



First Steps

Welcome to the
Martin-Luther-Universität Halle-Wittenberg

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International Office

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 [International Office Uni Halle](#)

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ERASMUS Student Network Halle (Saale) e.V.

✉ Friedemann-Bach-Platz 6
☎ 0157 520 203 30
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<https://halle.esn-germany.de/>

 [ESN Halle Saale](#)

 [esn_halle](#)

Introduction

Dear students,

We are happy to welcome you as international students at Martin Luther University Halle-Wittenberg!

To make your arrival and settling in easier, we have compiled the following document with information on the first steps in Halle (Saale).

We ask you to read the document carefully. Nevertheless, we, as the International Office of the University, are always at your side should you have any questions.

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1 Arrival/entry

(visa, entry regulations under Covid)

Visa requirements - Study visa for Germany

If you intend to study in Germany, you must first apply for a study visa at the responsible German mission abroad before entering Germany.

This does not apply to nationals of EU and EEA countries (Iceland, Liechtenstein, Norway) and Switzerland):

[http://www.auswaertiges-
amt.de/DE/Infoservice/FAQ/VisumFuerD/08Studentenvisum.html?nn=383016](http://www.auswaertiges-amt.de/DE/Infoservice/FAQ/VisumFuerD/08Studentenvisum.html?nn=383016)

Nationals of some 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>

Study visa

- Validity for three months from the date of entry into Germany
- Application for a residence permit for the duration of the study stay must be submitted to the Foreigners' Registration Office ("Ausländerbehörde" in German) within the first three months.
- Entry visa for the purpose of study must be available (for the purpose of a language course is not sufficient)

ATTENTION!

All students from non-EU countries need a valid residence permit for Germany if they want to leave Germany for travel purposes and enter again. The entry visa with which most students have come to Germany (study visa, valid for 3 months) does not entitle the holder to multiple entries!

States with visa-free entry to Germany

Nationals of some 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>

Nevertheless, the following also applies to students from these countries: within 3 months after entering Germany, a residence permit for study purposes must be applied for at the responsible Foreigners' Registration Office (at the place of residence).

Special entry visas (visiting and exchange students)

Some guest and exchange students enter the country with visas that are valid for the entire period of study. **In these 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 incomings who are not citizens of EU and EEA countries as well as Switzerland, but who already have a residence permit for studying in an EU country and who come to us for a guest study stay. **In these cases, please contact the International Office!**

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1a Entry regulations under Covid-19

In the winter semester 2021/22, there will probably still be special regulations for students entering Germany from abroad. We have compiled all important information on this on our homepage:

<https://www.international.uni-halle.de/corona-information/>

2 Buddy Program

Every visiting and exchange student is given the opportunity by us as the International Office to receive support from a full-time student of our university (buddy).

Depending on availability, international full-time students can also receive a buddy.

What is a "buddy" and what can they help me with?

A buddy is an unpaid and volunteer student at MLU who is supposed to help you settle in Halle and in your new study situation at our university.

Buddies receive basic training from the International Office. Please note that this does not make the Buddies perfect experts in all areas.

He is not your mentor and is not supposed to be there for you 24/7. He is only a help and first point of contact if you have problems and questions or just need a sympathetic ear.

How do I sign up for the buddy program?

It is sufficient if interested parties send us an e-mail with their wish to participate.

The e-mail should include the following facts:

- Full name
- E-mail address for further correspondence
- Country of origin
- Mother tongue
- Address in Halle (Saale)
- Study program at MLU
- Desired language of conversation with the buddy

How does a buddy get matched with me?

Assignments are made by the International Office based on the following criteria:

- Language
- study program
- Place of residence

We prioritize the allocation according to these aspects and then notify all interested parties about their matching with a buddy.

The manner of subsequent contact is then entirely up to the participants.

Does a buddy have to host me in their own apartment?

No. A buddy is not obliged to do this. If he does offer to do so, it is at his discretion to offer to do so..

Other things a Buddy is **not** obligated to do::

- Help you out financially
- - Help you with your university work, e.g. write essays for you
- - Search for accommodation for you (exception: taking over the key in the student dormitory)
- - to take care of other international students who have not been assigned to him/her

Who can help me if I find myself in (financial) difficulties?

Contact the International Office in such cases!

E-mail: incoming@international.uni-halle.de

Telefon: 0345 55 21537

What if I don't get along with my buddy?

If difficulties arise between you and your buddy that can no longer be solved, there is the possibility to change the buddy.

However, this possibility always depends on the availability of the other buddies, because if you wish to change your buddy, another one must have capacity to take care of you additionally.

