

Guidelines for administrative procedures for international students

1. Before your arrival in Germany

The following should be obtained or completed before entering Germany:

- A passport valid for the whole time of your stay in Germany (otherwise you have to extend it in-between at your consulate in Germany or you have to travel home to extend it).
- The IFSH's letter of admission to the master's program (*Zulassungsbrief*).
- Visa, if necessary. EU citizens and nationals of Iceland, Liechtenstein, Norway and Switzerland do not need a visa. For information on visa regulations for non-EU citizens, see below.
- Translated and certified (!) copies of the following documents: birth certificate, secondary school diploma and possibly university diploma(s). Official certifications are issued by various authorities in your country, for example by German missions.
- Possibly a verification of your health insurance company (if it is recognized in Germany; for details, see below).
- Vaccination certificate (if existent). Check at the German missions whether particular vaccinations are required.
- International drivers license (if needed).
- Initiate search for accommodation.

Visa for Non-EU Citizens

- Non-EU citizens require a **student visa** when entering Germany. Visas are issued by the mission of the Federal Republic of Germany (embassy or consulate-general) responsible for your area of residence. As a rule, visa applications are to be accompanied by the letter of admission from the IFSH (*Zulassungsbrief*), proof of your health insurance, possibly a proof of your German language skills or a planned language course, and proof of your ability to finance your studies. A fee for a one-year visa is €60. For more details on the documentation required to support the visa application, please contact the German mission in your home country.
- Students who have not yet received a letter of admission to the university can apply for a student applicant visa (**Studienbewerbervisum**). This is valid for three months and can be converted into a student visa.
- Citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States of America can apply for their student visa *after entering* Germany.

Attention: Do not apply for a language course visa for the study year since it is not convertible into a student visa.

For more information please visit:

<http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/11-Studentenvisum.html?nn=479790>

**Cooperation Network Peace Research and Security Policy (KoFrieS)
Master of Peace and Security Studies (M.P.S.)**

Information on student health insurance

- All students in Germany must have health insurance (*Krankenversicherung*). Please take into account that proof of your health insurance is needed in order to be officially enrolled at the University of Hamburg.
- **For EU citizens:** Generally, a copy of your **European Health Insurance Card** valid for the entire stay in Germany is sufficient proof of health insurance.
- **For Non-EU citizens:** It is generally cheapest to sign up for health insurance with one of the *public health insurance companies*. There are special rates for students (aged 30 and younger) that are regulated by law. For registration at a health insurance company, you need your IFSH letter of admission. Rates for students who are older than 30 years or have studied longer than 14 terms/semesters are more expensive.
- **If you are older than 30 years or you have studied longer than 14 terms/semesters**, you can no longer get a cheap student rate. Nevertheless, to enroll you need a health insurance on a voluntary basis - either by a public or private health insurance. Before choosing a private health insurance, please make sure the insurance offers the **standard tariff according to § 315 SGB V**. Only in this case can you be sure that your health insurance will help you in all cases of need.
- Some countries have a social security agreement with Germany (Sozialversicherungsabkommen). This means that you can receive a special claims certificate (Anspruchsbescheinigung) from your health insurance agency in your home country, which will then be recognized as proof of insurance in Germany. Names of these special certificates: E 128 (Norway), CH 11 (Switzerland), T/A 11 (Turkey), TN/A 11 (Tunisia).
- Usually health insurance companies issue a certification of insurance together with a form to be sent to the university. The university will put a stamp on the form and send it back to the insurance company.
- Another possibility is to sign up for temporary travel insurance by Hanse Merkur. They offer a basic price for students: between €31 - €44 per month.
You can register online at: <http://www.hansemerkur.de/produkte/reiseversicherung/langzeit-auslandsaufenthalt/studenten-schueler-versicherung>¹

Addresses of selected public health insurance agencies:

Techniker Krankenkasse (TK)

