

The AMD logo, consisting of the lowercase letters 'amd' in a white, lowercase, sans-serif font, centered on a solid red square background.The logo for Hochschule Fresenius, featuring a white circular icon with a stylized 'S' shape inside, followed by the text 'HOCHSCHULE FRESENIUS' in a bold, uppercase, sans-serif font, and 'UNIVERSITY OF APPLIED SCIENCES' in a smaller, uppercase, sans-serif font below it, all on a blue background.

**WELCOME  
TO GERMANY!**

Dear international students,

We are very much looking forward to welcoming you at Hochschule Fresenius soon! In order to make your arrival as smooth as possible, we would like to point out a few things that need to be taken care of after your arrival in Germany. Of course, there are plenty of things to do but these are the essential ones. We hope that this short overview helps you navigating through German bureaucracy in the initial days. Please make sure to contact us, should you need any help or support in these matters!

Take care and see you soon!

Your International Office

[international@hs-fresenius.de](mailto:international@hs-fresenius.de)

# 1. HEALTH INSURANCE

Health insurance is mandatory in Germany. For visa purposes, you will need to provide proof of travel health insurance for the initial months of your stay. **Once in Germany**, you must register with a German health insurance company. Travel insurance is not sufficient to enroll at a German university. If you haven't done so before coming to Germany, this is one of the first things you should do after your arrival.

## HOW TO GET HEALTH INSURANCE

Most people in Germany (around 88%) are insured with a public health insurance company. There are about 100 different public health insurance companies. The basic coverage (treatment for illness, treatment after accidents and certain medications) are the same. The costs for health insurance are around 110€ per month. You can usually sign up with a health insurance company via their website. We have a cooperation with Techniker Krankenkasse (TK). If you would like to join them, simply write an email to Lea Thau (lea.thau@tk.de) or check [www.tk.de/en](http://www.tk.de/en).

## WHAT DOCUMENTS DO YOU NEED FOR MATRICULATION?

For your matriculation you will need to hand in a document confirming your health insurance membership. Your health insurance card is not sufficient. Simply ask your health insurance provider and they will provide you with the document.

## HEALTH INSURANCE FOR CITIZENS OF AN EU MEMBER STATE

If you have an EHIC (European Health Insurance Card), you don't necessary need German health insurance to matriculate yourself at a German university. However, be aware that you need German health insurance in case you would like to work next to your studies.

**FOR MATRICULATION:** You will still need a special document for enrollment, a proof of exemption from having a mandatory German health insurance. This document is entitled "*Zur Vorlage an einer Hochschule*". Please contact Lea Thau (lea.thau@tk.de) regarding this. She will gladly provide you such a document.



## 2. CITY REGISTRATION (*ANMELDUNG*)

After moving into an apartment in Berlin, you need to register your new address with the city within **14 days**.

You will receive a confirmation of registration (*Meldebestätigung*) that you may need for other inquiries (application for residence permit, opening of a bank account etc.)

### WHERE TO REGISTER:

You can register at **all registration offices (*Bürgeramt*) in Berlin**.

You can ask for an appointment **online**:

<https://service.berlin.de/dienstleistung/120686/>.

If you scroll down, you find the registration offices sorted by district. Click on "**Termin buchen**" and you will be forwarded to an overview of possible dates. The dates highlighted in blue are available, days highlighted in red are fully booked and for white highlighted days no dates are released for booking yet.

You don't have to go to the registration office in your district. Choose "**Termin berlinweit suchen**" on the start page (which means search date Berlin wide).

You can also ask for an appointment by **phone**: +49 (0)30 115.

Check the page regularly for dates, the page is always updated and new dates are added. Experience shows that you get an appointment faster when you **call**.

### WHAT YOU NEED FOR THAT

- Proof of identity (ID card, passport etc.)
- Registration form (*Anmeldeformular*) – to be found as download on the site of the city of Berlin: <https://service.berlin.de/dienstleistung/120686/> → see Filling Out Help - Registration\_BER
- Confirmation of move-in (*Einzugsbestätigung des Wohnungsgebers/Vermieters*): Your landlord is required to issue you this confirmation within two weeks after you move in (find a sample document at the [site of the city of Berlin](#))

## 3. RESIDENCE PERMIT

### WHAT IS A RESIDENCE PERMIT (AUFENTHALTSTITEL)?

Your student visa is (usually) valid for 90 days or in case of the visa-free entry you are allowed to stay in the country for 90 days. Afterwards the visa needs to be transferred to a residence permit or you have to apply for a residence permit (*Aufenthaltserlaubnis zum Zweck der Aufnahme bzw. Durchführung eines Studiums*).

### WHERE TO REGISTER

You can apply at the **Berlin Immigration Office** (*Landesamt für Einwanderung – LEA*) at Keplerstrasse.

You need to make an appointment **online**:

<https://otv.verwalt-berlin.de/ams/TerminBuchen?lang=en>

You will receive a booking confirmation that states that your current permit (your visa) will be considered to be continuing until the booked date.

### WHAT YOU NEED FOR THAT

- Passport (needs to include the entry stamp)
- Current biometric photo
- Application for issuance of a residence permit (*Antrag auf Erteilung eines Aufenthaltstitels*) – to be found as download on the site of the city of Berlin: <https://www.berlin.de/einwanderung/dienstleistungen/service.871055.php/dienstleistung/305244/en/>
- Proof of adequate health insurance (for more information, please read the leaflet "Information on adequate health insurance" – to be found as download on the [site of the city of Berlin](#))
- Certificate of enrollment at Hochschule Fresenius / AMD
- Proof of main residence in Berlin (certificate of registration at the main residence (*Meldebestätigung*) or lease and written confirmation of occupancy from the landlord (*Einzugsbestätigung des Wohnungsgebers/Vermieters*) – see **Anmeldung**)
- Proof of secure livelihood (*Lebensunterhaltsnachweis*)
  - Blocked account (*Sperrkonto*) at a German Bank with 10,032.00 euros (amount refers to duration of permit) or
  - Submission of a declaration of commitment by a third party on an official form (*Verpflichtungserklärung*) or
  - Scholarship confirmation or
  - Notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months