

# The International Office of Anhalt University of Applied Sciences

- Introduction/Einleitung-

**We are happy to help!**  
**Wir sind für euch da!**



# What to Do Now?

## 0. Admission→ Get full Health Insurance Coverage

As soon as you are admitted, acquire a German health insurance. Approach the provider with your **admission letter** and your insurance status will electronically be reported to the university. Private/public- careful! >30y can only use private, need to be exempted by public insurance beforehand

## 1. Fully Enroll

After paying tuition and providing an insurance status (automatically), you will be fully enrolled. Download the certificate at SSC-portal

## 2. City Registration

Book appointments online in advance (**up to 6 weeks waiting period**) **Bring: passport, landlord confirmation.** (*It's not possible to register at a hotel or Airbnb*)

## 3. Appointment with the Foreigners Office to receive your study permit

Make an appointment as soon as possible after the city registration. (The earlier the better!) Pay attention to the list of required documents. **Blocked account** as proof of financial means needed **11208€ = 1 y**

## 4. Open Bank Account

Use a local bank to open an account. Required: **passport + city registration, some banks also need Tax-ID**, which **can take up to 4 weeks after city registration** to arrive!

# For Useful Information Check out our Website!

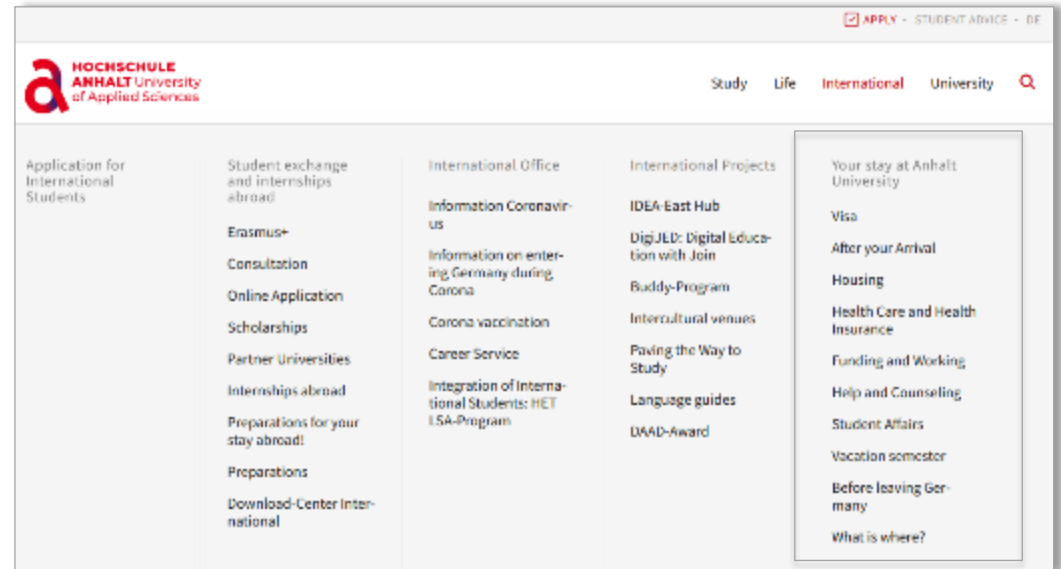
**After Arrival** ---> Welcome Guide, City Registration, Bank Account, Residence Permit (Visa Extension)

