



The International Office of Anhalt University of Applied Sciences

- First Steps for New Students -

We are happy to help!





What to Do Now?

0. Admission → Get full Health Insurance Coverage

1. Fully Enroll

2. City Registration

3. Open Bank Account

4. Appointment with the Foreigners Office to receive your study permit

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

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

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)

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

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€ = 2 years (since 01.03.24 possible)

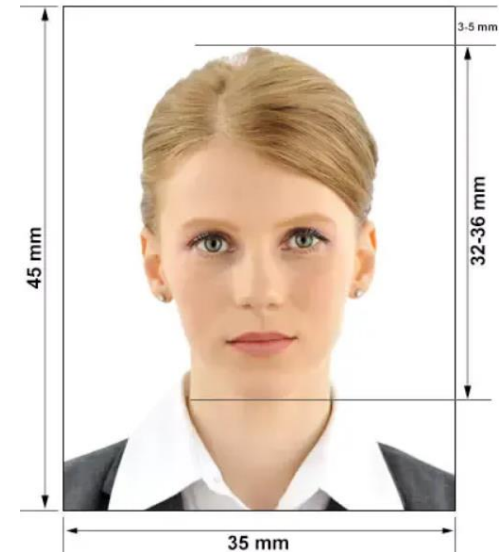


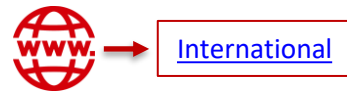
[After your Arrival](#)

The Application for the Residence Permit- Biometric Picture

- **MOST IMPORTANTLY!:** The photo must not have been altered (e.g. through computer processing/Photoshop)
- In color only to reflect natural skin tones
- Recency: Not older than 6 months
- Background: Solid print and color
- Smile: No smiling. Mouth closed
- Eyes: Staring straight ahead and open
- Glasses: Thin framed glasses are allowed. Eyes must be visible
- Headgear: No headgear except for religious purposes
- Dimensions and size (pixels): 600 minimum
- Attire, clothing, dress code: No uniforms should be visible
- Beard: allowed

Please adhere to the rules of biometric pictures when applying for residence permits





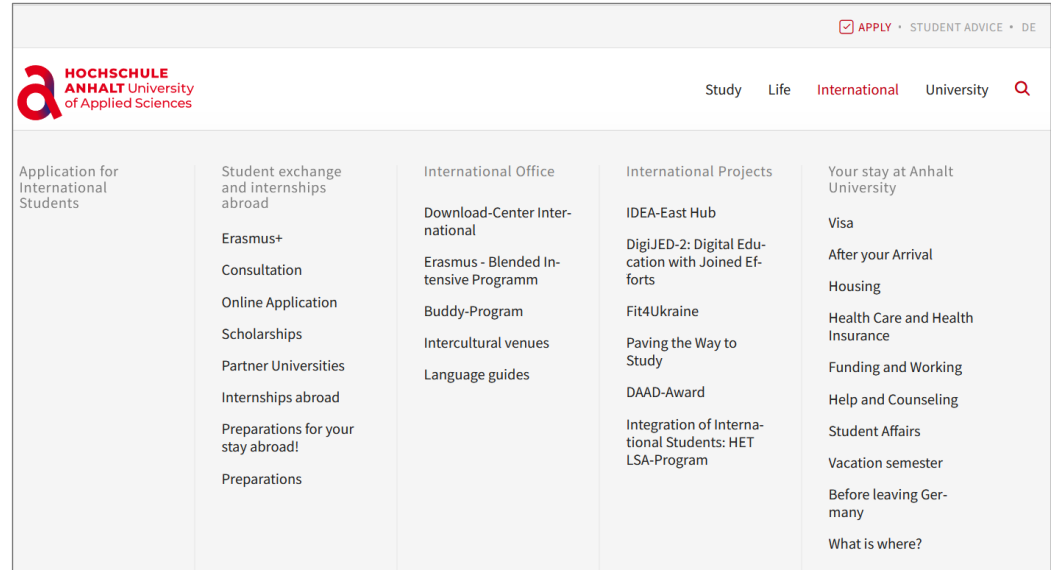
For Useful Information Check out our Website!

