

Administrative regulations for international students: checklist

Welcome to Freiburg! We wish you a pleasant stay in our city. In order to simplify your first weeks in Freiburg in the summer term 2020 we have made you a checklist with all the obligatory administrative regulations that have to be fulfilled.

Important: students that are not EU-citizens, Norwegian, Icelander or citizens from Liechtenstein should immediately after their arrival make an appointment with the Foreigners' Registration Office (Amt für Migration und Integration) to apply for the "electronic residence permit" ("Elektronischer Aufenthaltstitel"). Please call the service-phone number 0761/201-6470 (Monday 7.30 a.m. -4.00 p.m, Tuesday;Thursday and Friday: 7.30 a.m. – 12.30 a.m. Wednesday 7.30 a.m. – 5.30 p.m.) or write an email to make an appointment ami@stadt.freiburg.de

Step 1: RESIDENTS' REGISTRATION OFFICE // EINWOHNERMELDEAMT

Address: Fehrenbachallee 12, phone number: 0761 / 201-0

Online application for an appointment [here](#)

There you will have to **register your residence by the authorities.**

If you are EU-citizen you'll receive your student residence permit (Aufenthaltserlaubnis zum Studium) already here.

Please bring:

- Confirmation of room-reservation or tenancy agreement of Studierendenwerk or landlord
- Passport (if necessary with visa) or your identity card (EU-Countries)

You'll receive a Certificate of Registration "Meldebestätigung" which you will need for the Foreigners' Registration Office (step 4) and for further contact with the "Student social services / Studierendenwerk" or your landlord.

Step 2: BANK

Now you have to choose a bank.

Some banks offer a cheap student-account or for free:

- Postbank (Basler Str. 2/ Eisenbahnstr. 58)
- Deutsche Bank (Rotteckring 3 und Kaiser-Joseph-Straße 262)
- Commerzbank (Kaiser-Joseph-Straße 251)

Things to do at the bank: **Open an account**

Please bring:

- Passport or identity card (EU)

- Letter of admission (Zulassungsbescheid)
- Confirmation of the Residence Registration Office (from step 1)

Step 3: HEALTH INSURANCE

All students are entitled to compulsory statutory health insurance cover until the maximum age of 30. Apart from a minor personal contribution which you must pay, this health insurance covers medical fees for doctor visits, hospital expenses, and any prescribed medication. The student rates for statutory health insurance currently amount to 105,43 € each month. If you are more than 23 years old and without children, the student rate is 107,29 € each month. This amount already includes the premium for nursing care insurance (*Pflegeversicherung*) which has been introduced in Germany. If you are older than 30 years of age on the date of arrival in Germany, you are strongly advised to insure yourself at a private health insurance company, since medical fees and hospital expenses are very high in Germany having said that Germany has a compulsory insurance. For all questions about health insurance, please contact the social counselling of the Studierendenwerk or any other public health insurance company of your choice (AOK, BARMER, Techniker Krankenkasse etc.).

The 3th step has three options:

1. Acquiring health insurance from a German insurance company

Please bring:

- Your passport or Identity Card
- Letter of admission
- Bank account documents (see step 2)

2. Confirmation of your exemption from insurance if you have the EHIC or the form E128

Students from EU must present their “European Health Insurance Card” EHIC to a German public health insurance company (for example to the AOK or the Techniker Krankenkasse), than they will get a certificate which shows that they are exempted from compulsory insurance.

Students from Bosnien-Herzegowina, Island, Israel, Kroatien, Liechtenstein, Marokko, Mazedonien, Norwegen, Schweiz, Serbien, Montenegro, Türkei and Tunesien, which have the form E128 or the like from the health insurance company of their country must go to a German public health insurance company and must present proof that they are sufficiently insured in their country of origin. After that they will get a certificate that shows that they are exempted from compulsory insurance. The certificate must be shown for the Registration at the University.

Please bring:

- European Health Insurance Card or Form E128 or the like as your proof of insurance
- Identity card / Passport
- Letter of Admission (Zulassungsbescheid)

3. Confirmation of your exemption from insurance

If you have a student’s health insurance of your country, you must go to a German public health insurance company and must present proof that you are sufficiently insured in your country of origin. A travellers health insurance is not sufficient!

