

August 2023



WELCOME TO TU DARMSTADT

IMPORTANT STEPS AFTER ARRIVAL

Overview:

- Enrolling at the University
- Getting started in Darmstadt
- Applying for a Residence Permit
- Contact



TECHNISCHE
UNIVERSITÄT
DARMSTADT



TU DARMSTADT
INTERNATIONAL
STUDENT SERVICES

INTERNATIONAL
STUDENT SERVICES

TECHNICAL UNIVERSITY
OF DARMSTADT

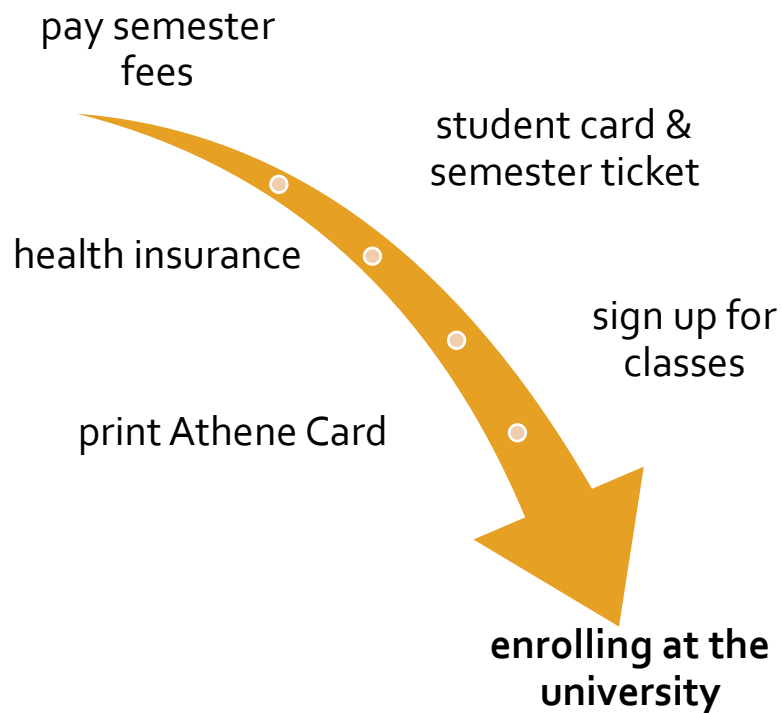
DIRECTORATE - VIII
INTERNATIONAL
AFFAIRS
UNIT VIIIIE

E-MAIL
ISS@ZV.TU-DARMSTADT.DE

Model Release Information

The events during our orientation programmes are documented photographically. The International Student Services of TU Darmstadt may use the photos for information- and public relations purposes. If you do not want us to use photos in which you are clearly recognisable, please let us, the videographers, and photographers know.

ENROLLING AT THE UNIVERSITY



PAY YOUR SEMESTER FEES

- **Exchange Students**
 - The International Relations and Mobility Office will send you an email before you arrive. This email shows your BW-number (example: BW123456) and how you can transfer the fees. Make sure the BW-number is written in the reference section of your transaction.
- **All other international students**
 - Once you have been accepted to TU Darmstadt, you will receive an admission letter from the International Admissions Office with more information on how to complete the enrolment process.
 - Please refer to this letter for further instructions. For questions regarding this process, please contact the International Admissions department directly (international.admission@zv.tu-darmstadt.de).
 - [Semester fees and administrative fees](#) are payable to TU Darmstadt each semester. These are subject to change so please inform yourself of the current fees well ahead of time.
- **Payment of semester fees**
 - As a new student you will be notified in your letter of admission of the semester fees. You can pay the semester fees by either:

- **Bank transfer:** this can be done from your home bank account, through a Western Union or via transfer wise (Free Mobile App).
Keep currency exchange rates in mind, the transferred amount must be exact!!
- **Cash:** You can also go to the Volksbank (Hügelstrasse 8-20, 64283 Darmstadt) in the city centre and transfer the amount directly with cash when you arrive. Please note there is a transaction fee.

- Further information

- Please make sure to add the application number in the reference of the bank transfer without any additional characters or spaces (e.g.: BW12345).
- The sooner you make this transaction, the sooner you can receive your transportation ticket as well as your student ID. More information regarding which cities are included in the transportation ticket free travel zone can be found here: [Semester ticket](#)

STUDENT CARD & SEMESTER TICKET

- Exchange Students

- Wait for the notice via email from your coordinator at the International Relations & Mobility Office here in Darmstadt. They will notify you directly when it's ready.

- All Other International Students:

- The semester ticket is printed on your student ID and is automatically paid for with your semester fee. With this ticket, you can use all regional trains, suburban trains, underground trains, trams and buses in the entire area of the [Rhein-Main-Verkehrsverbund \(RMV\)](#).
- You will receive information from TU Darmstadt with more details on how to enroll online. If you have any questions contact [International Admission](#).
- Once you enroll at the University and pay the semester fee, you will be able to receive your student ID-card via post form [International Admission](#). Please make sure to keep your address up to date in your TUCaN account so that your card will be sent to the right address.