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

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

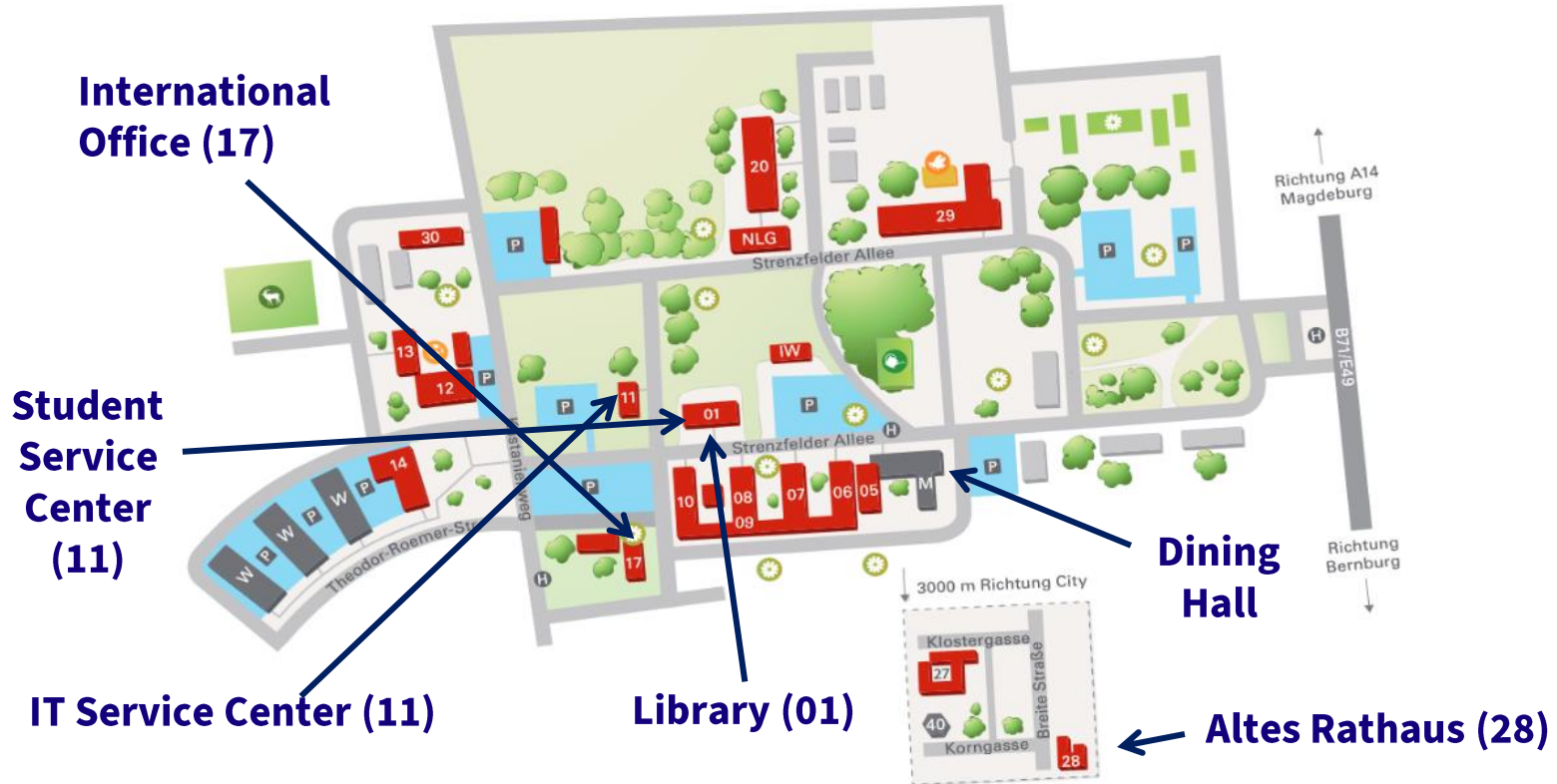
Health Care ---> List of health care providers (+contacts) for each campus

Funding & Working ---> Scholarship Options, Internships





What Is Where? - Bernburg





[Your stay at Anhalt University](#)

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 emergencies, we are here to help! Get in touch:

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

For questions regarding your study program please contact your **study coordinator**



Erasmus+





SSC Applicant and Student Portal

- Study certificate in English/German
- Bills and payments of study fees
- Changing your contact details

My courses of study | Contact data | Bills and payments | Requested Reports / Reports

Course of studies

Master - Complementary Studies

Subject	Study semester
Software Localization	4

Reports

Bescheinigungen:

- [Gebührenbescheinigung](#)
- [Studienverlaufsbescheinigung](#)
- [Study Certificate](#)

