

The AMD logo, consisting of the lowercase letters 'amd' in a white, lowercase, sans-serif font, is centered on a solid red square background.

amd

The Hochschule Fresenius logo, featuring a white circular icon with a stylized 'F' 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 solid blue rectangular background.

HOCHSCHULE  
FRESENIUS  
UNIVERSITY OF APPLIED SCIENCES

A high-angle, panoramic view of Munich, Germany, during a golden sunset. The image shows the red-tiled roofs of the city, the prominent green domes of the Frauenkirche, and the ornate Gothic architecture of the New Town Hall (Rathaus) on the right. The sky is a mix of orange, yellow, and blue.

**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 Munich, you need to register your new address with the city **within 14 days**.

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

### WHERE TO REGISTER

The Citizens Office in Munich is called "**Bürgerbüro**". It is part of the Department of Public Order (Kreisverwaltungsreferat or KVR) and has six office locations within the City of Munich: Pasing, Forstenrieder Allee, Ruppertstraße, Leonrodstraße, Orleansstraße, Riesenfelstraße

You may choose the office that has the most convenient location for you.

### HOW TO APPLY

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

[https://www.muenchen.de/rathaus/terminvereinbarung\\_bb.html](https://www.muenchen.de/rathaus/terminvereinbarung_bb.html)

Click on "**Meldeangelegenheiten**", then select "**1**" for „**An- oder Ummeldung - Einzelperson**“ and choose the office of your choice.

**Important:** Please check back often if there is no appointment available. Appointments are activated several times a day, early in the morning.

If you need any support here, let us know ([international@hs-fresenius.de](mailto:international@hs-fresenius.de))

Required documents:

- **Valid identification card or passport with Visa**
- **Registration form**
- **Move-in confirmation** (*Wohnungsgeberbescheinigung*) Your landlord is required to issue this confirmation within two weeks after you move in
- if applicable: **Letter of authorization** for submission to the registration authority (Registration)<sup>1</sup>
- Please download all documents at:  
[https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Registration-Deregistration.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration.html)

---

<sup>1</sup> You need to register in person or you may give another person a letter of authorization to register on your behalf. If you authorize another person they have to present your authorization letter, their passports or identity cards, your passport or identity card, the Registration Form filled out and signed by you and the so-called "*Wohnungsgeberbestätigung*", filled out and signed by the landlord or owner of your accommodation.

# 3. RESIDENCE PERMIT

## WHAT IS A RESIDENCE PERMIT (AUFENTHALTSTITEL)?

Your student visa is (usually) valid for 90 days. Afterwards it needs to be transferred to a residence permit (*Aufenthaltserlaubnis zu Studienzwecken*)

## WHERE TO APPLY

You need to apply with the local immigration authority (*Ausländerbehörde*). Submit an [application](#) (completed in full) for the granting of a residence permit <https://service.muenchen.de/intelliform/forms/01/02/02/kontaktabhaufenthaltfuerstudienzwecke/index> (only available in German)

## HOW TO APPLY

Required documents:

- Valid passport (needs to include the entry stamp)
- Proof of adequate health insurance (not older than three months)
- Certificate of enrollment at Hochschule Fresenius
- biometric passport photograph
- proof of adequate funding (*Nachweis der Sicherung des Lebensunterhaltes*)  
→ amount refers to duration of permit
  
- ✓ Blocked Account **OR**
- ✓ Declaration of Obligation (*Verpflichtungserklärung*) by a third party living in Germany **OR**
- ✓ Scholarship confirmation **OR**
- ✓ Declaration of Financing (*Finanzierungserklärung*) by someone living outside of Germany (e.g. parents). You need to show proof of parents' income for the last three months.

If you have questions and need to get in touch with the Foreigners Office (*Ausländerbehörde*) you have to complete the online contact form:

<https://service.muenchen.de/intelliform/forms/01/02/02/abhkontakt/index>

Further information:

[https://www.muenchen.de/rathaus/home\\_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence.html)