

## Guide to Bureaucracy for International Students

Welcome to Freiburg! To make your first few weeks in Freiburg easier, we have created a checklist of the necessary administrative steps for you.

**Important!** Students from outside the EU, Norway, Iceland, Liechtenstein, or Switzerland need a "residence permit" for their stay in Germany. In this case, you either enter with a visa or, if you're from certain countries, you can enter Germany without a visa and stay for 90 days. If the duration of your visa or the 90 days is not enough for your study time in Germany, **you must make an appointment with the foreigner's office after your arrival in Germany to apply for a residence permit (see step 5).**

**1. Step: Since the waiting time for the appointment can be very long, contact the foreigner's office as soon as you arrive in Freiburg.**

**2. Step: Citizens' Service Center (German: *BürgerServicezentrum*)**

According to the German registration law, everyone living in Germany permanently or temporarily must register their residence at the municipal office. To register, you must first make an appointment.

The **following documents** must be submitted:

- ❖ Identity card or passport
- ❖ Proof of residence
- ❖ Possibly, IDs of family members: for children without a children's passport, you must submit their birth certificate
- ❖ Possibly, original certificate with translation for marriage abroad or birth of children abroad
- ❖ Possibly, questionnaire for the registration of minor children

### Citizens' Service Center

#### Appointment required!

#### Address:

Fehrenbachallee 12, 79106 Freiburg

#### Service hotline: Mo-Fr 8am – 6pm

+49 (0)761 201-0

#### Appointment:

[>Hier online<](#)

#### Opening hours:

Monday 7:30 am – 12:30 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

You will receive a **registration confirmation** from the registration office.

**Keep this document safe**, as you will need it for many other matters. More information about residence registration can be found here:

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

**3. Step: German bank account**

If you stay in Germany for more than a few weeks, you should open a bank account here. For students, it's often free, and it has many advantages:

- ❖ Withdraw money for free from many ATMs in Germany
- ❖ Make cashless payments
- ❖ Set up "standing orders" for regular payments - like rent, health insurance, or phone. The amount will then be automatically deducted from your account every month.

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

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

If you want to take up a part-time job in Germany, you'll likely need a German account.

To set up an account, you usually need:

- ❖ A passport or ID card
- ❖ A student ID, enrollment or study certificate, or the university's admission notice
- ❖ Confirmation of registration ([see step 2](#))
- ❖ Possibly, the visa for Germany or the residence permit from the foreigner's office ([see steps 1 and 5](#)).

More information about bank accounts in Germany can be found here:

[https://www.study-in-germany.de/de/aufenthalt-planen/geld-und-kosten/geld-und-bankkonto\\_27017.php](https://www.study-in-germany.de/de/aufenthalt-planen/geld-und-kosten/geld-und-bankkonto_27017.php)

#### 4. Step: Health insurance

All students in Germany must have health insurance. We recommend signing up with a statutory health insurance company. They offer a favorable student rate up to the age of 30.

Except for a small amount, this health insurance covers the costs of medical treatments and prescription medications. Note: dental prostheses are usually not fully covered!

For university enrollment, you need health insurance or a confirmation of exemption from the insurance obligation (e.g., for students with an EHIC - "European Health Insurance Card").

#### Social Counselling SWFR

**Address:**

Basler Str. 2, 79100 Freiburg

**Phone:**

+49 (0)761 2101-233

**E-Mail:**

[sozialberatung@swfr.de](mailto:sozialberatung@swfr.de)

**Public consulting hours:**

Tuesday 9 am – 12 pm

Thursday 13:30 pm – 4 pm

More information about health insurance and exemption can be found [here](#). Or feel free to contact our social counseling for more information and questions.

Contact details for statutory health insurance companies in Freiburg:

<b>Contacts:</b>			
<b><u>AOK</u></b>	<b><u>TK</u></b>	<b><u>DAK</u></b>	<b><u>BARMER GEK</u></b>
<b>Adress:</b> Sedanstr. 4	<b>Adress:</b> Bertoldstr. 48	<b>Adress:</b> Basler Str. 61	<b>Adress:</b> Heinrich-von-Stephan-Str. 5

#### 5. Step: Foreigners' Office (German: *Ausländerbehörde*)

**Students from outside the EU, Norway, Iceland, Liechtenstein, or Switzerland** need a "residence permit" for their stay in Germany. In this case, you either enter with a visa or, if you're from certain countries, you can enter Germany without a visa and stay for 90 days. If the duration of your visa or the 90 days is not enough for your study time in Germany, **you must make an appointment with the foreigner's office after your arrival in Germany to apply for a residence permit.**

### Required are:

- ❖ Valid passport
- ❖ Proof of funding confirming that the costs of your studies are covered
- ❖ Registration confirmation (see step 2)
- ❖ Admission notice or enrollment certificate from the university
- ❖ Proof of health insurance (see step 4)
- ❖ A current biometric passport photo
- ❖ First-time issuance: EUR 100.00
- ❖ For those receiving a scholarship from public funds for their stay in Germany: no fee.

### 6. Step: Enrollment

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

#### Required are typically:

- ❖ Admission notice
- ❖ Passport (possibly with a student visa) or ID card (for students from EU member states, Iceland, Liechtenstein, Norway, and Switzerland)
- ❖ Application for enrollment
- ❖ Proof of health insurance or confirmation of exemption from insurance in Germany (see step 4)
- ❖ A current biometric passport photo
- ❖ Semester fee (possibly with tuition fees for international students\*)
- ❖ If you have previously studied at another German university, you will also need the de-registration certificate from this university.

\* Please note: Since the winter semester 2017/18, international students arriving from outside the EU for the purpose of studying have to pay an own contribution of 1,500 euros per semester.

### 7. Step: Semester ticket

Now you can buy the semester ticket. It is valid in the city of Freiburg and in the districts of Emmendingen and Breisgau-Hochschwarzwald.

- ❖ Start per calendar month (March/April and September/October)
- ❖ valid for 6 months for the respective semester
- ❖ personal (with student ID and ID)
- ❖ for Freiburg students from 7 universities
- ❖ Price 96 € per semester

### Foreigners' Office Freiburg City

#### 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

#### E-Mail for general questions:

[Auslaenderbehoerde@stadt.freiburg.de](mailto:Auslaenderbehoerde@stadt.freiburg.de)

#### E-Mail for appointment:

[ABH-Termine@stadt.freiburg.de](mailto:ABH-Termine@stadt.freiburg.de)

With the SemesterTicket you are always mobile. It is available for students of the following universities:

- Albert-Ludwigs-Universität
- Evangelische Hochschule
- Hochschule Macromedia Freiburg
- Hochschule für Musik
- Internationale Studien- und Berufsakademie ISBA
- Katholische Hochschule
- Pädagogische Hochschule

More information [here!](#)

### 8. Step: You've made it 😊 If you have any questions about studying, contact SWFR!