Unpaid invoice

Please transfer the indicated amount to the universitys account (IBAN DE35 8100 000 7654321, WS2022, Ulrich, Lars) Alternatively, the reference listed next to the invoice if

Note: New re-registration periods apply. The re-registration fee for wintersemester h

For more information on re-registration, please visit: <https://www.hs-anhalt.de/en/st>

Period	Due date
Sommer 2023	02/15/2023

Reports: Common reports

Term:

Requesttime	report_type	Term	Executiontime	Read	Actions
10.08.2022 09:42:52	Studienbescheinigung_HSA_Verifiziert	Winter 2022/23	13.08.2022 20:37:40	✓	



HIS QIS Examination Portal

- Information about reporting back for the next semester
- General forms for credit transfer, application for admittance a final thesis and more
- Exam sign-in/sign-out
- Transcript of Records

Welcome to Examination Portal

News:

Dear students
 From this semester the studentenwerk Halle do a lot of workshops. The first workshop **starts November 25, 2022**. More information see website of "**Studentenwerk Halle**".
 The re-registration period for the summer semester 2023 **starts on January, 15th 2023 and ends on February, 15th 2023**. Please **of 15c**.

News The application for leave of absence is now to be find in "Formulare allgemein"

How to register for exams in HISQIS?

Login, please - only with HSA login details (as required for Moodle)
 *If there are problems when logging in to Moodle

Username:
 Password:

Home | Login |
 Formulare | Plans
 You are here: Home
 Formulare allgemein
 ▶ Formulare für Bernburg
 ▶ Formulare für Dessau
 ▶ Formulare für Köthen
 ▶ Information zur Rückmeldung

Exams Extract

Studiengang : Softwarelokalisierung(MA) | Fachsemester : 4 | Prüfungsordnung : 2019

PDF - missing work...
 PDF - Notenspiegel alle Leistungen
 PDF - Notenspiegel bestandene Leistungen (deutsch)
 PDF - Notenspiegel bestandene Leistungen (englische Version)

examination number	examination text/title
900	Credit-Sammelkonto Master Softwarelokalisierung
1001	Pflichtmodule
1020	Softwareentwicklung und Internationalisierung
1021	Softwareentwicklung und Internationalisierung (H)
1030	Localization of Graphical User Interfaces

Master Software Localization (MA 2019)
 Moduls
 950 Pflichtmodule+Wahlpflichtmodule 90MSL19
 1001 Pflichtmodule
 1020 Localisation of Graphical User Interfaces [Status: BE];
 1021 Softwareentwicklung und Internationalisierung (H)
 1030 Localisation of Graphical User Interfaces [Status: BE];
 1040 Translation and Localization Technology, Interchange Formats [Status: BE];
 1050 Terminology Management [Status: BE];
 1060 Translation-Oriented Authoring, MT, Post-Editing, CAT [Status: BE];

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!



[116 117](http://116117.de)

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





Public vs. Private Health Insurance



- For students under 30
- Compulsory to be insured with a public health insurance in order to enroll at a German university
- Incoming or **travel health insurance cannot be accepted** for enrolment
- For students over 30
- Must pay all treatment costs in advance, afterwards they will reimburse the costs upon submission of an invoice
- **Need exemption from the public health insurance regulations** (apply at any public insurance, then register a private insurance)

PRIVATE HEALTH INSURANCE IN GERMANY

PROS	CONS
<ul style="list-style-type: none"> Cheap if you're younger and have no serious pre-existing conditions Contributions are not linked to your income level Ideal if you're not planning to stay in Germany for more than 5 years Likely to be cheaper than public insurance if you're self-employed Faster access to specialists (no referral needed from GP) Shorter waiting times at surgeries and clinics If you don't claim, most policies pay an annual no-claims bonus Policies can be customised to include or exclude specific features Your level of coverage is not at the whim of political decisions 	<ul style="list-style-type: none"> Expensive if you're older or need to cover a non-working spouse Kids are not automatically insured like they are in the public system The cheapest tariffs tend to have a high excess / deductibles Extremely difficult to switch back into public insurance Want to increase your cover? You may need to undergo a medical Many insurers won't cover certain pre-existing conditions Contracts are pretty inflexible: you can't just change provider at will Administrative burden of having to submit claims Difficult to understand the marketplace unless you use a broker



Health Insurance and Enrolment- Electronic Reporting

There is a mutual reporting obligation regarding health insurance between health insurance companies and universities that works electronically/automatically

The health insurance reports to the university:

- Insurance status (compulsory or exempt)
- Start of insurance after change of health insurance company
- Delay in payment of health insurance contributions
- Payment of health insurance contributions in arrears



Only the public health insurances are obliged to participate in the automated system. Privately-insured students need to remind their insurance/apply to have their status electronically reported.

