



First Steps

A warm welcome to the
Martin Luther University Halle-Wittenberg



Foto: MLU / Markus Scholz

Enrolment Office | Enrolment

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International Office



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welcome@international.uni-halle.de

International – I want to know!



[unihalle_international](https://www.instagram.com/unihalle_international)

ERASMUS Student Network Halle (Saale) e.V.



halle@esn-germany.de

<https://esn-halle.de/>



[ESN Halle Saale](https://www.facebook.com/ESN-Halle-Saale)



[esn_halle](https://www.instagram.com/esn_halle)

Introduction

Dear students,

we are delighted to welcome you as international students to Martin Luther University Halle-Wittenberg!

To help you settle in, we have put together the following document with information on your first steps in Halle (Saale).

Please read this document carefully.

Should you have any questions, we at the University's International Office are always here to help.

Your International Office – Team Welcome



International Office

MARTIN-LUTHER-UNIVERSITÄT
HALLE-WITTENBERG

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Arrival and Entry

Start of the semester

- Summer term: 01. April
- Winter semester: 01. October

The start date of lectures may vary by a few days each year. The exact dates can be found here:

Academic Year Timetable.

Make sure you arrive in Halle for the start of the semester, as there are many information and induction sessions taking place during the first few days of the semester. If you can, arrive as early as possible so that you can sort out all the administrative formalities before the semester begins.

Please note: *Students who have been allocated a **place** in halls of residence are generally not permitted to move in before 1 April or 1 October. You will therefore need to find alternative accommodation to bridge the gap between your arrival and moving into the halls of residence.*

It is also essential to arrive on time because enrolment documents – which include the online login details for course registration – are (currently) only issued in person at the university.

Visa requirements – Student visa for Germany

Student visa

- Valid for three months from the date of entry into Germany
- An application for a residence permit covering the duration of the study period must be submitted to the Foreigners' Registration Office **within the first three months** of arrival in Germany
- You must hold an entry visa **for the purpose of studying** (a visa **for the purpose of a language course is not sufficient**)

EU and EEA countries: Nationals of EU and EEA countries (Iceland, Liechtenstein, Norway) and Switzerland do not need to issue a Student Visa:

→ <https://www.auswaertiges-amt.de/de/service/fragenkatalog-node/02-arbeiten/606474>

Non-EU-countries: International students (non-EU) coming to Germany to study must first apply for a student visa at the relevant German diplomatic mission abroad **before entering Germany**. We recommend creating an account on **VisaFlow** by entering the code 'UNIHALLEWITT25'. The platform is free of charge and guides you step by step through the visa application process.

Exceptions: Citizens of certain other countries are also exempt from visa requirements when entering Germany:

→ <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820>

Visa for entry into the Federal Republic of Germany

EU and EEA countries: Nationals of EU and EEA countries (Iceland, Liechtenstein, Norway) and Switzerland do not need to issue a Visa for entry.

Countries exempt from visa requirements when entering Germany

Nationals of certain non-EU countries are exempt from visa requirements when entering Germany:

→ <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/staatenliste-zur-visumpflicht/207820>

However, the following also applies to students from these countries: within 3 months of entering Germany, they must apply for a residence permit for study purposes at the relevant immigration office (at their place of residence).

Non-EU-Countries:

All students from **non-EU countries** require a valid residence permit for Germany if they wish to leave Germany for travel purposes and re-enter the country. The entry visa with which most students have entered Germany (student visa, valid for 3 months) **does not entitle the holder to multiple entries!**

Special entry visas (visiting and exchange students)

Some visiting and exchange students enter the country on visas that are valid for the entire duration of their studies. **In such cases, it is not necessary to apply for a residence permit at the Foreigners' Registration Office.**

Special cases (visiting and exchange students)

Special rules apply to students who are not nationals of EU or EEA countries or Switzerland, but who already hold a residence permit for study purposes in an EU country and are coming to us for a guest study placement. In such cases, please contact the International Office in good time. The International Office must submit a notification to the Federal Office for Migration and Refugees (BAMF), which issues a travel and residence permit.

Enrolment

Collection/receipt of documents

Enrolment documents can (still) only be collected **in person**.

Location for in-person enrolment: Infothek, Löwengebäude on the main university campus

Proof of health insurance – applies to **all** students

Proof of health insurance for **all** students (**including those with an EHIC**) is provided electronically by a German statutory health insurance provider directly to the university (ID H0000861). To initiate this process, you must contact a German statutory health insurance provider (e.g. AOK, Techniker Krankenkasse, BARMER or others) and ask them to forward this information to Martin Luther University Halle-Wittenberg.