<https://www.hs-anhalt.de/international.html>

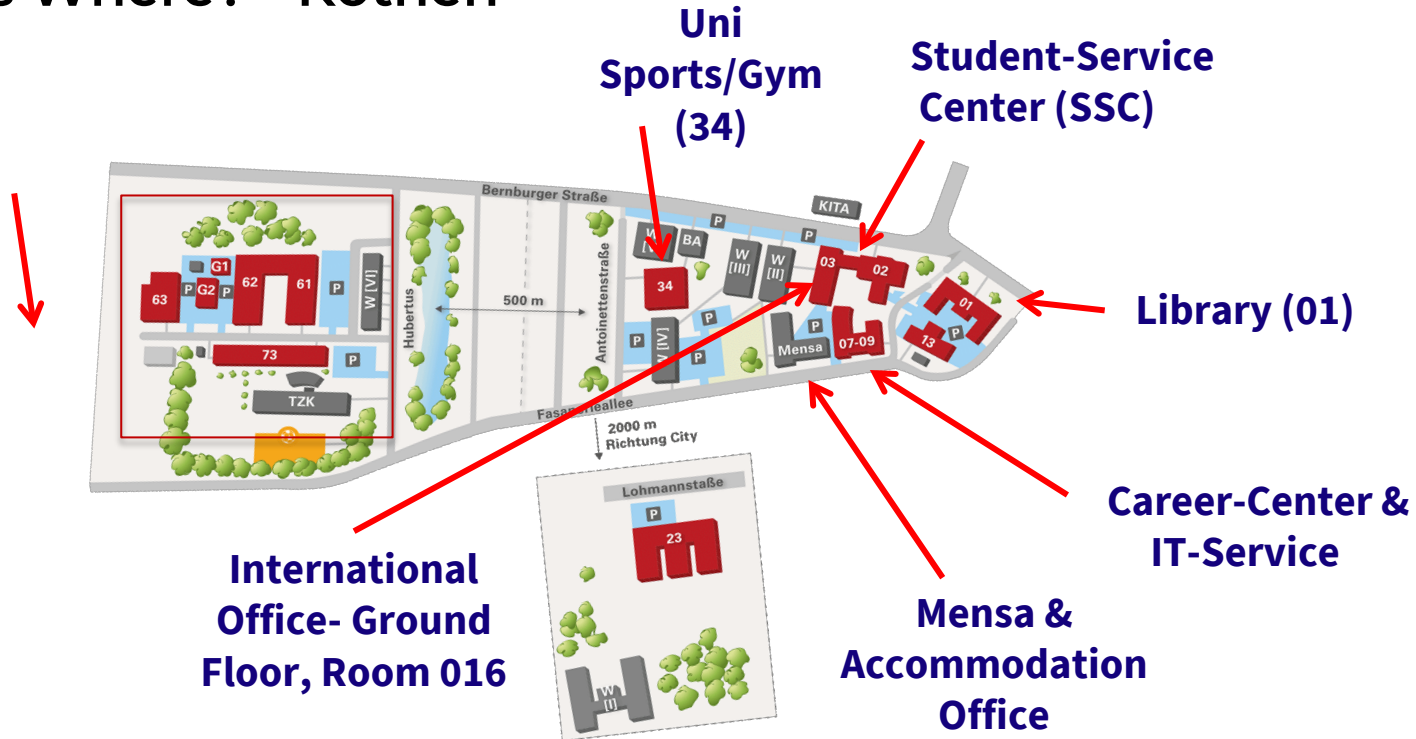
**Housing** ---> List of potential housing providers for each campus

**Health Care** ---> List of health care providers (+contacts) for each campus

**Funding & Working** ---> Scholarship Options, Internships



# What Is Where? - Köthen



# What We Offer...

## Student Mobility Services

- Studying abroad
- Internships abroad
- Funding Opportunities

## Scholarships

- Stibet Degree Scholarships
- Social Commitment Scholarships
- Scholarships for International Exchange



**Most importantly: Should you  
have any troubles, we are here  
to help! Get in touch:**

*[internationaloffice@hs-anhalt.de](mailto:internationaloffice@hs-anhalt.de)*

## Emergency Numbers

**Police Emergency Call 110**



**Medical Emergency 112**



**Fire Emergency 112**



**Where did something happen?**

**What exactly happened?**

**What type of emergency/injury?**

**How many people are affected?**

**Wait for questions!**

**Wait for arrival!**

# Emergency Numbers

## Medical Information Service **116117**

- Telephonic information service for after-hour medical services / weekend stand-by services
- **NOT** for medical emergencies
- Assists in verifying/enquiring after-hour availabilities of pharmacies and doctors



