

Useful information for incoming students

Visa and residence permit

- If you enter Germany with a national three-months' visa for the purpose of study, the visa must be converted into a residence permit for studies before it expires. For conversion, you have to submit an application to the local Aliens Registration Office before your visa expires. Application for a permit (www.intl.kit.edu/istudies/3366.php).
- Prior to the expiry of your entry visa, you have to apply for a residence permit with the Aliens Registration Office responsible for you. The responsible Aliens Registration Office depends on your place of residence. The Aliens Registration Office of the city of Karlsruhe is responsible for students living in the city of Karlsruhe only. If you live outside of Karlsruhe, you have to contact the Aliens Registration Office of your place of residence. If you move from another city in Germany to Karlsruhe, the Aliens Registration Office in Karlsruhe is responsible for you, as soon as you have registered with the city. As the Aliens Registration Office has to ask the previous authority responsible for you for your files, processing of your application will take several weeks. Think about the steps you can accomplish with your previous Aliens Registration Office before moving to Karlsruhe. Prior to the expiry of the entry visa, students living in Karlsruhe have to ask the Aliens Registration Office in Karlsruhe online for an appointment for submission of the application for a residence permit. Note that waiting times for an appointment often are very long at the beginning of a semester. When submitting your application, the following documents have to be presented: Completed application form; 1 biometric passport photo; Copy of your rental contract; Copy of the letter of admission (or the enrollment certificate); Health insurance certificate; Proof of financial resources; Passport and copy of the passport; Entry visa and copy of the entry visa; The fees due (between EUR 65 and 110 depending)
- Extension of residence permit <https://www.intl.kit.edu/istudent/15803.php>

Health insurance

- Every applicant must submit an insurance certificate of a statutory German health insurance company at the time of enrollment at KIT at the latest. This certificate is also required, if you wish to have a private health insurance. If the university or the subject is changed, a new health insurance certificate has to be submitted. Note that you have to decide on the type of health insurance (private or statutory) before enrollment already. During studies, a change of health insurance usually is impossible.
- International students can insure with a German statutory health insurance company. Exception: If you are older than 30 years or in the 15th semester or higher when enrolling, taking out a student statutory health insurance is no longer possible. The monthly contribution (about EUR 90) and the scope of services are specified by law. When consulting a doctor or staying at a hospital, you do not have to pay all expenses. However, small extra payments are charged for prescribed medicine (usually EUR 5) and for stays at hospitals (EUR 10 per day). Depending on your income, exemption from these extra payments is possible. Not all services of dentists or ophthalmologists are fully covered. For detailed information, ask your insurance company. If you choose a statutory health insurance, you may obtain the necessary documents when enrolling at IstO or you can contact the statutory health insurance company directly. Submit your admission letter to the health insurance company and ask for the documents required for enrollment at the university. Please remember to

always inform your health insurance company about your current address. When you move, inform your health insurance company immediately.

- Insurance coverage will start at the official beginning of the semester at the earliest (April 1 / October 1, even if you enroll some days earlier) or at the date of enrollment at the latest. If you do not pay the monthly contributions during your studies, insurance coverage may be lost and you may be exmatriculated by the university. If you have difficulties to pay, contact your health insurance company in due time. Often, insurance contributions may be deferred or paid in instalments.
- If you have taken out a private insurance for the duration of your studies or wish to do so, you will still need a German statutory health insurance certificate for enrollment at the university
- <https://www.sle.kit.edu/english/vorstudium/krankenversicherung.php>

Semester charges and tuition fees

- The amount to be paid prior to enrollment is indicated in the information letter (available in the Applicants Portal). Enrollment is possible only after the payment has arrived on the account of KIT. The bank data of KIT and the purpose of payment that has to be indicated are also given in the information letter. The purpose of payment varies for every person. When enrolling for studies, you have to submit a confirmation by the bank that you have paid the fees. This may be an account statement with the respective debit (for a German account), a transfer voucher (when transferring the money from abroad or from another account in Germany), or the receipt of the cash payment.
- <https://www.intl.kit.edu/istudent/12606.php>
- You will have to re-register every semester by paying your semester charges in advance. Registration periods: Summer semester: January 15 – February 15. Winter semester: July 1 – August 15. If you pay too late, you will have to pay 15 € in addition. If you do not pay, you will be exmatriculated. <https://campus.studium.kit.edu/english/renewal/index.php>