Paying the semester fee

(currently €333.30)

PLEASE NOTE: Please only transfer the semester fee if you **are certain** you will have a **valid visa** for your period of study in Halle (Saale). The semester fee covers the costs of the semester ticket, the Studentenwerk and the Student Council, and must be paid by all students each semester.

Payment options:

- by bank transfer from your home country
Please **note**: Please check with your bank and MLU's bank in advance to find out what **fees** apply to the bank transfer. You must pay these fees yourself to ensure that the full amount of the semester fee is credited to the university's account. Please transfer the semester fee in good time before the date of your in-person enrolment. Processing **takes approximately 3 to 7 days**.
- Cash deposit at any bank (fees: approx. €10) or
- by bank transfer after opening your own account with any bank in Germany

Payee:	Martin Luther University Halle-Wittenberg
IBAN:	DE46 8100 0000 0081 0015 35
BIC:	MARKDEF1810
Bank:	Deutsche Bundesbank, Magdeburg Branch
Reference	<i>First name, surname, date of birth.20261</i>

Please note: *The semester fee must be credited to the university's account **two weeks before your in-person enrolment**; only then can you be fully enrolled.*

Once payment has been received and all necessary documents have been submitted, the following documents can be collected at the Löwengebäude on the dates set for in-person enrolment:

- Student ID card
- Certificate of enrolment
- Passwords for Stud.IP, the Löwenportal and your student email address

Student ID card | Uni Service Card

Card functions

- Student ID card >> validate (have the semester date printed on it)
- Library card
- Canteen card >> top up

Movemix app for the Germany Semester Ticket

To use your Germany Semester Ticket for local public transport (trams, buses, regional trains) in Germany, you'll need to download the movemix_app. Tickets are checked via the app and your ID card or passport. You can find further information on downloading the app and registering [here](#).

Registration of residence

Anyone wishing to study at a German university must provide proof of health insurance. You cannot enrol without health insurance.

Students from EU countries

Students from EU countries or from Iceland, Liechtenstein, Norway or Switzerland who hold a European Health Insurance Card (EHIC) must contact a German statutory health insurance provider for enrolment purposes and arrange for an electronic notification of their insurance status to be sent to Martin Luther University.

Students from countries with which Germany has an agreement

Students from **countries covered by an agreement** [Bosnia and Herzegovina, Macedonia, Montenegro, Serbia (excluding Kosovo), Turkey or Tunisia] must obtain a certificate from their health insurance provider in their home country before departure (see the 'Health Insurance' information sheet on the [International Office's website](#) under the 'Insurance' section).

To enrol, students from countries covered by an agreement must contact a statutory German health insurance provider and arrange for an electronic notification of their insurance status to be sent to Martin Luther University.

Students from non-EU countries

Students from non-EU countries without a bilateral agreement must take out statutory health insurance in Germany (cost: approx. €120–€150 per month). Health insurance policies issued abroad are not normally accepted by the university.

To enrol, you must provide proof of statutory German health insurance and ask your health insurer to submit an electronic notification to Martin Luther University.

Special cases (students aged 30 and over)

Students aged 30 and over are no longer eligible for student health insurance rates. Special rules apply in this case. These students may take out voluntary statutory health insurance or, where applicable, private health insurance.

To enrol, students aged 30 and over must contact a German statutory health insurance provider to obtain official confirmation of their exemption from student health insurance.

Anyone moving into accommodation in Germany must register with the registration office responsible for their new place of residence **within two weeks**.

Fee: free of charge

Required documents

'Meldeschein' form (available free of charge from the registration office; can be completed in advance; however, details can also be entered on the spot by the staff)

- Identity card or passport
- Landlord's certificate (registration)

Please note: You should – and indeed can – only register your residence once your permanent address for the duration of your studies has been finalised and you have received a tenancy agreement or sub-letting agreement and a landlord's certificate.

Booking an appointment

Book an appointment online with the Citizens' Service: Halle (Saale) – Händelstadt → ("Registering, de-registering or changing your address")

Landlord's certificate

Whenever you register or deregister a residence, you must submit a landlord's certificate to the Citizens' Service.

With this certificate, landlords must confirm in writing or electronically, within two weeks, the tenant's move-in and move-out from a property (see above).

Fee: free of charge

Processing: The certificate is issued by the landlord or owner responsible for the property

The landlord's certificate must contain the following details:

- Name and address of the landlord
- Type of event subject to registration, including move-in or move-out dates
- Address of the property and
- the names of the persons required to register

Bank account

For most international students staying in Germany, it is advisable to open a bank account, e.g. for the fee-free payment of the semester fee, for paying rent and health insurance, etc.