The program is designed in such a way that buddies are assigned at the beginning of each semester, which also ends the application period for the program on both sides. This means that no new students can apply to be buddies in the buddy program.

Therefore, it may also happen that you cannot change your buddy or a change means that you no longer have a buddy.

3 Enrolment

The enrolment process is done exclusively online.

All international students must send the following documents as a scan/PDF to enrolment@verwaltung.uni-halle.de :

- passport photo (jpg or png format; in most cases already sent with application)
- proof of health insurance
(Acceptable proof of public health insurance, EHIC or exemption from public health insurance).

Note: If you do not have a European Health Insurance Card (EHIC), we recommend that you take out statutory health insurance in Germany (costs: approx. 110 € per month).

Important during the Covid-19-pandemic: International students need to complete the form „Completion of registration“. **Students will receive said via e-mail.**

Paying the semester contribution

(243,85 €)

- by bank transfer from home country (please note fees).
- cash deposit at any bank (fees: 10 €) or
- by bank transfer after opening an own account at any bank in Germany

Please note: The enrolment is only completed after the payment confirmation has been received!

The following documents will be sent to the specified address in Halle after payment and receipt of the documents (**Under Covid-19 no pick-up at the Infothek in the Löwengebäude possible**):

- Student ID
- Certificate of enrollment
- Passwords for Stud.IP, Löwenportal and student email address

Student ID card | Uni Service Card

Card functions:

- Student ID card >> validate (have semester date printed on it)
- library card
- copy card >> charge money
- Mensa card >> top up money
- Ticket for public transport (Streetcar, bus, S-Bahn in Halle/Leipzig and surroundings can be used free of charge)

4 Health Insurance

If you want to study at a German university, you need proof of health insurance. Without health insurance enrolment is not possible.

Students from EU countries

Students from EU countries who have a European Health Insurance Card (EHIC) only need a photocopy of this card for enrolment purposes.

Students from agreement countries

Students from agreement countries [Bosnia-Herzegovina, Macedonia, Montenegro, Serbia (without Kosovo), Turkey or Tunisia] must obtain a certificate from the health insurance provider in their home country before departure ([see information sheet on health insurance on the International Office website on the subject of insurance](#)). This certificate must be exchanged for an entitlement card at any statutory German health insurance company before visiting a doctor. This entitlement card is only valid for one quarter (3 months). If a visit to the doctor is necessary in the following quarter, a new entitlement card must be issued.

Students from non-EU countries

Students from non-EU countries without an agreement must take out statutory health insurance in Germany (costs: approx. 110 € per month; can be taken out directly upon enrolment). Health insurance policies issued abroad are accepted by the university only in exceptional cases.

Special cases (students over 30 years)

Students who are 30 years of age and older, are no longer eligible for the student insurance. Special regulations apply here. These students can take out voluntary statutory health insurance or, if necessary, private health insurance.

Cancellation of health Insurance

In any case, the health insurance must be terminated. The cancellation must take place before the departure. For this purpose, a certificate of exmatriculation and proof of departure (e.g. flight ticket or deregistration with the city) are required.

5 Residence registration

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

fee: for free

Necessary documents:

Form "Meldeschein" (available free of charge at the registration office; can be filled out in advance, but information can also be entered on site by the employee):

- Identity card or passport
- Certificate of accommodation (registration)
- **Completed health questionnaire**

(file:///C:/Users/n2s/AppData/Local/Temp/gesundheitsfragebogen_stadverwaltung1-1.pdf)

Note: The residence should and can really only be registered when your address for the study stay has been determined and you have received a rental contract/subletting agreement and the accommodation provider certificate.

Where?:

Meldebehörde/ Einwohnermeldeamt
Ratshof, Marktplatz 1
06108 Halle

Opening hours (**appointment only**):
Mo 8:00-16:00 | Tue / Thu 8:00-19:00
Wed 8:00-12:00 | Fr 9:00-15:00 |
Sa 9:00-12:00

Online appointment scheduling:

Appointments must be made with the registration office / Einwohnermeldeamt (residents' registration office) for registering and deregistering your place of residence. The city of Halle has set up an online appointment system for this purpose:

<https://www.halle.de/de/Verwaltung/Online-Angebote/Online-Dienste/Terminvereinbarung/Termin-Buergerservic-08648/>

After selecting the service and a corresponding appointment, the system sends an e-mail with a confirmation link and a link to cancel the appointment.

The confirmation link must be clicked within one hour after receiving the email, otherwise the appointment will expire.

After confirming the appointment by clicking the link, the system sends another e-mail, which then contains the confirmation of the appointment by the registration office and the waiting number for the appointment.

