



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 | 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:

international.students@uni-halle.de

email for enrolment:

enrolment@verwaltung.uni-halle.de



Foto: MLU / Matthias Ritzmann



1. Enrolment – Student Registration Office

→ The enrolment is carried out in person only 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)



Foto: MLU / Matthias Ritzmann



1. Enrolment – Documents

For exchange and guest students

1. Frontal photo → upload to Mobility Online
2. 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
2. 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 enrolment@verwaltung.uni-halle.de



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



Foto: MLU / Matthias Ritzmann



1. Enrolment – Student ID Card

→ Student ID Card = uni service card

→ Card serves as:

- Student ID
- Library card
- Copy and print function
- Canteen



Foto: MLU / Markus Scholz



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:
<https://havag.com/tickets/tarifinfos/deutschlandsemesterticket>



Foto: MLU / Markus Scholz



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 [HERE](#)

→ You need to bring:

- Identity card or Passport
- Confirmation of your landlord („*Wohnungsgeberbescheinigung*“)



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Foto: MLU / Markus Scholz



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)



Foto: MLU / Matthias Ritzmann



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“)



Foto: MLU / Matthias Ritzmann



4. Residence permit (for non-EU-citizens only)

→ Foreigners' Authority („Ausländerbehörde“)

- Apply for residence permit via email or post, no personal appointment 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 [HERE](#)



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4. Residence permit (for non-EU-citizens only)

→ **Copies or scans** of the following documents have to be submitted:

- ✓ Filled in application form [HERE](#)
- ✓ 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*“)



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