GERMAN HEALTH INSURANCE

- International students studying at TU Darmstadt are required to purchase a German statutory health insurance (*Deutsche gesetzliche Krankenversicherung*) in order to register as a student at TU Darmstadt.
- For further information, please see our website: [Health insurance](#)

SIGN-UP FOR CLASSES

- Once you receive your student ID-card, you can access our TUCaN portal. This is where you can register for your courses.
You can find further information in [the TUCaN FAQs](#) or consult your [TU Darmstadt departmental coordinator](#).
- Please do not hesitate to ask your department's international coordinator, your department's office and/or our student council (AStA) if you have questions.

PRINT ATHENA CARD

- A personalized Athena Card is issued to all TU Darmstadt students. As a multifunctional chip card, it offers a variety of functions: for example, the Mensa, taking books out at the ULB, printing, car sharing, and access to the university sports centre.
- Upload a valid picture online or go to one of the photo-stations on Campus. Please visit the [HRZ homepage](#) for details.

KEY STEPS FOR A SUCCESSFUL STAY



1 Check in at your accomodation

You need a **Wohnungsgeberbestätigung (Rental Agreement Form)** from your landlord or dormitory : a confirmation that you have moved to a specific address.



2 Einwohnermeldeamt

You have to register your German address at the Registration Office. The process is called **Anmeldung**.

Required documents:

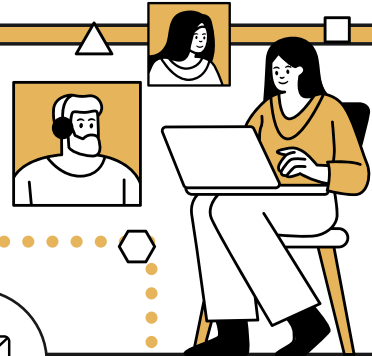
- Valid ID
- Wohnungsgeberbestätigung



3 Open a bank account

If needed:

- choose a bank
- gather the documents
- choose your account type
- receive the card
- start using account



4 Ausländerbehörde

After the city registration, contact the local Foreigners Office per e-mail to apply for a residence permit.



← Scan for the required documents list



GETTING STARTED IN DARMSTADT



SIGN HOUSING CONTRACT

- After you have signed your rental contract, ask your landlord to sign the form "Wohnungsgeberbestätigung". This confirmation is a document that you will need when registering at the city hall in your place of residence. You can usually find the form on the website of the city where you will be living. If you are staying at a friend's house temporarily, they can fill out the form for you. You will have to change your address at the city hall once you get your new accommodation ("Ummeldung").
- If you are staying in one of the student dormitories, you will receive this form filled out automatically upon moving-in.

REGISTER AT CITY HALL

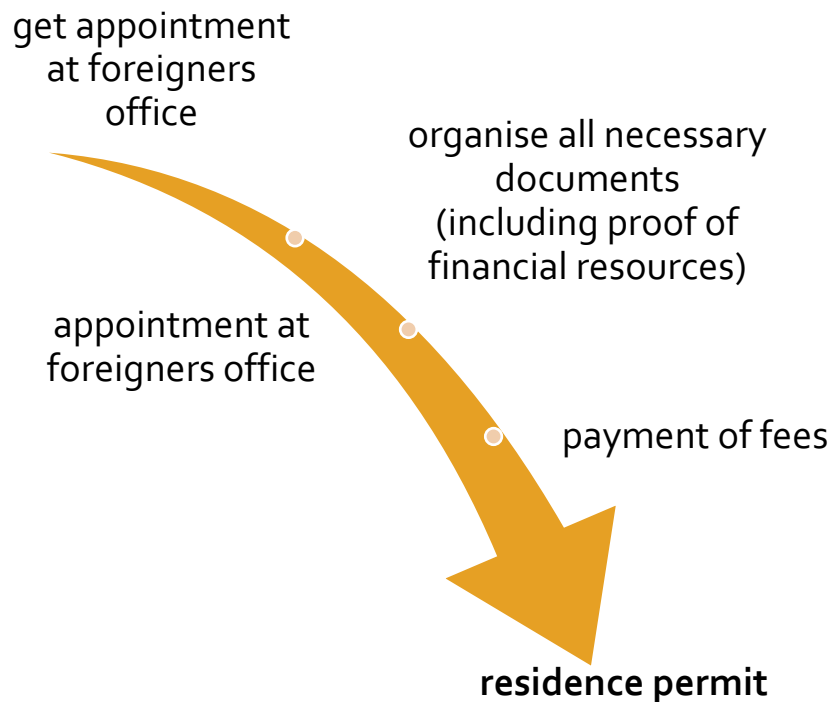
- You need to register at your local municipality of residence within two weeks of your arrival. If you cannot get an appointment within the first two weeks, it is also possible to do this later.
- If you are only planning on staying for three months, it is not mandatory to register your address at the city hall.
- Make an appointment at your local registration office; in Darmstadt this is the *Einwohnermeldeamt*, Luisenplatz 5 64283 Darmstadt. If you live outside of Darmstadt, please locate your local registration office online.
- The registration is free, and you will need to bring your passport/EU ID card, and a signed document from your landlord/landlady confirming your residence (*Wohnungsgeberbestätigung*). If you are married and your spouse has joined here in Germany, you will also need to bring your marriage certificate with you. You will then receive a proof of registration (*Meldebescheinigung*).
- You can find a step-by-step guide how to book an appointment at the City Hall in Darmstadt and more information regarding this topic [on our website](#).
- If you change your address during your stay, you will need to go back to the local city hall (*Einwohnermeldeamt*) to register your new address ("Ummeldung").
- Please Note: Many students are unaware that they need to pay a Public Media Contribution. Every household must regularly pay a licence fee for public broadcasting (Rundfunkbeitrag, GEZ). If you are living in a shared-flat, you should speak with your roommates to see how the costs are divided. You can find more information via their website: [Licence Fee](#)

