

Checklist for international students upon arrival in Passau

Once you arrive in Passau you must complete all of the below steps before you can start studying. You should follow them one by one and tick each off the list when completed. If you have any questions about any of the steps below, or indeed with your degree programme, you should visit the student helpers' office. The student helpers will assist you with your questions concerning forms, your timetable etc..

Opening hours of the Student Helpers' Office (Juridicum Building, room 059):

21 September	Wednesday	12:00 noon – 5 p.m.
22 September – 23 September	Thurs – Fri	10 a.m. – 3 p.m.
26 September – 14 October	Mon – Fri	10 a.m. – 3 p.m.

1) Take out health insurance

[completed]

You have to have sufficient health insurance coverage to enrol at a German university. If you are an EU student, you can show your European Health Insurance Card (EHIC) to a German health insurance company, which will then provide you with a document confirming your insurance status. Non-EU students should take out German health insurance. Below is a non-exhaustive list of German health insurers for your reference:

<p>AOK student services Dr.-Hans-Kapfinger-Str. 14a Phone: +49 851 21376 230</p> <p>Opening hours: Mon-Thurs: 9 a.m. - 5 p.m. Fridays: 8a.m. - 12:30 p.m.</p> <p>E-mail: passau.studenten@service.by.aok.de</p>	<p>Barmer GEK Nibelungenplatz 4 Phone: +49 800 333 1010</p> <p>Opening hours: Mon-Thurs: 9a.m. - 6:30 p.m. Fridays: 9 a.m. - 4 p.m.</p> <p>E-mail: passau@barmer-gek.de</p>	<p>Techniker Krankenkasse Nibelungenplatz 1–2 Phone: +49 851 851777 10</p> <p>Opening hours: Mon-Wed: 10 a.m. - 3 p.m. Thursdays: 10 a.m. - 5 p.m. Fridays: 10 a.m. - 2 p.m.</p> <p>E-mail: passau@tk.de</p>	<p>DAK-Gesundheit Am Schanzl 8 Phone: +49 851 9885200</p> <p>Opening hours: Mon–Wed: 8 a.m. - 4 p.m. Thursdays: 8 a.m. - 5 p.m. Fridays: 8 a.m. - 1 p.m.</p> <p>E-mail: service734700@dak.de</p>
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We have arranged appointments with the above companies. You will receive additional information regarding the procedures via e-mail and during the **kick-off meeting at 10 a.m. on 21 September 2016**.

2) Enrol (matriculate) at the University of Passau

[completed]

The enrolment (matriculation) dates and venues are:

Friday, 23.09.2016,	10 a.m. - 12 noon, 2 p.m. – 4 p.m.,	Juridicum building, JUR HS 14
Tuesday, 27.09.2016,	2 p.m. - 4 p.m.,	Juridicum building, JUR HS 14
Wednesday, 05.10.2016,	3 p.m. - 5 p.m.,	ITZ Building, ITZ 004
Wednesday, 12.10.2016,	3 p.m. - 5 p.m.,	IM building, IM HS 11

Please bring along the following documents, if you haven't already sent them by post:

- 2 passport-sized photographs
- Proof of your German language skills (e.g. language certificates)
- A copy of your university entrance qualification (e.g. A-levels, International Baccalaureate, etc.)
- A copy of your passport, including the identity and visa pages
- Master's students: proof of your English language skills and your bachelor's degree certificate

- Proof of payment of the semester contribution (€70 for the *Studentenwerk* and the bus pass)
- Your health insurance certificate

3) Open a bank account

[completed]

In general, students can set up a free bank account (e.g. *Deutsche Bank* or *Volks- und Raiffeisenbank*).
We strongly recommend that you open a German bank account rather than using a foreign one!

4) Find accommodation

[completed]

If you have found accommodation through the accommodation service of the International Office: please collect your keys from Ms Winterkorn at room 106, Administration Building, Innstrasse 41.
If you haven't found accommodation yet, please take a look at the notice boards within the university or do a search on the internet (e.g. www.wg-gesucht.de/en) and contact us as soon as possible.

5) Register with the public authorities and/or get your residence permit

[completed]

a) Students from non-EU countries

Please visit the *Ausländeramt* (see below for the address) at least eight weeks before your visa expires in order to get a residence permit. You will need to submit the following documents:

- Passport with entry visa
- The completed application form and the permit registration fee (in cash): €85 for your first application or €70 for the extension of the residence permit
- A passport-sized photograph (biometric)
- Your health insurance certificate
- Your certificate of enrolment ('*Semesterbescheinigung*' or '*Immatrikulationsbescheinigung*')
- A copy of your rental agreement
- The form "Wohnungsgeberbestätigung" (you can get the form from Ms Winterkorn if you rented a room from us or from your landlord)
- The completed forms 'Anmeldung bei der Meldebehörde' and 'Abmeldung bei der Meldebehörde' (registration or de-registration of residence respectively; you can get the forms from the student helpers' office)
- Proof that you are able to finance your stay in Germany (usually deposited in a blocked account)

Rathausplatz 1, 94032 Passau

Phone: +49 851 396 431; E-mail: auslaenderamt@passau.de

Office hours: Mon - Fri 8 a.m. - 12 noon and Thursdays 1 - 5 p.m.

b) Students from EU member states

Please register at the *Bürgerbüro* (see below for the addresses) of the City of Passau. You have to provide a valid passport or national ID card and your certificate of enrolment ('*Semesterbescheinigung*' or '*Immatrikulationsbescheinigung*').

There are two Bürgerbüros in Passau; just go to the one that is more convenient for you to reach.

Bürgerbüro
Im Alten Rathaus
Rathausplatz 2-3, room 108/109
Phone: +49 851 396 ext. 225, 295 or 100
E-mail: buergerbuero@passau.de

Bürgerbüro
Dienstleistungszentrum Passavia
Vornholzstr. 40
Phone: +49 851 396 100
E-mail: kfz-zulassungsbehoerde@passau.de

Office hours: Mon & Tue: 7:30 a.m. - 4 p.m.
Wed & Fri: 7:30 a.m. - 12 noon; Thurs: 7:30 a.m. - 5:00 p.m.