

# First Steps for International Students

at Martin-Luther-Universität Halle-Wittenberg



Schafft Wissen. Seit 1502.

MARTIN-LUTHER-UNIVERSITÄT HALLE-WITTENBERG





# First Steps for International Students

#### Part 1:

- 1. Enrolment
- 2. Registration with the City of Halle
- 3. Opening a bank account
- 4. Residence permit (for non-EU-citizens only)

#### Part 2:

- 5. Set up your study programme
- 6. General information
- 7. Miscellaneous







# 1. Enrolment – Student Registration Office

→ Contact
Kati Gaudig & Andrea Schreiter

Universitätsplatz 11 Löwengebäude I Room 8 06108 Halle (Saale)

#### Office hours:

mondays 1 p.m.- 4 p.m., wednesdays 10 a.m. – 12 p.m. (noon)

Registrations for the office hours take place at the Infothek at

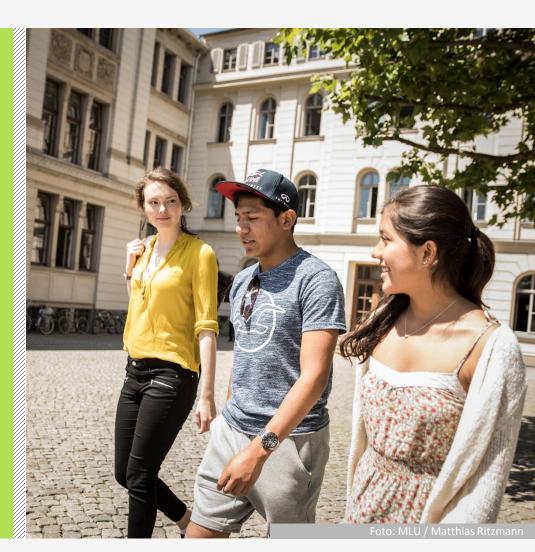
Löwengäude

email for applicants:

<u>international.students@uni-halle.de</u>

email for enrolment:

enrolment@verwaltung.uni-halle.de







# 1. Enrolment – Student Registration Office

→ The enrolment is carried out <u>in person only</u> on the following dates:

Thursday, March 28 2024, 10.00 a.m. – 12.00 p.m. (noon) Wednesday, April 3 2024, 10.00 a.m. – 1 p.m.

➤ Venue: Löwengebäude at the main campus (Infothek, Universitätsplatz 11)







## 1. Enrolment – Documents

#### For exchange and guest students

- Frontal photo → upload to Mobility Online
- Electronic notification of a German statutory health insurance
- 3. Completion of Registration → send via email to enrolment@verwaltung.uni-halle.de

#### For international degree students

- 1. Frontal photo
- Proof of health insurance

**Important notice:** Once you are insured, please ask your health insurance company to send your health insurance data electronically to the university. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.

- 3. Completion of Registration
- → Submit all documents via <a href="mailto:enrolment@verwaltung.uni-halle.de">enrolment@verwaltung.uni-halle.de</a>





## 1. Enrolment – Proof of health insurance

#### Guest and exchange students with EHIC or from agreement countries:

Please contact a statutory German health insurance company to request an electronic status report to Martin-Luther-University about your health insurance status. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.

#### Students from non-EU countries that are not agreement countries:

Students who do not have a valid health insurance (e.g. EHIC) have to get a German statutory health insurance. Once you are insured, you must ask your health insurance company to send your health insurance data electronically to the university. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.

#### Students over 30:

If you are older than 30, please contact a statutory German health insurance company to request for an official confirmation of exemption. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.