Students from EU countries

Normally, you can withdraw money from any cash machine at banks within the European Union. However, some banks charge a fee for this. It is therefore advisable to open a German bank account during your studies.

Current account for students

Information on bank accounts + their respective fees → see the [document on accounts](#)

Required documents

- Identity card or passport
- Student ID card/certificate of enrolment
- Certificate of registration (proof of residence)
- Tax identification number (will be provided once you have registered your residence)

Blocked account

International students **who are not from an EU country** must prove that they can cover the costs of their studies and living expenses themselves. Proof of financial means often has to be provided **when applying for a visa**. One way to provide proof of financial means is through a blocked account. Furthermore, the blocked account serves as **proof of financial means when applying for a residence permit** at the Foreigners' Registration Office in your place of residence in Germany. Students who have set up a blocked account for their visa can present this proof to the Foreigners' Registration Office without any problems. However, some international students are able to enter Germany without a financial assessment and only need to provide proof of financial means when applying for a residence permit. In this case, the blocked account must therefore be opened in Germany.

What is a blocked account?

A blocked account is a special account into which a specific sum of money is deposited and frozen. The amount of this sum depends on the planned duration of stay in Germany. Students must deposit a statutory minimum amount (currently €992.00 per month and €11,904 per year) into this account for the duration of their intended stay in Germany. This is usually done when applying for an entry visa for Germany, for which, in many cases, it is necessary to open a blocked account in their home country.

Once the account has been activated in Germany, only €992.00 per month may be withdrawn from the blocked account (for cash withdrawals, bank transfers, etc.). (If more than €992.00 has been deposited for each month, a correspondingly higher amount may be withdrawn).

Unblocking a restricted account – documents

- Identity card or passport
- Service request (form for activating the account)
- Certificate of residence (registration of address)

How do you close a restricted account?

To close a **blocked account**, you will need a **confirmation of closure** from the **Foreigners' Registration Office** – unless there is no money left in the account. You must present your passport and certificate of residence to the bank.

Residence permit

Non-EU nationals only

→ In order to apply for a residence permit, you must already be residing in Halle (Saale) and be registered within the city (see 'Registration of residence' on pages 5 and 6)

Students from non-EU countries who wish to stay in Germany for longer than 3 months must apply for a residence permit. To **apply for a residence permit** for the purpose of education, please use the online service provided by the Foreigners' Registration Office of the City of Halle (Saale):



<https://halle.de/serviceportal/online-dienste/aufenthaltserlaubnis-zum-zweck-der-ausbildung#/bueOverview>

To ensure that your application is processed as quickly as possible, please note the following:

- Instructions provided by the online service and documentation that is as complete as possible
- Do not submit your application more than once or via other channels (by post or email) to the Immigration Authority
- Do not make enquiries about the status of your application (this delays processing at the Foreigners' Registration Office)

It is no longer necessary to visit the Foreigners' Registration Office in person to submit your application.

Your application cannot be processed until you have registered with **the Residents' Registration Office**.

To ensure a seamless transition, the application for **renewal** should be submitted **approximately three months before** your residence permit **expires**.

As soon as your application has been received by the Immigration Office, it will be processed. If any further documents or statements are required from you, you will be

Documents

- Valid passport (copy of the personal details page)
- For new entries: copy of the visa
- Certificate of enrolment or letter of admission
- Proof of sufficient funds to cover living expenses
- Blocked account with a blocked amount of at least €11,208.00 or €11,904 or
- Letter of financial undertaking or
- Scholarship certificate or
- in the case of renewal: bank statements for the last 6 months, and, where applicable, an employment contract with proof of income
- Tenancy agreement or rent certificate
- Proof of adequate health insurance cover

Address

City of Halle (Saale)
Immigration and Residence Department
Marktplatz 1
06100 Halle (Saale)

Email: auslaenderbehoerde@halle.de

Department for Foreigners and Asylum Affairs

If your application is approved, you will be given an appointment by the Immigration Authority to have your biometric data recorded. Please bring your national passport, a recent biometric photograph and the applicable processing fee (see below) to this appointment. It will then take a further 4 to 6 weeks for the electronic residence permit (eAT) to be produced by Bundesdruckerei GmbH in Berlin. You will need to visit the Foreigners' Registration Office again to collect the document – you can arrange an appointment for this when you attend the appointment to have your biometric data recorded.

Fees

Fixed fee: €100.00

Under certain circumstances, a fee reduction or exemption may be considered.

Provisional residence permit

If a decision on your application cannot be made in time before your residence permit expires, your current residence permit will be deemed to remain fully valid (including any work permit) – provided the application was submitted in good time and the other conditions set out in Section 81(4) of the Residence Act (AufenthG) are met (**deemed validity**). **This will not result in any disadvantages for you.** In this case, you will be given an appointment to collect a certificate confirming the provisional effect (**provisional certificate**).