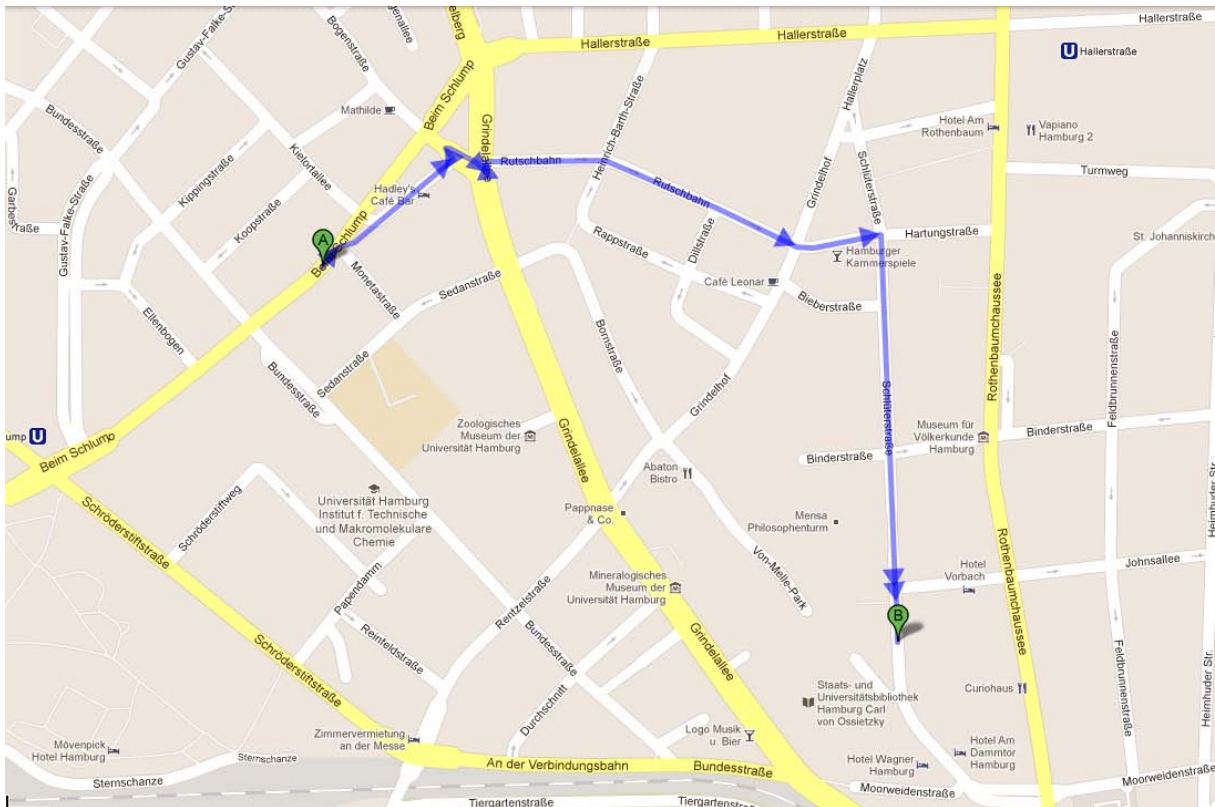
Schlüterstr. 18, 20146 Hamburg, Tel.: 040/69 21-69 69

What do I have to do to join the Techniker Krankenkasse (TK)?

1. Please fill out the membership application (see the last page) and hand it in at Techniker Krankenkasse, Schlüterstraße 18. You will find directions on the attached map.
2. If you need a membership certificate prior to your entry, please contact Mr. Martin Wiemer (martin.wiemer@tk.de) directly.
3. You will receive your membership certificate required to enroll at the University as well as for the city registration office (Einwohnermeldeamt).
4. You will receive a welcome package that includes the *Guide for Germany*.

¹ Attention: The experience of former students taught us that in case of serious illness, public health insurances are more expensive, but provide better coverage than this insurance.

**Cooperation Network Peace Research and Security Policy (KoFrieS)
 Master of Peace and Security Studies (M.P.S.)**



*IFSH (Institute for Peace and Security Studies), Beim Schlump 83, 20144 Hamburg
 to Techniker Krankenkasse, Schlüterstr. 18, 20146 Hamburg*

Allgemeine Ortskrankenkasse (AOK)

Schlüterstraße 22, 20146 Hamburg, Tel. 040/2023-2023

Barmer Ersatzkrankenkasse (BEK)

Grindelallee 45, 20146 Hamburg, Tel. 01850/0452870

Checklist:

1. A valid **passport** for the whole time of your stay in Germany.
2. **IFSH's letter of admission to the master's programme (Zulassungsbrief)**
3. **Residence in Germany** (for the enrollment, please name IFSH, c/o Naida Mehmedbegović Dreilich, Beim Schlump 83, 20144 Hamburg as your address)
4. **Proof of your health insurance**
5. **Proof of your ability to finance your studies** (for example proof of your scholarship)
6. With the following documents: letter of admission, certificate of insurance and proof of financing you should apply in due time (depending on the country about 1-2 months in advance) for a **student visa**.