## 1. Enrolment – Semester Fee

- → Current amount of the semester fee 278.75 €
- The semester fee is NO tuition fee it is a contribution to the student services and the semester ticket (tram, bus)
- Complete payment is mandatory and needs to be completed before enrolment (The processing time of semester fee payments takes between 3-7 days)

#### → How to pay the semester fee?

- Via money transfer from your bank account in your country (e.g. online banking) – please keep charging fees in mind
- Cash at various German banks for a service fee of 10 €
- Bank transfer once you have opened a bank account at any bank in Germany

Recipient: Martin-Luther-Universitaet Halle-Wittenberg

Bank: Deutsche Bundesbank

IBAN: DE46 8100 0000 0081 0015 35

BIC: MARKDEF 1810 Amount: 278.75 Euro

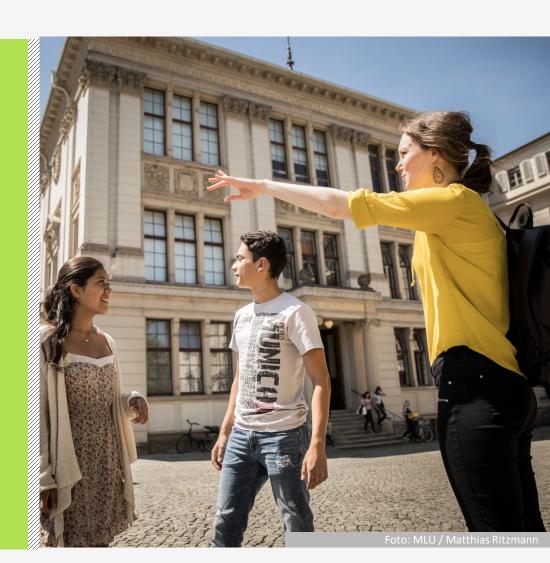
Reference: 20241, name, date of birth (dd/mm/yyyy)





## 1. Enrolment – Completion

- → Once your enrolment is complete you will receive the following documents:
- 1. Confirmation of Matriculation ("Immatrikulationsbescheinigung")
- 2. Student ID card
- 3. Passwords for our university platforms
  Stud.IP, Löwenportal and your MLU email address

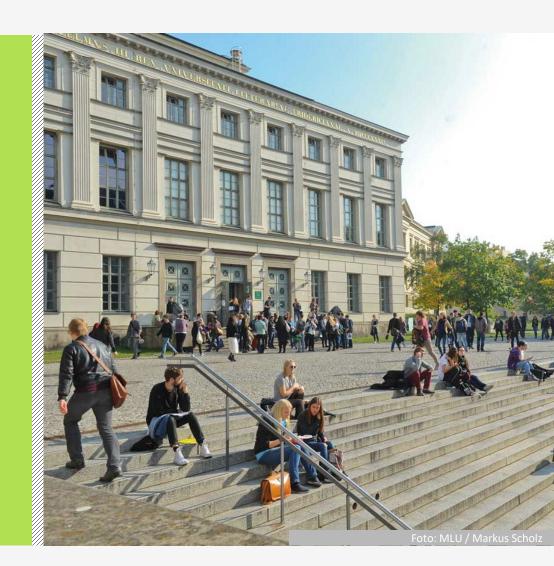






## 1. Enrolment – Student ID Card

- → Student ID Card = uni service card
- → Card serves as:
- Student ID
- Library card
- Copy and print function
- Canteen



