><u>TK</u></p> <p>Address: Bertoldstr. 48 (between City Theater and Central Railway Station)</p>	<p><u>DAK</u></p> <p>Address: Basler Str. 61</p>	<p><u>BARMER GEK</u></p> <p>Address: Heinrich-von-Stephan-Str. 5 (Hölderle-Carré)</p>

Step 4: Foreigners Authority

[German: *Ausländerbehörde*]

Students who are not EU-citizens or citizens from Norway, Iceland, Liechtenstein and Switzerland are obligated to apply for a **residence permit** [German: *Aufenthaltstitel*] in order to stay in Germany for study purpose. In this case, either you enter Germany with a visa; or you are allowed to enter Germany without a visa but can only stay up to 90 days if you come from certain countries. If the duration of your visa or of 90 days is not enough to cover your study period in Germany, you have to **apply for a residence permit at the Foreigners Authority** [German: *Ausländerbehörde*].

You need to make an appointment in advance in order to submit the application for the residence permit.

Please bring:

- ❖ Passport (if necessary, with a visa)
- ❖ Proof of Financial Resources [German: *Finanzierungsnachweis*]
- ❖ Confirmation of Registration (German: *Anmeldebestätigung*, see [step 1](#))
- ❖ Letter of admission [German: *Zulassungsbescheid*] or matriculation letter [German: *Immatrikulationsbescheinigung* or *Studienbescheinigung*]

Foreigners Authority Freiburg City *Ausländerbehörde Stadt Freiburg*

Appointment required!

Address:

Berliner Allee 1, 79114 Freiburg

Service hotline: +49 (0)761 201-6470
(available during the opening hours)

Opening hours:

Monday	7:30 am - 4 pm
Tuesday	1 pm - 4 pm
Wednesday	7:30 am - 5:30 pm
Thursday	7:30 am - 12:30 pm
Friday	7:30 am - 12:30 pm

Email for general questions:

Auslaenderbehoerde@stadt.freiburg.de

Email for appointment:

ABH-Termine@stadt.freiburg.de

- ❖ Proof of health insurance (see **step 3**)
- ❖ 1 biometric passport photo
- ❖ Costs: 100 € for a residence permit of one year (Students with scholarship of a German foundation are exempted from the contributions.)

Step 5: Enrollment

Enrollment takes place at the student registry offices of the respective universities.

The following documents are usually required:

- ❖ Letter of admission
- ❖ Passport (if applicable, with visa for students) or identity card (for students from EU countries, Iceland, Liechtenstein, Norway and Switzerland)
- ❖ Application for matriculation
- ❖ Certification of health insurance of a German insurance company or a confirmation of exemption from German insurance (see **step 3**)
- ❖ 1 biometric passport photo
- ❖ Semester fee (if applicable, with tuition fee for international students*)
- ❖ If you have studied at another German university before, you also need a certificate of de-registration from your former German university.

*Please note: Since winter semester 2017/18, **students from non-EU countries** in Baden-Württemberg pay a **tuition fee of € 1,500 per semester** to their university. Please contact your university for further information.

Step 6: SemesterTicket

Now you can buy the SemesterTicket. The ticket costs 89 € per semester (6 months). It is valid in the RVF public transport system for all trams, busses and trains for the second class. The RVF region includes:

- ❖ Freiburg city
- ❖ administrative district [German: *Landkreis*] Breisgau-Hochschwarzwald
- ❖ administrative district Emmendingen

How to buy a SemesterTicket?

There are different ways for different universities in Freiburg. You can find more information about the Semester Ticket [>here<](#) on the website of the RVF.

The semester ticket is non-transferable, and you are not allowed to take another person with you free of charge with this ticket. It is not possible to exchange or refund the ticket.

Step 7: You made it 😊

If you have any questions or if you wish to have more information, do not hesitate to contact us. We are glad to help you further.