The university reports to the health insurance:

- Start of studies with semester start and day of enrollment
- End of studies with end of semester and day of de-registration / termination



Public Health Insurance Providers - Bernburg

BARMER

www.barmer.de/en

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



Friedensallee 11
06406 Bernburg

www.deine-gesundheitswelt.de/versicherung/studierende

service@san.aok.de
Tel: 0800 22 65726

Online Application

<https://www.deine-gesundheitswelt.de/mitglied-werden#stepOverview>



Mehr Leistung. Mehr Service.

Neue Straße 20
06406 Bernburg

www.ikk-gesundplus.de/versicherungen/studenten/

info@ikk-gesundplus.de
Tel: 03471 37 430

Online Application

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

Package Deals- The Best Solution

There are several companies out there that offer **a combination of blocked account** (needed for residence permit) **and health insurance** cover in return for a service markup.

These solutions are commonly accepted and widely used.



Fintiba

<https://www.fintiba.com/>



MAWISTA

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



Expatrio

<https://www.expatrio.com/>



Coracle

<https://www.coracle.de/>



Personal Liability Insurance in Germany - **Haftpflichtversicherung**

- Most commonly-held type of private insurance in Germany - **not mandatory but highly recommended**
- Covers situations in which the insured person caused personal damage, object damage or wealth damage to a third party
 - Accidentally hit a pedestrian while out on your bike?
 - Your apartment burns down due to a short-circuit and the building is damaged by the fire and the extinguishing water?
 - Lose control of your suitcase in front of a moving bus and cause an accident that injures several people, damages the bus ?



Haftpflichtversicherung

**Only ~ 5-10€
per month**

---> *Quickly rack up costs totaling hundreds of thousands of euros*



The City Registration (Einwohnermeldeamt)

Bernburg



Einwohnermeldeamt
Schlossstraße 11
06406 Bernburg (Saale)

**! Bring passport +
Landlord Certificate according to § 19 of
the Federal Registration Act (BMG)!**
Download blank form here:
[Wohnungsgeberbestätigung Formular](#)

After approx. 2 weeks (but up to 4) you'll receive
your TAX-ID via physical mail → required for
opening a bank account **[Make sure your
postbox is properly labelled]**

Day	Opening Hours
Monday	closed
Tuesday	09:00-12:00; 14:00-18:00
Wednesday	09:00-12:00
Thursday	09:00-12:00; 14:00-16:00
Friday + every 1 st Saturday of the month	09:00-12:00

You can book an appointment via:

No appointment needed! Just show up, take a number and wait.



The Foreigners Office (Ausländerbehörde)

Bernburg



Salzlandkreis
Friedensallee 25
06406 Bernburg

Day	Opening Hours
Monday	Closed
Tuesday	09:00-12:00; 14:00-18:00
Wednesday	Closed
Thursday	09:00-12:00; 14:00-16:00
Friday	09:00-12:00

You can book an appointment via:

Email-*according to
your last name*

Last Name	Case Officer	Contact Details
A-Al	Fr. Dauch	Tel.: +49 3471 684-1344 Email: sdauch@kreis-slk.de
Am-C	Fr. Ginsel	Tel.: +49 3471 684-1346 Email: aginsel@kreis-slk.de
D-Hal	Fr. Gerhard	Tel.: +49 3471 684-1345 Email: eigerhard@kreis-slk.de
Ham-Kod	Fr. Mänz	Tel.: +49 3471 684-1376 Email: smaenz@kreis-slk.de
Koe-Moh	Fr. Weinert	Tel.: +49 3471 684-1378 Email: vweinert@kreis-slk.de
Mol-Raq	Fr. Teuchler	Tel.: +49 3471 684-1311 Email: nteuchler@kreis-slk.de
Rar-Te	Fr. Musche	Tel.: +49 3471 684-1350 Email: pmusche@kreis-slk.de
Th-Z	Herr Rauchstädt	Tel.: +49 3471 684-1347 Email: hrauchstaedt@kreis-slk.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/flat
- ! Mandatory!** to pay for everyone living in Germany
- In a shared flat, the amount can be divided independently among the residents
- The city can utilize bailiffs as debt collectors, this process can also lead to additional fines and an entry as an **enforceable title**