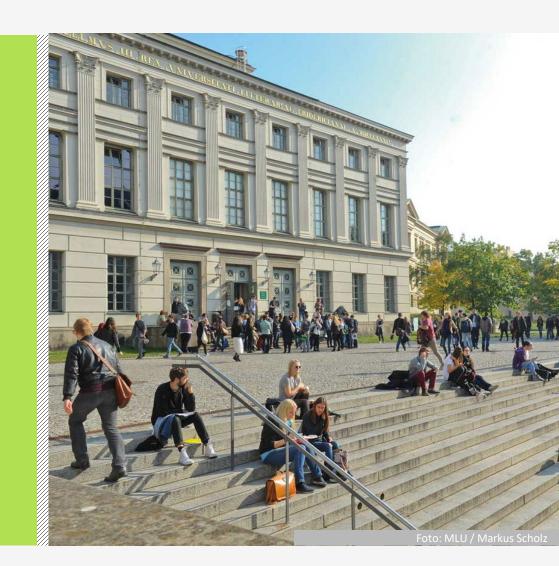




## 1. Enrolment – Deutschlandsemesterticket

#### **NEW:** Deutschlandsemesterticket

- → Use local public transport in 2nd class (not on long-distance trains/ buses) in all of Germany
- → Registration in the movemix\_app (after personal enrolment)
- → More information: <a href="https://havag.com/tickets/tarifinfos/de">https://havag.com/tickets/tarifinfos/de</a> <a href="utschlandsemesterticket">utschlandsemesterticket</a>







# 2. Registration with the City of Halle

- → Citizen service office ("Bürgerservicestelle")
  - Registration with the City of Halle within two weeks after moving into a permanent accommodation
    - If no appointment is available within two weeks, you can book the earliest possible date
  - Please book an appointment <u>HERE</u>

## → You need to bring:

- Identity card or Passport
- Confirmation of your landlord ("Wohnungsgeberbescheinigung")



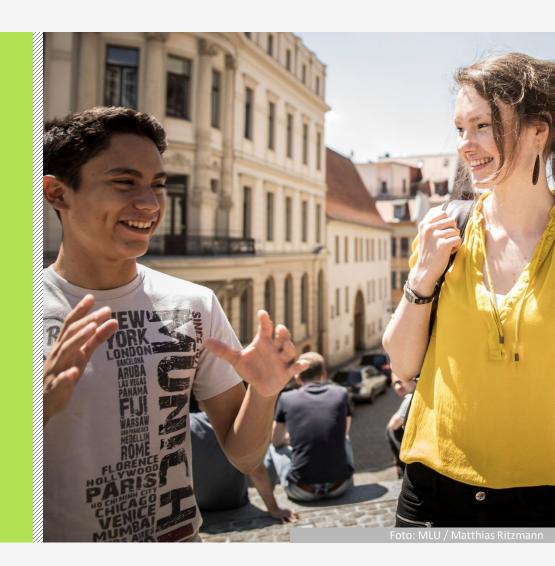






# 3. Opening a bank account

- → Necessary documents to open a debit bank account for students:
- ID card (EU-Citizens) or passport
- Student ID card/confirmation of matriculation ("Immatrikulationsbescheinigung")
- Proof of registration with the City of Halle ("Meldebescheinigung")
- Tax Identification Number (can be submitted later to certain banks)







# 3. Opening a bank account

- → Necessary documents to open a blocked bank account:
- ID card (EU-Citizens) or passport
- Service order of your bank (document to activate the bank account)
- Proof of registration with the City of Halle ("Meldebescheinigung")







# 4. Residence permit (for non-EU-citiziens only)

- → Foreigners' Authority ("Ausländerbehörde")
- Apply for residence permit via email or post, no personal appoinment necessary
- Please send a scan/copy of your documents
  - > via email: auslaenderbehoerde@halle.de or/and
  - > via standard mail as a registered letter ("Einwurf-Einschreiben") to

Stadt Halle (Saale) Abteilung Einreise und Aufenthalt Marktplatz 1 06100 Halle (Saale)

- Charging fee: around 100 € for each issuing process
- You will receive an appointment to pick up your documents afterwards
- Information sheet on the application process can be downloaded from <u>HERE</u>









# 4. Residence permit (for non-EU-citiziens only)

- → Copies or scans of the following documents have to be submitted:
  - ✓ Filled in application form <u>HERE</u>
  - ✓ Recognised and valid identity document (e.g. passport or passport replacement)
  - ✓ Passport photo (frontal view, biometrical)
  - ✓ Visa, if required for entry
  - ✓ Proof of sufficient financial means (934,00 € / month)
  - ✓ Rental contract or sub-rental contract
  - ✓ Proof of health insurance
  - ✓ Letter of Acceptance or confirmation of matriculation ("Immatrikulationsbescheinigung")



