

Checklist for exchange students upon arrival in Passau

The following administrative procedures are required after arriving in Passau:

1) Take out health insurance

[☐ completed]

You have to have sufficient health insurance coverage to enrol at a German university (Costs: about 150 € per month). Below is a non-exhaustive list of German health insurers for your reference. You can find more information about health insurance here: <https://www.uni-passau.de/en/international/coming-to-passau/getting-settled/health-insurance>

If you are an EU student, you can show your European Health Insurance Card (EHIC) to a German health insurance company, which will then provide you with a document confirming your insurance status (*Meldung M 10*). Non-EU students should take out German health insurance.

AOK student services	Barmer GEK	Techniker Krankenkasse	DAK-Gesundheit
Neuburgerstr. 92 Tel.: 0851 / 5302 5902	Nibelungenplatz 4 Phone:+49 800 3320 60 420	Nibelungenplatz 1–2 Phone:+49 151 1451 4805	Am Schanzl 8 Phone: +49 851 988 5200
Mon – Wed 08:30 – 16:30 Thurs 08:30 – 17:30 Fri 08:30 – 15:00	Mon 09:00 – 17:00 Tue 09:00 – 17:00 Wed 09:00 – 13:00 Thurs 09:00 – 18:00 Fri 09:00 – 13:00	Mon – Wed 10:00 – 14:00 Thurs 10:00 – 17:00 Fri 10:00 – 13:00	Mon – Wed 08:00 – 16:00 Thurs 08:00 – 17:00 Fri 08:00 – 13:00
	At your disposal via e-mail or phone.	Please contact TK via e-mail or phone.	At your disposal via e-mail or phone.
E-mail: info@service.by.aok.de passau.studenten@service.by.aok.de	E-mail: service@barmer.de	E-mail: eugen.theurer@tk.de	E-mail: stephan.oeller@dak.de

Please contact one of the health insurance companies by e-mail to get the document (Meldung M10). The Meldung M10 will be directly send to the university and is mandatory for enrolment.

2) Enrol (matriculate) at the University of Passau

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You will receive information on enrolment with your admission letter by e-mail. Please follow the instructions in this e-mail to get enrolled on time. Please contact exchangestudents@uni-passau.de if you have any questions regarding the proof of health insurance and proof of payment.

3) Open a bank account

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In general, students can set up a free bank account. **We strongly recommend that you open a German bank account rather than using a foreign one!**

4) Find accommodation

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If you haven't found (permanent) accommodation yet, please take a look at the notice boards within the university, or do a search on the internet (e.g. <https://www.wg-gesucht.de/en/>). Additionally, you can contact Ms Alexandra Winterkorn (accommodation@uni-passau.de) and apply for accommodation search aid. Please find more information here: <https://www.uni-passau.de/en/housing/international-student-housing>

5) Registration, Residence Permit, and De-registration

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During the Orientation Weeks, there will be information events on these topics.

a) For all students from EU countries or with a valid visa:

Please register at the Citizens' Office (*Bürgerbüro*) of the City of Passau within two weeks after your arrival. You will receive a registration certificate (*Meldebescheinigung*) there. After a few weeks, your tax identification number (*Steuer-Identifikationsnummer*) will be sent to you by mail.

You can find a list of the required documents here: <https://www.uni-passau.de/en/immigration-formalities/residence-registration>

There are two Citizens' Offices in Passau. Please make an appointment online under the section "*Meldewesen*" for the purpose "*Zuzug aus dem Ausland*" at the office that is most convenient for you to reach.

Bürgerbüro im Alten Rathaus
Rathausplatz 2, Z. 108/109, 94032 Passau
Tel.: 0851/396 -225

Bürgerbüro im Dienstleistungszentrum Passavia
Vornholzstr. 40, 94036 Passau
Tel.: 0851/396 0

E-Mail: buengerbuero@passau.de

Booking: <https://termine-reservieren.de/termine/passau/select2?md=1>



b) For students from non-EU countries who entered without a visa or do not yet have a confirmed residence status:

If you entered Germany without a visa (e.g. under a visa waiver, with a residence permit from another EU country, or as a refugee) or if you do not have an internationally recognized passport, you must register your residence with the Office of Foreigners. For more information, please visit: <https://www.uni-passau.de/en/immigration-formalities/residence-registration>. If you have any questions, please contact the university (exchangestudents@uni-passau.de or istudicoach@uni-passau.de for full-time students), or attend the information session.

c) Application for a residence permit (*Aufenthaltstitel*) for students from non-EU countries

Important: After registering with the city of Passau, you must apply for a residence permit – unless your visa is valid for the entire duration of your stay in Passau. Please note that this process will take some time (approx. 12 weeks).

We recommend setting a reminder in your calendar to check the university website about this topic **four months before your visa expires**. The university regularly offers info sessions and pre-checks of your documents for the application process. Please attend one of these sessions before contacting the Immigration Office (*Ausländerbehörde*).

You can find a list of the required documents as well as information about the pre-check of documents here: <https://www.uni-passau.de/en/immigration-formalities/residence-permit-for-international-students-in-germany>

There is a fee of approximately €100 for the residence permit, which you must pay in cash during your appointment with the Immigration Office.

Responsible authority: Ausländeramt der Stadt Passau: Dr.-Ernst-Derra-Straße 2, 94036 Passau

E-Mail: auslaenderamt@passau.de

d) De-registration (*Abmeldung*) at the end of your stay

If you are returning to another country, you must de-register **no earlier than seven days before** and **no later than two weeks after** your departure.

You can deregister either in person at the Citizen's Office by scheduling an appointment (see QR code above) or online via this link: https://www.buergerservice-portal.de/bayern/passau/bsp_abmeldung_ausland