Änderungen ganz bequem
www.rundfunkbeitrag.de

ARD ZDF Deutschlandradio

BEITRAGSSERVICE

Sie erreichen uns unter
Telefon 01806 999 555 20
Telefax 01806 999 555 01
(00 Cent/Anruf aus dem dt. Festnetz:
40 Cent/Anruf aus dem dt. Mobilfunknetz)

Servicezeiten
Montag - Freitag 7 - 19 Uhr

Postanschrift
ARD ZDF Deutschlandradio
Beitragsservice, 50656 Köln

Web www.rundfunkbeitrag.de

Datum 04.11.2016

Beitragsnummer 112 56 [REDACTED]

SEPA-Überweisung Zahlzettel

Rundfunk ARD, ZDF, DRadio

DE24820500003012345678

HELADEFF820

RF26x1125

105,00

RELEVENZ

An ARD ZDF Deutschlandradio
Beitragsservice, 50656 Köln



Don't leave Germany with any outstanding debt, as this may cause a visa denial or problems at the border should you ever return in the future

Don't Forget to Pay your Health Insurance

You need to pay or else:

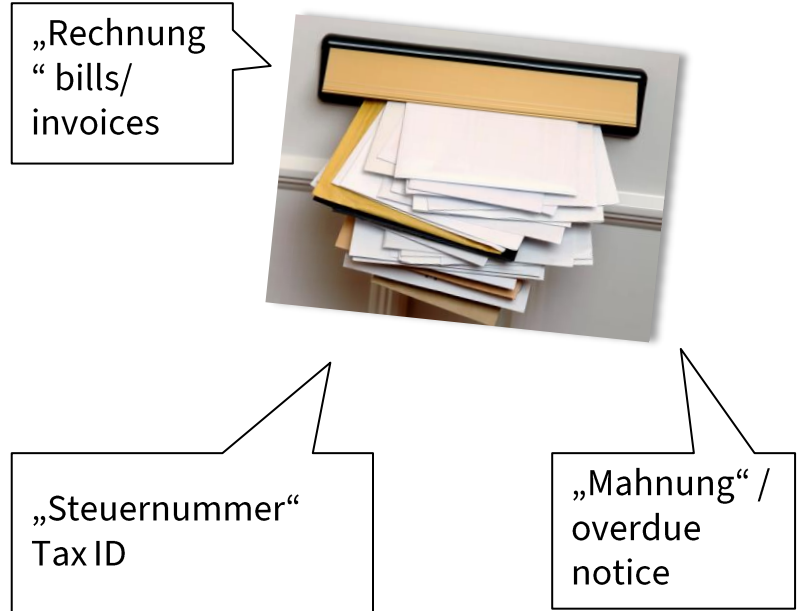
- Insurance coverage ends
- De-enrollment
- **Loss of visa status as a student**



*If you switch **insurance companies** or **employers**, make sure your health insurance is correctly deducted. Otherwise you might be without coverage leading to de-enrollment eventually.*

Don't Ignore your Mail!

- **Make sure you put your name on your letterbox**
- Open all letters even though they are in German
- Identify important information (if in doubt, use Google Camera Translator)
- Tax ID, insurance card, etc.



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



You are allowed to **exceed the average study duration by max. 3 semesters** before the Foreigner's Office can intervene

Don't Hit and Run

What you are obliged to do :

- 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 Sign 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!”

Be Aware of Scams- Job Offers / Extortion

- **Be sceptical** about job offers/ easy opportunities to earn money- Scammers specifically target int. students (pressure to earn money for blocked account)
- **Research the company** via several different sources! Check the website/Imprint/Office building on Google (Streetview)
- **Insist on a written contract** (make sure you understand it, ask a native speaker to review the contract)
- **NEVER** use your private Email or bank account for company matters

General rule of thumb:
“Money can’t be earned effortlessly on the Internet!”



You didn't apply; they contacted you

If this happens to you, make sure you ask for more details and do your own research on the company. If they refuse to give you any information, take it as a sign.

Unprofessional emails

An email from a company using free mail services, randomised or personal email should raise a red flag e.g. @yahoo.com/@gmail.com or jane134ds@igb.net



Asking for money

A genuine recruiter or employer will not ask you for money. If any job offer requires you to pay a fee in advance, it is probably a scam.



Asking for confidential information

Never give out your personal information, especially the details of your credit card or bank accounts.



