

January 2025



WELCOME TO TU DARMSTADT

IMPORTANT STEPS AFTER ARRIVAL

Overview:

Start at the University

Getting settled 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

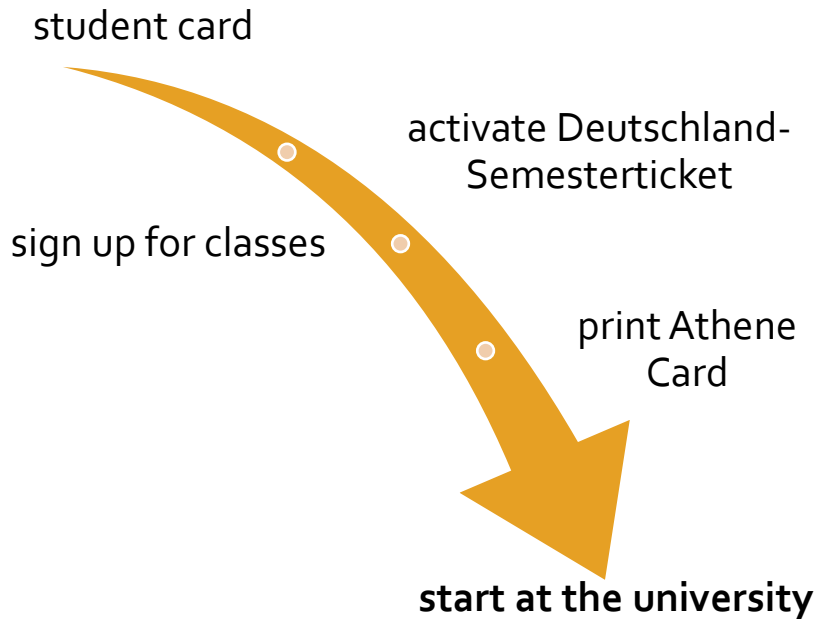
E-MAIL
ISS@ZV.TU-DARMSTADT.DE

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.

START AT THE UNIVERSITY



STUDENT CARD

Exchange Students

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

All Other International Students:

- Once you enroll at the University and pay the semester fees, you will be able to receive your student ID-card via post from [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.

DEUTSCHLAND- SEMESTERTICKET

The Deutschland Semesterticket is valid from October 1 (Winter semester) or April 1 (Summer semester).

Don't forget to activate your [Deutschland-Semesterticket](#). Please note that you are not entitled to travel if you don't activate the ticket on your mobile phone.

If you arrive in Germany before the semester starts, you can purchase a regular Deutschlandticket for 58,00 Euro. Please note that it is a subscription, and you must cancel it until latest September 10 or March 10, to avoid double payments when you activate your Semesterticket.

SIGN-UP FOR CLASSES

Activate your TU-ID as soon as you receive it per e-mail, don't forget to activate it in order access the [TUCaN portal](#). There you can register for your courses.

You can find further information in [the TUCaN FAQs](#) or consult your [TU Darmstadt departmental coordinator](#).

PRINT ATHENA CARD

A personalized [Athena Card](#) is issued to all TU Darmstadt students and it offers a variety of services. [Follow the instructions on the website](#) to get your card.

STUDENT E-MAIL ACCOUNT

To ensure reliable delivery of all study-related information, the use of the student email inbox is mandatory for all students at TU Darmstadt in accordance with the Enrolment Regulations of our university (ESO). Please find [more information here](#).

GETTING SETTLED IN DARMSTADT

sign housing contract

Register at Residents
Registration Office

open German bank
account

**getting settled in
Darmstadt**

SIGN HOUSING CONTRACT

After you have signed your housing contract, ask your landlord to fill out the form "Wohnungsgeberbestätigung". This document is necessary when registering at the Residents Registration Office. You can usually find the form on the website of the city where you will be living.

If you are staying in one of the student dormitories, you will receive this form filled out automatically upon moving-in.

REGISTER AT THE RESIDENTS' REGISTRATION OFFICE

Generally, if you are planning to stay in Germany for more than 3 months, you must register your German address 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. Please refer to our [website](#) for further information.

If you are only planning on staying for three months, it is not mandatory to register your address.

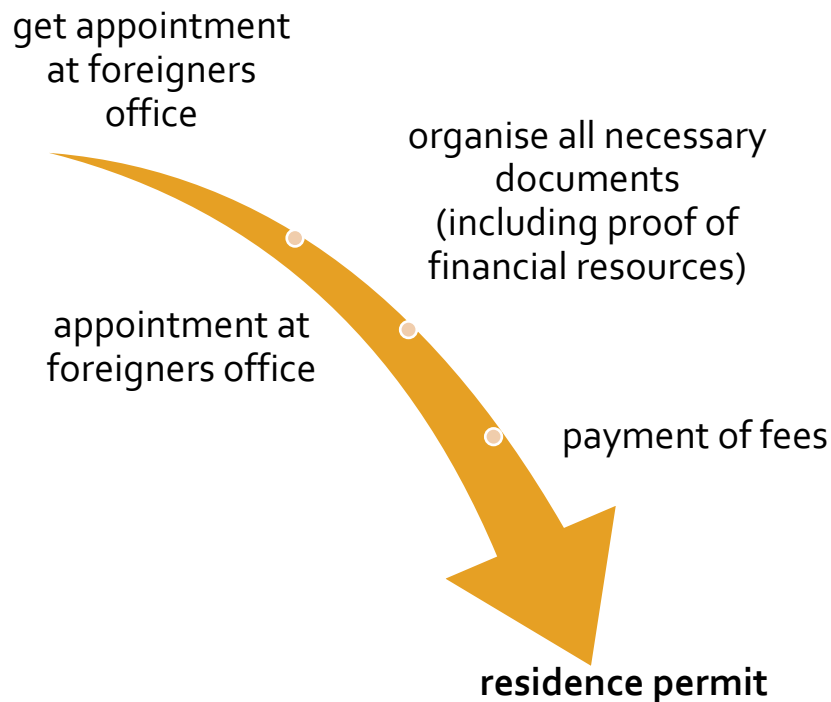
PUBLIC BROADCASTING LICENCE FEE: The fee must be paid per household. If you are living in a shared-flat, you can split the costs with your roommates. You can find more information on their website: [Licence Fee](#)

OPEN A GERMAN BANK ACCOUNT

With a German bank account, you will be able to set up regular payments, like the rent or your health insurance contribution. The bank choice that best suits your financial needs is yours. 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

- Once you register your address with your Residents Registration Office, you will need to contact the Foreigners Office (Ausländerbehörde) by e-mail to request an appointment to apply for your residence permit. **IMPORTANT: You must contact the Foreigners Office in writing before your visa expires or your legal 90-day stay ends. You will need to keep a record of your proof of contact. Additionally, you must submit the application in writing to the Foreigners Office before your visa expires, otherwise, they can order you to leave Germany! ⚠**
- Check out our [video tutorial](#) on how to fill out your residence permit application form. This tutorial is only for those registered with the city of Darmstadt.
- 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 apply for or 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, if you are an exchange student, or for up to a full year, if you are a degree-seeking student. For all financing options, proof of a **certain monthly amount** is required.
- You have several options to prove that you can finance your studies. 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 via 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](#).