

## Checklist for international students upon arrival in Passau

Once you arrive in Passau you must complete all of the below steps before you can start studying. You should follow them one by one and tick each off the list when completed. If you have any questions about any of the steps below, or indeed with your degree programme, you should contact us. We will assist you with your questions concerning forms, your timetable etc..

### 1) Take out health insurance

[ ☐ completed ]

You have to have sufficient health insurance coverage to enrol at a German university. 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 10*). Non-EU students should take out German health insurance. Below is a non-exhaustive list of German health insurers for your reference. The rate is currently around 125 € per month.

<b>AOK student services</b> Neuburgerstr. 92 Tel.: 0851 / 5302 122  Mon – Wed 08:00 – 16:30 Thurs 08:00 – 17:30 Fri 08:00 – 15:00  E-mail: <a href="mailto:pa.vertrieb@service.by.aok.de">pa.vertrieb@service.by.aok.de</a>	<b>Barmer GEK</b> Nibelungenplatz 4 Phone:+49 800 333 1010  Mon – Tue 09:00 – 17:00 Wed 09:00 – 13:00 Thurs 09:00 – 18:00 Fri 09:00 – 13:00  E-mail: <a href="mailto:service@barmer.de">service@barmer.de</a>	<b>Techniker Krankenkasse</b> Nibelungenplatz 1–2 Phone:+49 800 285 85 85  Mon 09:00 – 15:00 Tue 10:00 – 15:00 Wed 10:00 – 14:00 Thurs 10:00 – 17:00  E-mail: <a href="mailto:josef.praml@tk.de">josef.praml@tk.de</a>	<b>DAK-Gesundheit</b> Am Schanzl 8 Phone: +49 851 988 5200  Mon – Wed 08:00 – 16:00 Thurs 08:00 – 17:00 Fri 08:00 – 13:00  E-mail: <a href="mailto:stephan.oeller@dak.de">stephan.oeller@dak.de</a>
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**Please contact one of the health insurance companies by e-mail to get the document (Meldung 10) you need for enrolment.**

### 2) Enrol (matriculate) at the University of Passau

[ ☐ completed ]

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 send us the following documents by e-mail or post:

- **Proof of payment** of €104,00 (for the *Studentenwerk* and the bus pass)
- **Your health insurance certificate** (*Meldung 10*)
- Your *Immatrikulationsantrag* (printed and signed) from the Campus Portal

### 3) Open a bank account

[ ☐ completed ]

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

[ ☐ completed ]

If you haven't found (permanent) accommodation yet, please take a look at the notice boards within the university, on Facebook (<https://www.facebook.com/groups/Universitaet.Passau/>) or do a search on the internet (e.g. <https://www.wg-gesucht.de/en/>) and contact us as soon as possible.

**5) Register with the public authorities and/or get your residence permit**    [ ☐ completed ]

**a) Students from non-EU countries**

Please visit the *Ausländeramt* (see below for the address) at least **four months** before your visa/current permit expires in order to get a residence permit. You will need to submit the following documents:

- Passport with entry visa
- The completed application form and the permit registration fee (in cash): circa €100 for your first application or circa €96 for the extension of the residence permit
- A passport-sized photograph (biometric)
- Your health insurance certificate
- Your certificate of enrolment (*Semesterbescheinigung* or *Immatrikulationsbescheinigung*)
- A copy of your rental agreement
- The form *Wohnungsgeberbescheinigung* (you can get the form from Ms Winterkorn if you rented a room from us or from your landlord)
- The completed forms *Anmeldung bei der Meldebehörde* and *Abmeldung bei der Meldebehörde* (registration or de-registration of residence respectively), <http://www.passau.de/Rathaus-Politik/formulare.aspx>
- Proof that you are able to finance your stay in Germany (currently €934 per month deposited in a blocked account or via a paying job etc.)

Rathausplatz 1, 94032 Passau

Phone: +49 851 396 431; E-mail: [auslaenderamt@passau.de](mailto:auslaenderamt@passau.de)

**Pre-checks for documents are offered regularly by the International Office**

**b) Students from EU member states**

Please register at the *Bürgerbüro* (see below for the addresses) of the City of Passau. You have to provide a valid passport or national ID card, your *Wohnungsgeberbestätigung*, and your certificate of enrolment (*Semesterbescheinigung* or *Immatrikulationsbescheinigung*).

There are two *Bürgerbüros* in Passau; just go to the one that is more convenient for you to reach.

Bürgerbüro  
Im Alten Rathaus  
Rathausplatz 2, room 108/109  
Phone: +49 851 225  
E-mail: [buergerbuero@passau.de](mailto:buergerbuero@passau.de)

Bürgerbüro  
Dienstleistungszentrum Passavia  
Vornholzstr. 40  
Phone: +49 851 396 0  
E-mail: [buergerbuero@passau.de](mailto:buergerbuero@passau.de)

Please make an appointment via the website  
<https://www.passau.de/Rathaus-Politik/TerminvereinbarungStadtPassau.aspx>

