

Navigating Bureaucracy in Germany



Referat VI/2 -International Support Services
Fernanda and Mira
Winter Semester 2026/27

- Enrollment
 - Health Insurance
 - Campus Card and IT credentials
 - Orientation Weeks
 - City Registration
 - Banking
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 - Bureaucratic Culture in Germany
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- **Offer of Admission:** Once your application status indicates "zulassungsfrei" (unrestricted access) or "Zulassungsangebot liegt vor" (offer of admission), proceed with the online enrolment in the **Campus Portal** by following the provided step-by-step instructions.



- **Receiving a letter of acceptance does not mean you are already enrolled!**
- You need to enroll online to indicate that you intend to accept the offer.
- Specific information about the process has been provided together with your acceptance letter.
- Complete the online enrollment in the Campus Portal during the **enrolment period**. **(check your admission letter)**.
- For more details about enrolment: <https://www.uni-passau.de/en/apply/enrolment/>
- For full information on dates and deadlines: <https://www.uni-passau.de/termine-fristen/>

If you're going to spend a semester at the University of Passau as an exchange student, then please contact exchangestudents@uni-passau.de to sort out the formalities of enrolment with you.

Required Documents

Upload the necessary documents as PDF files in the designated sections of the Campus Portal.

- University entrance qualification (e.g., Abitur or equivalent).
- A scan of the identity page of your passport. EU citizens may upload a scan of their national identity card instead.
- For international students: Certificate demonstrating sufficient German language proficiency for the chosen program.
- If previously enrolled at a German university:
"Studienverlaufsbescheinigung" (detailed transcript of academic records).
- Degree certificates (if you have obtained any).
- Confirmation of semester fee payment.
- For doctoral candidates: Admission letter from the doctoral studies committee.
- Also: Request the M10 form to be submitted to the University from a German statutory health insurance



Different possibilities depending on your insurance provider:

- **Statutory provider (recommended):** after picking your provider, get in touch and ask them to submit the proof of health insurance to the University of Passau. This is a necessary document to process your enrolment. Local branches in Passau include AOK, Barmer, Die Techniker (TK), and DAK-Gesundheit. If asked for a university number, share the following: H 0000 745. The statutory insurance provider will transmit the confirmation of your insurance status to the University electronically (M10). You can find more details in the links below:
 - <https://www.uni-passau.de/en/orientation/required-formalities>
 - <https://www.uni-passau.de/en/study/getting-organised/reregistration/health-insurance/health-insurance-for-enrolment>
- **Private insurance:** if you opt for a private health insurance, you must contact one of the statutory providers and request them to acknowledge your insurance's coverage as comparable to the statutory and to submit this confirmation to the University electronically (M10)
- **Students over 30 years old:** If you start your studies and reached 30 years (and are not employed with an income subject to social security contributions), you cannot be insured by a statutory insurance provider. For this cases the Student Union (Deutsches Studierendenwerk) recommends the following insurance provider: Vela OPTIMAL (click to here to find further information).



- **Await Confirmation:** Processing your online enrollment may take approximately **two to three weeks**.
- Once your status changes to "immatrikuliert" (matriculated) in the Campus Portal, you are officially enrolled.
- Students will receive their IT system login credentials ("ZIM-Kennung") via email (StudIP, eduroam, library, etc).
- After that use ZIM Kennung to log on to Campusportal (the previous login information loses validity).
- Please note you need to pay the semester fee every semester to stay enrolled (re-registration).

Contact Details Student Registration Office



- For any questions or assistance during the enrolment process, contact the Student Registration Office at registry@uni-passau.de or call +49 851 509 1127.