# Health Insurance Providers- Köthen

## BARMER

**Mrs. Zhuxuan Jiang**

0151 18234498

zhuxuan.jiang@barmer.de  
(German, Chinese)

**Frau Irina Masur**

0151 65613591

irina.masur@barmer.de  
German, Russian

**Mr. Amit Herekar**

0151 7211 6498;

amit.herekar@barmer.de  
German, English, Hindi

*Online Application*

<https://www.barmer.de/form-Client/barmer-de/mitglied-werden/1003586/online-aufnahmeantrag.step=formStep1-Taetigkeit.html>



**ikk** gesund  
plus

Mehr Leistung. Mehr Service.

Magdeburger Str. 54  
06366 Köthen

info@ikk-gesundplus.de  
Tel: 03496 50510

*Online Application*

<https://www.ikk-gesundplus.de/mitglied-werden/online-me/>



**mawista**  
Your health. Your future.

**Private Alternative: MAWISTA**

<https://www.mawista.com/en/>



# The City Registration (Einwohnermeldeamt)

## Köthen



Wallstraße 7-5,  
06366 Köthen (Anhalt)

**! Bring passport +  
landlord confirmation  
(Wohnungsgeberbescheinigung) !**

Day	Opening Hours
Monday	09:00-12:00
Tuesday	09:00-12:00; 14:00-18:00
Wednesday	Closed
Thursday	09:00-12:00; 14:00-17:00
Friday	Closed, upon appointment

**You can book an appointment via:**

<https://www.koethen-anhalt.de/de/online-terminvergabe.html>

# The Foreigners Office (Ausländerbehörde)

## Köthen



Landkreis Anhalt-Bitterfeld  
Am Flugplatz 1  
06366 Köthen

Day	Opening Hours
Monday	Closed
Tuesday	09:00-12:00; 14:00-18:00
Wednesday	Closed
Thursday	09:00-12:00; 14:00-17:00
Friday	09:00-12:00

**You can book an appointment via:**

**Email-** [auslaenderamt@anhalt-bitterfeld.de](mailto:auslaenderamt@anhalt-bitterfeld.de)

# Questions?



# Dos & Don'ts

## Information and Guidelines for International Students at Anhalt University

# Don't Ignore TV License Fee (Rundfunkbeitrag)

- **18,36€** per month and household
- Mandatory to pay!
- The city can collect using bailiffs as debt collectors which can also lead to additional fines



**Änderungen ganz bequem**  
[www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

**ARD** **ZDF** **Deutschlandradio**

**BEITRAGSSERVICE**

**Sie erreichen uns unter**  
Telefon 01806 999 555 20  
Telefax 01806 999 555 01  
(20 Cent/Anruf aus dem dt. Festnetz,  
60 Cent/Anruf aus dem dt. Mobilfunknetz)

**Servicezeiten**  
Montag - Freitag 7 - 19 Uhr

**Postanschrift**  
ARD ZDF Deutschlandradio  
Beitragsservice, 50656 Köln

**Web** [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)

**Datum** 04.11.2016

**Beitragsnummer** 112 59 [REDACTED]

**SEPA-Überweisung: Zahlchein**

**P DV 11 0** Neuer und alte Überweisung der Kreditinstitute **IBAN**

**\* 1690 \* 006985:**  
**\* 0205 \* 112 59**

**Herrn**  
Bernburger S  
06366 Köther

**Rundfunk ARD, ZDF, DRadio**

**IBAN**  
DE24820500003012345678  
IBAN des Kreditinstituts Zahlungsschlichter (IBAN) 04.11.2016

**HELAEFF820**

**Beitrag: Euro, Cent**  
105,00

**Kunden-Referenznummer**  
RF26X1125 [REDACTED]

**REFERENZ**

**Angaben zum Kontoinhaber (Geburtsdatum, Vorname, Nachname, OT bzw. ST, Wohnort, Steuerklasse oder Familienname)**

**IBAN**  
DE [REDACTED] 07

**Datum** **Überweisungsbetrag**

Bitte nur Änderungen strichartig (in Blockschrift)

**An ARD ZDF Deutschlandradio  
Beitragsservice, 50656 Köln**

# Don't Forget to Pay your Health Insurance

You need to pay or else:

- Insurance coverage ends
- Exmatriculation
- **Loss of visa status as a student**



# Don't Ignore your Mail!

- Open all letters!
- Even though it is in German
- Identify important information (if in doubt, use Google Camera Translator)
- Tax ID, insurance card, etc.