Residence deregistration (in case of relocation within Germany or departure at the end of the study stay)

Anyone who changes residence or moves out of an apartment and does not move into a new apartment in Germany must reregister/deregister with the registration office within two weeks of moving out. A re-registration/deregistration is possible at the earliest one week before moving out.

Fee: free of charge

Necessary documents:

- Deregistration" form (available free of charge from the registration office; can be filled out in advance, but information can also be entered on site by the processor).
- Identity card or passport
- Accommodation provider certificate (deregistration)

Deregistration can be done in person at the registration office/residents' registration office or by mail. For deregistration by mail, the appropriate form, a copy of your passport and a stamped envelope are required.

Wohnungsgeberbescheinigung

Each time you register or deregister a dwelling, you must submit a housing provider certificate (Wohnungsgeberbescheinigung) to the registration office.

With this certificate, housing providers (landlords) must confirm the move-in and also the move-out of the tenant from an apartment (see above) within two weeks in writing or electronically.

Fee: free of charge

Processing: Issuance is made by the housing provider (landlord) or owner responsible for the apartment.

Note:

The housing provider can be: the apartment owner(s) or persons authorized by them, in particular the responsible property managers. However, main tenants can also act as housing providers if they sublet rooms of their apartment.

This housing provider certificate must contain the following data:

- Name and address of the housing provider
- Type of transaction subject to registration with dates of moving in or moving out
- Address of the dwelling and
- Names of the persons subject to registration

When specifying the address of the apartment, the designation of an apartment number or floor would be very helpful. This is recommended especially for larger residential complexes (high-rise buildings) with a large number of residential units.

6 Opening a bank account

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

Students from EU countries

Normally, you can withdraw money from any ATM at banks within the European Union. However, some banks charge a fee for this. Therefore, it is recommended to open a German bank account during your study stay.

Bank account for students

(→"Summary table Blocked Bank Accounts" & "Summary Table Bank Accounts")

Fee: varies → „Overview bank accounts“

Necessary documents:

- Identity card or passport
- Student ID card/registration certificate
- Registration certificate (residence registration)
- Tax identification number (will be provided after registration of residence)

Opening blocked bank accounts - documents

- - Identity card or passport
- - Service order (form to activate the account)
- - Registration certificate (residence registration)

Blocked bank account

Why do international students need a blocked account?

International students **who do not come from an EU country** must prove that they can support themselves for their studies and living expenses.

Often, **proof of funding** must already be provided when applying for the visa.

The simplest and most common option for proof of funding is a blocked account. In addition, the blocked account serves as proof of financing when applying for the residence permit at the Foreigners' Registration Office at the place of residence in Germany. Students who have created a blocked account for their visa can show this proof at the Aliens' Registration Office without any problems. However, some international students can enter Germany without a financing check and only require proof of financing when applying for a residence permit. In this case, the blocked account must consequently be created in Germany.

What is a blocked bank account?

The blocked account is a special account in which a certain amount of money is deposited and blocked. The amount of this money depends on the planned duration of stay in Germany. Students have to deposit a minimum amount of money (currently 861,00 €/month and 10.332 €/year) in this account for the time they want to spend in Germany. This is usually already done when applying for the entry visa for Germany, for which in many cases the opening of a blocked account in the home country is necessary.

After arrival in Germany, the account must be activated. What needs to be done for this varies from provider to provider. Information on this can be found in the overview "Blocked accounts" (see p. 12). Please note that, with the exception of Deutsche Bank, a checking account must be set up with one of the German financial institutions.

After activation, only €861.00 per month (for cash withdrawals, transfers, etc.) can be withdrawn from the blocked account. (If more than €861.00 has been deposited for each month, more can be withdrawn accordingly).

How to close a blocked account?

To close the blocked account, a **confirmation of closure of the blocked account** is required from the **Foreigners' Registration Office** - unless there is no money left in the account.

Passport and certificate of registration must be shown at the bank.

7 Residence permit

(only for non-EU-citizens, after registration of residence)

Every student coming from a non-EU country and intending to study in Germany for more than 3 months needs to apply for a residence permit:

- completely filled out application for issuance/renewal of a residence permit
(<http://www.halle.de/Publications/694/33-019.pdf>)
- two passport photos (frontal view, biometric <http://www.biometrisches-passbild.net/>)
- proof of reason for residence
(e.g. letter of admission or certificate of enrolment)
- proof of health insurance
- proof of sufficient financial means
(861 € per month: blocked account/ bank statements/ proof of scholarship/ parents' declaration of support)
- proof of accommodation (tenancy agreement or subtenancy agreement)
- valid passport
- completed health questionnaire
file:///C:/Users/n2s/AppData/Local/Temp/gesundheitsfragebogen_stadverwaltung1-1.pdf

Cost: for up to 1 year - 100 € | for more than 1 year - 110 €

8 Foreigners' Registration Office

Department of Foreigners and Asylum Affairs

At present, appointments at the Foreigners' Registration Office are only possible to a very limited extent and only in matters that are absolutely necessary and cannot be postponed.