- Depending on your degree programme there might be some late-arrival deadlines.
 - In case you will not be able to arrive in time, you can defer your admission (given that the study and examination regulations stay the same for your programme).
 - **Required steps for a deferral:**
 - Do **not** enrol (or withdraw) your enrolment before 30 September
 - Important: Please keep your admission letter (not the Welcome letter!) safe to use it for a “fast track admission” for the next intake
 - Be aware of application deadlines: You have to create a new application in Campusportal for the next intake (you do not need to apply via uni-assist again)
 - Choose “YES” when being asked whether you have been previously admitted to the chosen programme and upload your admission letter from the previous intake
 - Continue and finish the Online application. A new admission letter will be issued as soon as the application is processed.
 - If this applies to you/you have questions, please feel free to get in touch with us: **istudicoach@uni-passau.de**.
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- **CampusCard:** After enrolment, apply for your CampusCard, which serves multiple functions, including student ID, bus pass, library card, and payment card for campus dining facilities.
 - You can apply for the CampusCard using StudIP: <https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students>
 - You can then pick up your CampusCard at the Student Registration Office on the ground floor of the Administration Building (Innstrasse 41) during the opening hours. Please bring a printout of your receipt confirmation (Empfangsbestätigung) as well as your official photographic ID (e.g. passport) with you when you collect your card. Your receipt confirmation will be sent to you in Stud.IP.
 - Remember to validate your card at one of the terminals on campus to activate its functionalities (Terminals can be found in Nikolakloster, Economics building, Mensa, Administration building).
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Orientation Weeks:

- Participate in the orientation programs offered by the university to familiarize yourself with the campus, resources, and academic life. The Orientation Weeks for international students will take place from **28 September until 11 October 2026**.
 - **Practical Support:** Get guidance on organising your studies and other administrative matters (like city registration, residence permit).
 - **Culture and Campus Life:** Discover the City and the University.
 - **Connections:** Meet fellow students and tutors.
- Please use the link to register and for more details:
<https://www.unipassau.de/en/orientation>

- You are required to register in Passau as a resident within two weeks of moving into your new accommodation if the duration of your stay exceeds three months.
 - You will also need the city registration confirmation to open a bank account.
 - We will provide further information during the Orientation Programme (also regarding tax ID, broadcasting fee, etc).
 - Our tip: Make sure to always check your mailbox. Important documents are sent via post, including the ones mentioned above as well as for example the Sozialversicherungsnummer (social security number).
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- In Germany, a current/ debit account also known as 'Girokonto', is the most common form of accounts for payments that do not involve cash.
 - German bank accounts take time to open after arrival
 - Documents to open a current account:
 - Passport or personal identification card
 - Confirmation of residence registration
 - tax ID (You will receive the tax ID within two weeks after completing the city registration)
 - Visa or residence permit (if applicable)
 - enrolment certificate
 - Use international online banking apps for first few days until your account is ready
 - Useful for paying rent deposit, groceries, transport, etc.
 - Set it up before arrival and load some EUR
 - Not always accepted for long-term payments
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- If you are not an EU national in addition to your registration as a resident, you require a residence permit ('Aufenthaltstitel'), which you have to apply for from the City of Passau's Ausländeramt (Immigration Office) around **three months before your visa expires.**
 - If you are not an EU national but come from a visa exempt country, you must apply for the residence permit within **90 days of your arrival in the Schengen Area.**
 - Details on the process are provided during the Orientation Programme. If you have questions, please contact the International Support Services (istudicoach@uni-passau.de).
 - For the residence permit, we offer a weekly counselling and pre check service to clarify all your questions before you submit your documents to the Immigration Office. For more information: <https://www.uni-passau.de/en/immigration-formalities/residence-permit-for-international-students-in-germany>
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- Extensive paperwork
 - Keep official documents you receive safe and add your name to your letterbox
 - No need to feel anxious
 - We understand that these processes might be very different from what you're used to, in case of doubt, please feel free to contact us.
 - Pre Check and Counselling Service of the International Support Services:
<https://www.uni-passau.de/en/immigration-formalities/residence-permit-for-international-students-in-germany>
 - Link to book an appointment on StudIP (login with your credentials before accessing the link):<https://studip.uni-passau.de/studip/dispatch.php/consultation/overview?username=manetz01>
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Thank you!



In case of questions, let us know:

- International Support Services: istudicoach@uni-passau.de

Follow us on Instagram: [@unipassau.international](https://www.instagram.com/unipassau.international)