Visiting address

Immigration and Residence Department
Am Stadion 5
06122 Halle (Saale)

Further information on residence permits for students:

<https://halle.de/serviceportal/dienstleistungen/leistung/aufenthaltserlaubnis-fuer-studenten-studentenvisum/389039685>

Study Organisation

For full-time students

In addition to enrolment, full-time students should be aware of the two portals: 'Löwenportal' and '[Stud.IP](#)'.

Please read the document '**studIP vs. Löwenportal**' carefully to find out what you can do with these two sites and why they are so essential for your studies at Martin Luther University Halle-Wittenberg.

Module registration

Each semester, you must not only register for courses on Stud.IP, but also for the corresponding modules on the Löwenportal.

Module registration deadlines

- Winter semester: approx. from 28 September to 25 October
- Summer semester: approx. from 18 March to 18 April

For visiting and exchange students

At the start of your stay

Confirmation of Enrolment (CoE) | Confirmation of arrival in Halle

- Mandatory for all exchange students spending 1–2 semesters in Halle
- Within 7 days of arrival, you must confirm your arrival in Halle by emailing erasmus@international.uni-halle.de

Select your courses at

- Courses online: https://studip.uni-halle.de/plugins.php/vorlesungsverzeichnisplugin/sem_tree/index?cancel_login=1 (no login required)
- Course selection in consultation with subject coordinators (home university and Halle)
- Final registration and enrolment in courses via Stud.IP after receiving your login details (upon in-person enrolment)
- Participation and assessment to be agreed individually with lecturers (does not replace a meeting with the subject coordinator)
- Enter your course selection into the **Mobility-Online** profile and complete the course list

Learning Agreement | List of courses

- Mandatory for all ERASMUS students
- Agreement with the home university regarding which courses the students will attend in Halle
- Discuss first with coordinators at the home university, then with coordinators in Halle, and have it confirmed by both (signature & stamp)

During the stay, for all students

See document: **'studIP vs. Löwenportal'**

Student email address

Upon enrolment, you will be issued with a student email address. All communication from the university will be sent via this address. x.y@student.uni-halle.de

Instructions on how to log in to [the website](#) are provided in your enrolment documents.

Therefore it is very important that you check this email inbox regularly.

You can also set up a forwarding rule.

Here's how:

- Click on the small ⚙ (Options) in the top right-hand corner
- Click on 'Rules'
- Set up the forwarding rule

At the end of your stay

Confirmation of Courses Attended | final course list and basis for the Transcript of Records (ToR)

- Is entered into Mobility Online
- Print the course list and obtain confirmation from individual lecturers (credit points, mark, signature, stamp)

Confirmation of Attendance (CoA) | Confirmation of departure

- Compulsory for all exchange students spending 1–2 semesters in Halle
- Applications must be submitted via e-mail 7 days before departure to erasmus@international.uni-halle.de

Transcript of Records (ToR) | Confirmation of courses taken and credits earned

- Issued by the Examinations Office upon presentation of the confirmed 'Confirmation of Courses Attended' – this is the only way to ensure that credits are recognised in your home country

Miscellaneous

Language courses

Language Centre

August-Bebel-Straße 13c

- **Enrolment:** Information under German as a Foreign Language
- **Cost:** free of charge

Institute for German Language and Culture e.V.

- **Fees:** fees apply

Culture and Leisure

In Germany, universities generally offer only a limited range of student activities. Most students get involved in organisations and clubs outside the university.

ESN Halle

ESN Halle (Saale) is a voluntary student initiative whose members are primarily committed to supporting exchange students. The aim of the initiative is to complement existing support services and to promote communication regarding events and leisure programmes. This is intended, in particular, to give ERASMUS students the opportunity to get to know more German students, to take part in leisure activities together with their mentors from the buddy programme, and to present their own culture and get to know German culture better through a wide range of cultural events.

"ESN Halle Saale"

Language Tandems

Language tandems involve bringing together two or more people from different linguistic and cultural backgrounds. Through communication in real-life conversation situations, they help each other to get to know the language, way of life and culture of the other person (better) . You can find tandem partners on Contactus . There are also various language meet-ups to be found on social media.

Further points of contact

Student Council of Martin Luther University Halle-Wittenberg (Stura)

The university's Student Council advocates on behalf of the student body on all manner of issues. There are various working groups in which you can get involved. As the Stura is only elected for one semester at a time, you could also stand for election to the Stura directly and get involved there.

Collegium Musicum

Those of you who are musically inclined can also join the university choir or band

Unisport

Course registration and information at the University Sports Centre.