Therefore, the application for the residence permit is made by e-mail or post

(file:///C:/Users/n2s/AppData/Local/Temp/informationsblatt_zur_antragsbearbeitung_in_der_auslaenderbehoerde_19_05_2021.pdf)

✉ Am Stadion 5
06114 Halle (Saale)

✉ auslaenderbehoerde@halle.de

IMPORTANT: For visits to the Foreigners' Registration Office

The Foreigners' Registration Office of the City of Halle (Saale) is open for customer traffic. To reduce the risk of infection in the course of the current COVID-19 pandemic, personal appearances at the Foreigners' Registration Office are currently only possible to a very limited extent and only in absolutely necessary matters that cannot be postponed.

If you have not yet booked an appointment, you can send your application to the Foreigners' Registration Office by post or by e-mail.

Address:

Stadt Halle (Saale)
Abteilung Einreise und Aufenthalt
Marktplatz 1
06100 Halle (Saale)
E-Mail: auslaenderbehoerde@halle.de

If a personal visit is required for your request, you will receive an appointment from the Aliens' Registration Office.

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Note: Should your appointment with the Foreigners' Registration Office only take place after your visa has expired, **a printout of the booking confirmation for this appointment will serve as a temporary residence permit.** The booking confirmation certifies that the application for your residence permit is already in progress and that you are entitled to stay in Germany for this period of.

9 Study organisation

For visiting and exchange students

At the beginning of the stay:

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

- - Compulsory for all exchange students who spend 1-2 semesters in Halle.
- - 7 days after entry, arrival in Halle must be confirmed by email to erasmus@international.uni-halle.de

Choose a course

- Courses online: <https://studip.uni-halle.de/plugins.php/> (without login)
- Course selection in consultation with subject coordinators (home university and Halle)
- Final registration and entry in courses on Stud.IP after receipt of access data
- Discuss participation and performance individually with lecturer (does not replace discussion with subject coordinator)
- Enter course selection in the Mobility Online profile and complete the course list.

Learning Agreement | List of courses

- Compulsory for all ERASMUS students
- Agree with the home university which courses the students will attend in Halle.
- First discuss with the coordinator of the home university, then with the coordinator in Halle and have them both confirm (signature & stamp.)

At the end of the stay:

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

- will be entered in Mobility Online
- Print course list and obtain confirmation from individual lecturers (LP, grade, signature, stamp)

Confirmation of Attendance (CoA) | Confirmation of Departure

- Compulsory for all exchange students who spend 1-2 semesters in Halle.
- Application 7 days before departure by email to erasmus@international.uni-halle.de

Transcript of Records (ToR) | Confirmation of courses taken and services rendered

- will be issued after presentation of the Confirmation of Courses Attended at the examination office - only in this way can achievements be recognised in the home country

10 Miscellaneous

Language courses

Courses organized by the Institut für deutsche Sprache und Kultur e.V.¹

Application form: http://www.sprache.uni-halle.de/mlu/studienbegleitende_sprachkurse/

Fees: 125 € / Semester

Language Center | August-Bebel-Straße 13c

www.sprachenzentrum.uni-halle.de/

Application: via e-mail or studIP

Fee: free of charge

Cultural Program²

Cultural Program of the International Office und ESN Halle

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

 [„ESN Halle Saale“](#)

Sports at the university

Application for courses and information about them: <https://usz.uni-halle.de/>

¹ http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/sprachkursangebote/

² http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/kultur_und_freizeit/

Broadcasting licence fee

Since 1 January 2013, every home owner in Germany has had to pay the broadcasting fee. This fee covers the costs for public broadcasting, i.e. for television, radio and also streaming services on the internet.

This regulation also affects ALL citizens who have registered a place of residence in Germany (i.e. also all Halle and international students) - regardless of whether they are only staying for one or two semesters or for an entire course of study, whether they live in a hall of residence or in a private flat, whether they have a radio or a television or not. None of this matters.