Please bring:

- Proof of insurance in your home country (in a German translation)
- Passport
- Letter of Admission

Adresses of health insurance companies:

- ▶ AOK – Die Gesundheitskasse (AOK), service center for students, Sedanstraße 4(next to the Registration Offices of the University of Freiburg)
- ▶ Techniker-Krankenkasse (TK), Bertoldstraße 48 (between theater and main station)
- ▶ Deutsche Angestellten-Krankenkasse (DAK), Engelbergerstrasse 19
- ▶ BARMER GEK, Heinrich-von-Stephan-Straße 5 (Hölderle-Careé)

Step 4: FOREIGNER'S REGISTRATION OFFICE // AUSLÄNDERBEHÖRDE

EU-citizens, Norwegian, Icelander and citizens from Liechtenstein have not to do step 4! Please go to step 5. If you are an international student of another country you have to apply for the **“electronic residence permit” (“Elektronischer Aufenthaltstitel”)**. You must make an appointment at the service-desk of the foreigners’ registration office. You can also make an appointment by phone, please call the service-phone number 0761/201-6470 from Monday 7.30 a.m. -4.00 p.m, Tuesday; Thursday and Friday: 7.30 a.m. – 12.30 a.m. Wednesday 7.30 a.m. – 5.30 p.m.)

Address: Berliner Allee 1,

Opening hours of the service-desk:

Monday, Tuesday and Friday: 7.30 a.m. – 12.30 a.m.

Wednesday 7.30 a.m. – 5.30 p.m.,

Thursday 7.30 a.m. -4.00 p.m.

Please bring:

- Passport (with a visa if necessary)
- Proof of Financial Resources (Finanzierungsnachweis)
- Confirmation of Registration (“Anmeldebestätigung” from step 1)
- Letter of Admission
- Proof of health insurance (from step 3)
- 1 passport photograph
- The amount of the fee for one year of electronic residence permit is 100,00 €
- Students with scholarship of a German foundation are exempted from contributions

Important: students that applied for the “electronic residence permit” (“Elektronischer Aufenthaltstitel”) normally have to wait until they get it. Nevertheless you can register at the University if your Passport and Visa is valid.

Step 5: REGISTRATION AT THE UNIVERSITY// IMMATRIKULATION

Now you have to pay administrative and student activity fees as well as a student government fee to the amount of 155 euros when you matriculate (short-term students: 148 euros) at the cash desk of your university (for the university: Rektorat/Fahnenbergplatz) and then register at International Admissions and Services (Uni Freiburg: Service Center Studium, Sedanstr.6) of your respective university. Erasmus students and students who are participating in an exchange program coordinated by the International Office pay 78 euros per semester.

Please consider: The state government of Baden-Württemberg has introduced tuition fees of 1.500 € per term. This affects all students, who are not citizens of the EU, Norway, Iceland or Liechtenstein and start their bachelor-, master- or state-examination studies. Affected students will therefore receive a separate request of payment (“Gebührenbescheid”) with their approval notification and need to pay 1.665 € per term (including administration fees).

How can you pay the fees?

You can pay with an EC card from a German Bank account (Girocard) directly when you matriculate. (for university students: Service Center Studium, Sedanstr.6)

Monday till Wednesday: 7.30 a.m. – 12.00 a.m.,
Thursday: 7.30 a.m. – 12.00 a.m. & 2 p.m. – 4 p.m.

Please bring:

- Letter of Admission,
- Passport (with visa for students) or identity card (EU),
- Confirmation that you have applied for a residence permit (step 4)
- Certification of health insurance of a German insurance company or a confirmation of being exempted from German insurance (step 3)
- Deposit receipt of the registration fee or cash card! Payment is not possible with a credit card
- If you have studied at another German university before, please bring the record of your former studies including a note of exmatrikulation

Step 6: SEMESTERTICKET

And now you can buy the “[Semesterticket](#)”: The offer is designed for students of the following universities and colleges: Albert-Ludwigs-Universität, Pädagogische Hochschule, Hochschule für Musik, Katholische Hochschule für Sozialwesen and Evangelische Hochschule für Sozialwesen. The ticket price is only 94,00 € per semester. It is valid during the time of one semester (including semester holidays), i.e. full 6 months. The ticket is accepted throughout the RVF-system: Stadt Freiburg, Landkreis Breisgau-Hochschwarzwald and Landkreis Emmendingen for all trams, busses and trains, for second class only. The “Semesterticket” is not transferable; there is no regulation for giving someone a lift and, unfortunately, no possibility of exchange and refund. **From 1.10.2018** new verification regulations are in place for students who are in possession of the University of Freiburg’s new UniCard: If those students register and purchase their SemesterTicket through [vag-onlineticket.de](#), they may use any official photo ID for future ticket inspections.

Please bring:

- “Studienbuch” or “Studicard” (from step 5)
- 94,00 €

You can buy the Semesterticket at the **VAG-pluspunkt** near the Bertoldsbrunnen (Salzstraße), in the SBG-KundenCenter at the main station and in all DB travel centres or at the DB ticket automat – just enter your current matriculation number.

Congratulations! You’ve made it!!!

Take a deep breath first and then we’ll have some more tips for you.

**If you need more information or have some questions,
just contact us:**

Sozialberatung

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(status of the document: summer term 2020)