If you are going to take a language course before the start of your study, please apply for a language course visa and a student visa at the same time, because otherwise things can get complicated.

Enrollment (Immatrikulation) at the University:

The enrollment forms of the whole group will be collected by Ms. Madeleine Köhler, who will submit them to the University of Hamburg **by August 15th**.

**Cooperation Network Peace Research and Security Policy (KoFrieS)
Master of Peace and Security Studies (M.P.S.)**

2. After the arrival in Germany

Registration at District Registry Office (*Einwohnermeldeamt*)

The registration at the district registry office should be done *within one week upon arrival* in Hamburg. For this, you need the following documents:

- passport (with your visa)
- name and address of your landlord, or a certificate of residence from your dorm
- the registration form (*Anmeldeformular*) is available at the registry office or online at <http://fhh1.hamburg.de/Dibis/form/pdf/anm.pdf>

Please *store your Meldebestätigung carefully*: you will need it – among other things – for opening a bank account. Every change of residence within Hamburg has to be reported to the registry office within a week. You can register at any registry office in Hamburg. The fee is €10.

See <http://www.meldebox.de/Einwohnermeldeamt/Hamburg/> for the addresses and office hours of the register offices in Hamburg.

- Nearby the IFSH is the **Eimsbüttel District Office**:
Customer center 1st floor
Grindelberg 66
20144 Hamburg
Phone: 040/42801-2102
E-Mail: Kundenzentrum@eimsbuettel.hamburg.de
Office hours:
Mon 8 a.m. - 3 p.m., Tue 7 a.m. - 2 p.m.
Wed 8 a.m. - 2 p.m., Thu 11 a.m. - 6 p.m.

Application for a student visa

Extending your visa or obtaining a residence permit for Germany

If you entered Germany without a visa, you should apply for a residence permit after your registration at the registry office. You can find the application form at: <http://fhh1.hamburg.de/Dibis/form/pdf/00840-169.pdf>

You need the following documents: passport, a biometric photo, confirmation of enrollment, tenancy agreement, confirmation of health insurance, proof of financing, **€60 for the fee**. The same applies if you need to extend your three-month-valid visa for the whole study year. The residence permit and extensions can be applied for at the Hamburg Welcome Center:

Hamburg Welcome Center

Alter Wall 11, 20457 Hamburg
Tel: +49 (040) 42854-5001
E-Mail: info@welcome.hamburg.de

Service hours:
Mon 8 a.m. - 5 p.m., Tue 8 a.m. - 12 p.m., Wed 8 a.m. - 12 p.m.,
Thu 8 a.m. - 6 p.m., Fri 7 a.m.-12 p.m.
<http://english.welcome.hamburg.de/contact/>

At the Welcome Center, foreign students can also get information about daily life in Hamburg.

**Cooperation Network Peace Research and Security Policy (KoFrieS)
Master of Peace and Security Studies (M.P.S.)**

Checklist:

1. **passport**
2. **a biometric photo**
3. **confirmation of enrollment**
4. **tenancy agreement**
5. **confirmation of health insurance**
6. **proof of financing**
7. **€60 for the fee**

Further formalities:

For transferring your health insurance fee (and, if applicable, receive your scholarship), you should **open a German bank account** immediately after your arrival in Germany.

Required documents:

1. passport
2. student identification card (or letter of admission from the IFSH)
3. confirmation of residence registration (*Meldebestätigung*)
 - We recommend the bank "Hamburger Sparkasse",
(e.g. student account HaspaJoker unicus for 3,50 Euro per month)
HASPA-branch office Rotherbaum
Grindelallee 53
20146 Hamburg
Phone: 040/3579-6896
Service hours:
Mon, Wed, Fri 09:30 a.m. - 4 p.m.; Tue + Thu 9:30 a.m. - 6 p.m.
<http://haspa-filialsuche.de/>

Hint:

Helpful information on the first steps to take as a new student in Hamburg is available on the website of PIASTA (Intercultural Living and Learning) at http://www.uni-hamburg.de/piasta/index_e.html

Last update: December 8th, 2011

Application for Membership

please fax to Martin Wiemer — fax no: 0800 - 285 85 89 501 53

I want to become a member of TK as of _____
Ich möchte TK-Mitglied werden ab _____

Ms. Mr.