OPEN A GERMAN BANK ACCOUNT

- ISS recommends opening a German bank account if you are not an EU-citizen or EU residence permit holder. A German bank account is important if you need to pay rent in one of the student dorms (for example those managed by Studierendenwerk or HEAG Wohnbau GmbH) and to pay your monthly fee with a German health insurance.
- Make sure to bring your passport with you when opening a new German bank account. Please inform yourselves regarding other documents you may need before opening a new bank account (Ex: Residence Permit or Visa, etc.).
- More information on this topic can be found [on our website here](#)

APPLYING FOR A RESIDENCE PERMIT

(FOR NON-EU CITIZENS OR RESIDENCE PERMIT HOLDERS)



RESIDENCE PERMIT APPLICATION

- After registering at your local City Hall, please contact the Ausländerbehörde after two weeks by e-mail to request an appointment for the conferral of your residence permit **IMPORTANT: You must contact the Foreigners Office in writing before your visa expires and keep a record of your contact attempts. You must submit the application in writing to the Foreigners Office before your visa expires. Otherwise, you can be expelled from Germany!** ⚠️
- Check out our [video tutorial](#) on how to fill out your residence permit application form. This tutorial is only for those registered at the Darmstadt City Hall.
- If you have additional questions regarding this, we recommend coming to our ISS consultation hours for help in filling out these forms.
- **Please note:** if you are registered in another city, please inform yourself on the residence permit requirements and procedures via the local Foreigners Office in the city you are living.
- More information on this topic can be found [on our website](#).

PROOF OF FINANCIAL RESOURCES

- If you want to extend your residence permit, you must also submit proof of Financial Means. You need to show that you have sufficient funds to support your studies in Germany for the full duration of your stay. For all financing options, proof of a **certain monthly amount** is required.

- You have several options to prove that you can finance your study period. The following forms and in combination are possible:
 - **Declaration of commitment**
 - **Scholarship**
 - **Employment contract**
 - **Blocked Account**

- You can find more detailed information about the different financing options and the monthly amount to be paid in our [Financial Information Sheet](#).

GENERAL INFORMATION ABOUT YOUR STAY IN GERMANY

Check out our [Your Stay Homepage](#) for more helpful links. Please scroll down to the section where it says "Settling in Darmstadt"

CONTACT

INTERNATIONAL STUDENT SERVICES

The International Student Services (ISS) support international students, exchange students and prospective students with a refugee background in all phases of their studies.

- Website: www.tu-darmstadt.de/iss
- E-Mail: iss@zv.tu-darmstadt.de

INTERNATIONAL COUNTER & HOTLINE

The International Counter and Hotline for international students is the first point of contact for general questions. Visit the counter online via Zoom or visit us on the Stadtmitte campus in the karo 5 building.

Familiarize yourself with the Campus Stadtmitte and the counter in advance and [view the counter in 360°](#).

[Opening hours in person and online](#)

karo 5 Lobby S1|01, Karolinenplatz 5, 64289 Darmstadt

Tel.: [+49 6151 16 21675](tel:+4961511621675)

ISS CONSULTATION HOURS

If you need individual advice or if you have a private or personal matter you wish to discuss directly, you can come to our [ISS consultation hours](#). If you are unable to come to our office hours in person, you can also join us for our digital office hours.

Visitors' Address: Bleichstrasse 2, 64283 Darmstadt, S4|13

CONTACT [EXCHANGE STUDENTS ONLY]

INTERNATIONAL RELATIONS & MOBILITY

The International Relations & Mobility office coordinators are responsible for organising your semester tickets as well as coordinating your exchange programme together with TU Darmstadt's partner universities.

Europe: europa-incomings@zv.tu-darmstadt.de

Tanja Torres: tanja.torres@tu-darmstadt.de; Tel.: +49 6151 16-240561

Overseas: overseas-in@zv.tu-darmstadt.de

Christian Tischer christian.tischer@tu-darmstadt.de; Tel.: +49 6151 16-21676

CONTACT [ALL OTHER INTERNATIONAL STUDENTS]

INTERNATIONAL ADMISSION

International Admission is here to support you with any questions or concerns you have regarding your application or enrolment procedures. Please contact them via email for further inquiries: international.admission@zv.tu-darmstadt.de

You can find their contact information on our website: [International Admission](#)

For all other academic inquiries please contact the student office of your department directly. Here you can find a [list of the departments and their contact information](#).