„Rechnung  
“ bills/  
invoices



„Steuernummer“  
Tax ID

„Mahnung“ /  
overdue  
notice

# Don't Change your Study Program at the End of Your Studies

- Only possible in the first 18 months
- Unnecessary prolongation of duration of study leads to problems with
  - the Foreigners' Office and residence permit
  - Study regulations





# Don't Hit and Run

## Statutory Obligation:

- Call the police or ambulance
- Don't leave, wait for them
- Help other people involved in the accident
- Liability insurance
- Legal support from student services



## Don't Conclude Any Subscriptions (ABO)/ Be Aware of Scams

- “Trial Subscription” trap
- At first it is free, then you need to pay (newspaper, fitness subscription, tv service)
- Mail, SMS, Call, one click on the internet
- Cancellation is often very complicated
- Be aware of scams, esp. in relation to **dubious job offers**



**General rule of thumb:**

*“If something sounds too good to be true, it probably isn't true!”*

## Do- Re-Registration

Re-register for the next semester by transferring the semester contribution of currently EUR 76.00 (2018) as well as administrative fee for master program ranging from 500 Euro to 850 Euro

for the following winter semester – re-register between 15 Aug. – 15 Sept.

for the following summer semester – re-register between 15 Feb. – 15 March

**Otherwise you will be exmatriculated/ de-registered -> lose your visa status**

Payee:	Hochschule Anhalt
Bank:	Deutsche Bundesbank
IBAN:	DE35 8100 0000 0081 0015 39
BIC:	MARKDEF1810
Reference:	4059235_RM20161_Kostov, Anatolij

Explanation: “RM” followed by academic year followed by “1” for summer or “2” for winter semester

# Do- Keep Important Documents

## Important Documents:

- Copy of Passport
- Copy of Residence permit
- Copy of Student card/ immatriculation
- Tax ID
- Social security number
- Letters and documents from
  - Health insurance
  - Foreigners' registration office
  - Bank



## Do- Pay Attention to Your Lease Contract

- Cancellation period: 3 months
- Handover protocol to determine any deficiencies
- Keep your bank account to get back the security deposit
- Cash back option for your security deposit at student dorms provided by student services (Studentenwerk) only if you make an appointment in advance



# Do- Get to Know Germany- By Train

## BahnCard for Students

### Save money on every rail journey

- Certificate of study
- BahnCard 25 from 56,90 euros per year
- BahnCard 50 from 234 euros per year

### As an alternative there are many cheaper regional tickets

- You may only use regional trains (no ICE/ IC)
- Usually you are only allowed to use those **between 9 am 3 am** the following day

→ Get the deutsche Bahn App/ DB Navigator



## Do- Find a Physician Close to You

- No need to go to the hospital when having a cold e.g. – hospitals are for emergencies only
- It is free as long as you don` t forget your insurance card
- English speaking doctors for general medicine close to you:  
<https://arztinfo.kvsa.de/ases-kvsa/ases.jsf>



**Frau Dr. med. Ulrike Domann**  
Stauffenbergstr. 18  
06406 Bernburg

**Dipl.-Med. Janko Amelew**  
Magdeburger Str. 54  
06366 Köthen

**Herr Dr. med. Stephan Klapproth**  
Heidestr. 10  
06842 Dessau-Roßlau



## Do- Socialize

- Participate in study and student groups
- Take part in uni sports <https://sport.hs-anhalt.de/>
- Meet other people @International Student Club  
@Student Lounge <https://www.hs-anhalt.de/en/international/intercultural-encounters/intercultural-venues.html>