Accommodation

- Admission to studies at KIT does not mean getting accommodation at a student's residence. You have to look for a room or an apartment on your own. KIT does not possess any own students residences. The Studierendenwerk and private institutions offer 3000 residence rooms for about 40,000 students in Karlsruhe. Hence, you should plan to look for a shared apartment or a small flat on your own. Consider looking for accommodation outside of Karlsruhe, although your way to the university will be longer. Students from non-EU states need an own room with a rental contract in their name when applying for a residence permit. **Without an own room, no residence permit can be applied for upon expiry of the entry visa.**
- https://www.intl.kit.edu/download/abkuerzungen_wohnungsanzeigen.pdf
- Updating Your Data on the Students Portal: As soon as you have an accommodation or move in, update your address. This also has to be done when you move later on during your studies. <https://campus.studium.kit.edu/english/personal/index.php>

First steps upon arrival

- Registration at your place of residence
 - Within the first two weeks upon your arrival/move-in, you have to register with the registration office (Einwohnermeldeamt) of your district/city. For registration, the following documents are required: Passport/identity card; Copy of your rental contract; A confirmation by your landlord (e.g. see website of the city of Karlsruhe). Contact the office responsible for your place of residence. For telephone information and making appointments with the Citizens Services Office, call the central public authorities number 115. List of the registration offices in Karlsruhe: <https://web1.karlsruhe.de/service/Buergerdienste/leistung.php?id=6004311>
 - Welcome package for new inhabitants of Karlsruhe: You will receive a one-off voucher for a "Studi- oder Azubikarte" - the student or apprentice season ticket for public transport in Karlsruhe ("KVV"), shopping vouchers worth 50 Euros that you can cash in in over 850 retail outlets and restaurants. You will also be given the chance to win one of the Draisler bikes that have been specially designed for new inhabitants of Karlsruhe. <http://www.erstwohnsitz-ka.de/>
- Opening a bank account
 - For paying your monthly rent, the semester charge, the monthly telephone bill, health insurance, etc., you need a bank account in Germany. In most cases, payment in cash is impossible. As a rule, you have to transfer the amount from a German bank account. For regular, monthly payments, you can give a standing order or a direct debit authorization. Then, the amount will be debited automatically from your account.
 - For opening a bank account, you need the following documents: Passport and visa/residence permit; Confirmation of registration by the city or rental contract; Tax identification number. You can get this tax identification number from the Tax Authority (Finanzamt). Contact the Tax Authority responsible for your place of residence in order to be given this number in advance; Letter of admission of the university (usually, the enrollment certificate for a cost-free student account can be submitted later on).
 - Opening of a bank account may take several weeks. We therefore recommend you to have enough money for the first weeks or a foreign bank account.

Preparing your studies

- Planning your studies
 - To plan your studies well, read the examination regulations and the module manual for your program before starting the studies. Examination regulations (Prüfungsordnung) are issued for every program. They specify the courses to be attended, whether you have to pass an internship, how often examinations can be repeated, or the deadlines to be observed. Hence, it is good to know the examination regulations before starting studies. If you have questions concerning the examination regulations, ask the Students Counseling Center (zib), your program advisors, the student representations or the examination committee of your program. The examination regulations can be found on the homepage of your study program. A module manual (Modulhandbuch) is issued for every program. It describes the courses you have to attend and pass. You are given information about the type of examinations (presentation, written examination, oral examination), the

number of lecturing hours (hours per week, credits), plans of your studies, mandatory electives, or the contents and scope of the bachelor's / master's thesis, etc. The module manual can be found on the homepage of your program.

- <https://www.intl.kit.edu/img/content/2020%20Campus%20Management%20Portal%20for%20Students.pdf>
- Information Day for International Students prior to the Lecturing Period
 - In the week before the lectures start, the International Students Office (IStO) organizes an information day for new international students at KIT. All international students coming to the International Students Office for enrollment will receive the invitation. On this information day, institutions of the city of Karlsruhe that might be important to you (e.g. the police, health insurance companies, Aliens Registration Office, Studierendenwerk) and KIT organizations (university groups, student representations, students counseling center, library) present themselves. If you have enrolled with IStO before, you can also collect your student pass (KIT card) on this day. Registration is not required. More information on the information day (venue and date) can be found online in your information letter in the Applicants Portal. During the event, you will be given important information about studies and everyday life in Karlsruhe. You will be given advice to facilitate the start and organization of your studies.