Further information about the broadcasting licence fee can be found here:

https://www.rundfunkbeitrag.de/e175/e5281/Merkblatt_Studierende.pdf

or can be requested from the contribution service:

ARD ZDF Deutschlandradio
Beitragsservice
50656 Köln

Service-Telefon: 018 59995 0100 (Mo-Fr 7:00 - 19:00 Uhr)

Source: <https://www.rundfunkbeitrag.de/>

Appendix

Summary Table Blocked Bank Accounts I

Bankname & Kontaktdaten	Dokumente + Identitätsprüfung	Sperrkontoeröffnung und Gebühren	Sperrkontofreischaltung	Online-Link für Informationen
Coracle Online blocked account ✉ info@coracle.de	Online-Formular Online-Identitätsprüfung	Online, vor der Abreise möglich <u>Gebühr:</u> 99€, keine monatl. Gebühren	1. Einreisebestätigung im Reisepass 2. Bestätigung der Eröffnung eines Girokontos 3. Dokumente online hochladen	https://www.coracle.de/blocked-account
Expatrio Online blocked account ☎ 030 25557415 ✉ Online Kontaktformular	Online-Formular Online-Identitätsprüfung	Online, vor der Abreise möglich <u>Gebühr:</u> 49€ + 5,00 €/Monat	1. Einreisebestätigung im Reisepass 2. Bestätigung der Eröffnung eines Girokontos 3. Dokumente online hochladen	https://www.expatrio.com/blocked-account
Fintiba Online blocked account ☎ 069 204342620 ✉ Online Kontaktformular	Online-Formular Online-Identitätsprüfung	Online, vor der Abreise möglich <u>Gebühr:</u> 89€ + 4,99€/Monat	1. Einreisebestätigung im Reisepass 2. Bestätigung der Eröffnung eines Girokontos 3. Dokumente online hochladen	https://www.fintiba.com/de/fintiba-basic-sperrkonto/

Summary Table Blocked Bank Accounts I

Bankname & Kontaktdaten	Dokumente + Identitätsprüfung	Sperrkontoeröffnung und Gebühren	Sperrkontofreischaltung	Online-Link für Informationen
<p>Deutsche Bank Leipziger Str. 87 – 92, 06108 Halle</p> <p>☎ 0345 23010 ☒ Online Kontaktformular</p>	<p>Per Post via Deutsche Botschaft</p>	<p>Online, vor der Abreise möglich</p> <p><u>Gebühr:</u> 150€ + 5,90€/Monat</p>	<p>1. Unterzeichnung eines Serviceauftrages 2. Meldebescheinigung einreichen</p>	<p>https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html</p>
<p>Saalesparkasse Rathausstr. 5, 06108 Halle</p>	<p>1. Reisepass 2. Meldebescheinigung 3. Steuer-ID</p>	<p>Nur vor Ort möglich</p> <p>Keine Gebühren</p>	<p>Das Sperrkonto bei der Saalesparkasse dient nur zur kurzfristigen Vorlage des Finanzierungsnachweises</p>	<p>-</p>

Summary Table Bank Accounts

Bankname & Kontaktdaten	Bankkontoeröffnung & vorausgesetzte Dokumente	Online-Link für weitere Informationen
<p>Saalesparkasse</p> <p>Rathausstr. 5 06108 Halle</p> <p>Frau Stephanie Dietrich ☎ 0345 232-2207 ✉ stephanie.dietrich@saalesparkasse.de</p>	<p>„Startkonto“ (kostenfrei, bis 27 J.)</p> <ul style="list-style-type: none"> - Reisepass/ID-Karte - Meldebescheinigung - Steuer-ID (nachreichbar) 	<p>https://www.saalesparkasse.de/de/home/privatkunden/girokonto/girokonto-start.html?n=true</p>
<p>Deutsche Bank</p> <p>Leipziger Str. 87 – 92 06108 Halle</p> <p>☎ 0345 23010 ✉ Online Kontaktformular</p>	<p>„Das junge Konto“ (kostenfrei, bis 30 J.)</p> <ul style="list-style-type: none"> - Reisepass/ID-Karte - Meldebescheinigung - Steuer-ID 	<p>https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/das-junge-konto.html</p>
<p>Volksbank Halle</p> <p>Wilhelm-Külz-Str. 2 06108 Halle</p> <p>Herr Alexander Müller ☎ 0345 2148135 ✉ Online Kontaktformular</p>	<p>„Basiskonto“ (4€/Monat)</p> <ul style="list-style-type: none"> - Reisepass/ID-Karte - Steuer-ID (nachreichbar) <p>„Girokonto VB-Young“ (kostenfrei)</p> <ul style="list-style-type: none"> - Reisepass/ID-Karte - Meldebescheinigung - Steuer-ID 	<p>https://www.vbhalle.de/privatkunden/girokonto-kreditkarten/girokonto/basiskonto.html#tab=reiter_2005040570</p>