

For MOB-students - **Hints after arriving** -

## **Important documents for the first time in Germany:**

### ***From home***

Passport  
Visa  
Admission letter  
Documents of the bank account  
Around 5 passport photos  
Perhaps travel insurance  
Money (cash) for deposit, first rent, enrolment at University, ... (around 600 Euro)

### ***In Germany***

Contract of room  
Letter from city registration (letter box number!)  
Police of health insurance  
Student passport

## **First important steps**

**Contract of accommodation** to get an official address in Germany  
(Studentenwerk campus: building Mensa or WH 5 or private)

*You need:* Passport, admission, bank account - IBAN, money for the deposit and first rent, 2 passport photos

**City registration office of Köthen** (Wallstraße 1-5, House 3/4) register within 14 days of moving into new place

*You need:* Passport, admission, contract of room

**Health insurance** (ask Mrs. Klose)

*You need:* Passport, bank account - IBAN, contract of room or letter from city registration, 1 passport photo, copy of Bachelor degree/ transcript (number of semesters studied)

**Activate or open bank account** (Deutsche Bank, Schalaunische Str. 35) *You need:* Passport, bank account, admission, letter from city registration

**Pay semester contribution** - only if you haven't done it from home (ask student service centre - SSC, campus: building 03) *You need:* 76,- Euro, bank account, admission

**Registration at University** (ask student service centre - SSC, campus: building 03)

*You need:* admission, receipt of paying semester contribution, health insurance, 1 passport photo

**Apply for Internet at University** (IT service centre – ISC, campus: building 03)

*You need:* student registration, physical addresses of your own pc, perhaps contract of room

**Apply for student residence permit (*Ausländerbehörde* - local foreigner's office)** About 8 weeks before your visa expires, you must renew the visa at the local foreigner's office.

Charges first time applicants – 100 Euro (1 year)