Be Aware of Scams- Job Offers / Extortion

Examples/Actual Former Incidents

- Receive **parcels, repackage** them, send them off to a different address
- Buying and selling **crypto-currencies via your private bank account** on behalf of a company
- **“Calls” from the police** accusing you or a family member of a crime, pressuring to pay bail/administrative fee
- Job **offers from abroad companies** (e.g. in the UK) to work on a **freelance-basis** e.g. as project engineer in Germany (Firstly: freelance work is not allowed with a student visa, secondly: these companies want to circumvent the social security and taxation laws by luring you into **“pseudo-self-employment”** = tax evasion is a crime!



You get the job right away
If you are hired without ever interviewing or meeting your potential employer, then something's got to be wrong.

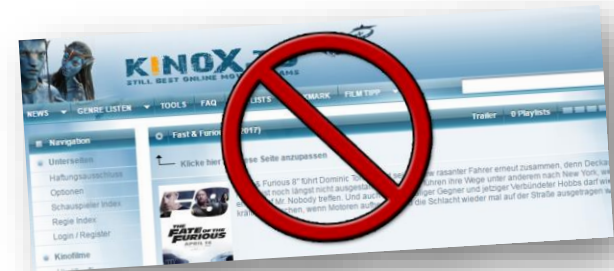
Offer is too good to be true
If you are promised a large sum of money for very little work or if salary offered is way out of range for your experience then take extra caution.

No online presence
If it's a legitimate company, you should be able to find information about the company (official website, UEN number etc) by doing an online search. If you don't find anything, you can bet it's a scam.

Spelling and grammar mistakes
If the email contains spelling, punctuation or grammatical mistakes, be on your guard.

Don't- Illegal Movie Streaming

- Be aware that the use of unofficial streaming sites may be illegal
- It can lead to hefty fines You might receive a **“cease-and-decist-letter”** (“Unterlassungserklärung”)
- Especially if you use the **university Internet** (campus/dormitories), be aware that your activities can be traced and the use of illegal sites may lead to consequences





Do- Re-Registration

Re-register for the next semester by transferring the semester contribution of currently EUR 86.00 as well as administrative fee for master program ranging from 500 Euro to 850 Euro

for the following winter semester – re-register between 25th July – 15th August

for the following summer semester – re-register between 15th January – 15th February

Otherwise you will be de-enrolled -> lose your visa status

Payee:	Hochschule Anhalt
Bank:	Deutsche Bundesbank
IBAN:	DE35 8100 0000 0081 0015 39
BIC:	MARKDEF1810
Reference:	Matriculation No._RM20231_Name, First Name

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

Never hand out
original
documents
(only if
required)!
**Provide
copies!**



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





[BahnCard: Save on every train ticket with the discount card](#)

Do- Get to Know Germany - By Train

BahnCard for Students

Save money on every rail journey

- MyBahnCard 25/50 for people under 26 from 36,90€/69,90€ per year
- BahnCard 25/50 from 59,90€/244€ per year
- Always note the **cancellation period**

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



In the middle of 2023 a Germany-wide 49€-ticket for regional modes of transport will be launched



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>

A sick note is only
issued by the
general physician
- not by the
hospital



Last updated: 30.01.2023

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

Frau Krätsch
Friedensallee 11
06406 Bernburg

Herr Dipl. –Med. Amelew
Magdeburger Str. 54
06366 Köthen



General Practitioner vs. Specialist Doctor

- Most people have a fixed/**regular general physician** they go to
- You will most likely have to **inquire with several doctors** to become a patient (lots of practices have a ban on new patient as they are so overwhelmed) – Look up „**Hausarzt/Allgemeinmediziner**“ in your area
- In Germany you cannot go to a specialist doctor right away (except for gynecologist, urologist, dentist)
- Your general practitioner needs to refer you to a specialist (e.g. radiologist, ENT, oncologist, orthopedist etc.)
- Both are covered by your health insurance, but for highly demanded specialists waiting times for an appointment can be long





Do- Socialize

- Participate in study and student groups
- Take part in uni sports
- Meet other people @International Student Club
@Student Lounge





University Sport

1. Register on the booking page with your **university email address**
2. Select sports card
 - Flex-Card 20€ per semester for courses
 - Gym-Card 35€ per semester for the Gym
 - Payment via PayPal, credit card, iDeal, ApplePay, GooglePay
3. Book courses or timeslot for the GYM