Name _____

First Name
Vorname _____

Date of Birth
Geburtsdatum _____

Street, Number
Straße, Haus-Nr. _____

Postal code, Town
PLZ, Ort _____

Telephone*
Telefon* _____

E-Mail*
E-Mail* _____

University
Hochschule/FH _____

Department
Fachrichtung _____

Semester
Ich studiere im Fachsemester _____

Start of university _____ Expected to finish _____
Ab/seit bis (vorauss.)

Details of Previous Insurance

Angaben zum letzten Versicherungsverhältnis

During the past 18 months I was insured with the following health insurance company/companies:
Ich war die letzten 18 Monate bei folgender/n Krankenkasse/n

Name, City _____
Name, Ort

from _____ until _____
von bis

Name, City _____
Name, Ort

from _____ until _____
von bis

compulsory insurance voluntary insurance family insurance
pflichtversichert freiwillig versichert familienversichert

I am enclosing confirmation of the cancellation of my former health insurance or will hand this in a later date.
Die Kündigungsbestätigung meiner bisherigen Krankenkasse ist beigelegt bzw. wird nachgereicht.

If you were covered by family insurance, we require the following additional details:

Wenn Sie familienversichert waren, benötigen wir noch folgende Angaben:

Name, First Name of Insured Member _____
Name, Vorname des Mitglieds

Date of Birth _____
Geburtsdatum

I became aware of the «KK TK» through*
Auf die TK hat mich aufmerksam gemacht*

Name _____

Address _____
Adresse

Information for Insurance with Techniker Krankenkasse

Angaben für die Versicherung bei der Techniker Krankenkasse

I have been granted exemption from compulsory health insurance
Ich habe mich von der Krankenversicherungspflicht befreien lassen yes no

In addition to studying I am employed or self-employed
Neben dem Studium übe ich eine Beschäftigung oder selbstständige Tätigkeit aus yes no

I receive a state pension or have applied for one
Ich beziehe Rente bzw. habe Rente beantragt. yes no

I receive other regular payments (company pension, superannuation, maintenance)
Ich erhalte Versorgungsbezüge (z.B. Betriebsrente, Pension). yes no

Information for Determining Eligibility for Exemption from Patient Deductibles

Angaben für die Prüfung der Voraussetzungen zur Befreiung von gesetzlichen Zuzahlungen

I receive BAföG
Ich beziehe BAföG yes no

Other monthly income
weitere monatliche Einkünfte yes, amount in EUR _____ no
Ja, Betrag in EUR

Spouse with an income
Ehegatte mit Einkünften yes, amount in EUR _____ no
Ja, Betrag in EUR

Declaration for participation – "Meine «KK TK»"

Teilnahmeerklärung "Meine TK"

Yes, I would like to use the advantages of "Meine TK"
Ja, ich möchte die Vorteile von "Meine TK" nutzen und wünsche mehr Informationen.

I am aware of the terms and conditions at www.tk-online.de.
Die Teilnahmebedingungen (siehe www.tk-online.de) sind mir bekannt.

Bank Details*

Bankverbindung*

Direct debit Credit transfer
Abbuchung/Einzugsermächtigung Überweisung

Name of Bank _____
Name des Geldinstituts

Town _____
Ort

Account No. _____ Bank Code _____
Konto-Nr. BLZ

Account Holder _____
Kontoinhaber/in

Signature of Account Holder _____
Unterschrift d. Kontoinhabers

(for direct debit authorisation when applicant and account holder are not the same person)

(bei Einzugsermächtigungen, wenn Antragsteller/in und Kontoinhaber/in nicht identisch sind)

Date _____ Signature _____
Datum Unterschrift

We need your personal details in order to be able to give you best possible advice and service (Code of Social Law V = SGB V). The Code of Social Law obliges us to protect your personal data comprehensively.

Ihre persönlichen Daten benötigen wir, um Sie umfassend beraten und betreuen zu können (Sozialgesetzbuch V – SGB V). Durch das SGB sind wir verpflichtet, diese Daten umfassend zu schützen.

* voluntary information
*freiwillige Angabe

Notes for internal use

Interne Bearbeitungsvermerke

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