

Information Sheet TO DOs ARRIVAL

I. CHECKLIST - Items to bring with you to Germany

- Personal identification card or passport
- Student identity card from your home institution
- European Health Insurance Card (EHIC, only for students from EU and EFTA member states)
- 1 passport-sized photo (also possible as electronic file)
- Sufficient Euros for the first few days (typically for Non-EU students: for paying the semester fee, deposit on rented accommodation, etc.)

Only for non-EU nationals:

- Visa OR confirmation letter by the Federal Office for Migration and Refugees (BAMF)
- Health insurance cover (see [Information Sheet Health Insurance](#))
- Proof that you can finance your course of study (see [Information Sheet Visa - Entry - Residence](#), current rate 2021/22 is 861 EUR per month)

II. To do's after your arrival - Dealing with organizational red tape in Saarbrücken

Note: It is very important that the following sequence is carried out in the order given, as some of the steps are prerequisites for later ones. For example, you will not be able to open a bank account unless you have registered your place of residence.

1. Selected health insurance funds ('Krankenkassen')

In order to enrol at **htw saar** you will need proof of sufficient health insurance cover.

A) If you have an EHIC, you will receive a health insurance certificate („Bescheinigung über die Befreiung von der Krankenversicherungspflicht“) from a German health insurance fund (see [Information Sheet Health Insurance](#)).

B) If you have private health insurance from your home country, please seek advice from one of the German health insurance funds whether your private health insurance is sufficient for them to issue the proof of exemption. This step is not required for students aged over 30 who hold a private health insurance!

C) If you do not have health insurance cover, please apply for student health insurance at a German health insurance fund.

Please take the following documents with you:

- Formal letter of admission from **htw saar**

If applicable:

- EHIC (EU or EFTA member states) OR
- Health insurance documents (non-EU and non-EFTA states)

You can go to any of the listed health insurance funds in Saarbrücken (not the Barmer for the proof of exemption), however, due to the Coronavirus situation, most of them operate with prior appointment (except the Techniker Krankenkasse).

AOK Saarland

www.aok.de/pk/rps
https://en.zuwanderer.aok.
dd/home/
(English website)

Halbergstraße 1
66121 Saarbrücken
Upon appointment

Upon appointment only, either
via email to:
privatkunden.sb@service.rps.aok.de
or phone: (+49) (0)681 6001
568

Support for health
insurance visa-
requirements
Application forms in
English

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| IKK Südwest https://www.ikk-suedwest.de/geschaeftsstellen/saarbruecken/ www.ikk-suedwest.com/?lang=en (English website) | Trierer Straße 4 66111 Saarbrücken Tel. +49 681 93696 4047 Upon appointment | IKK office Saarbrücken (downtown or at Campus of Saarland University) Prior appointment required, see booking tool on https://www.ikk-suedwest.de/geschaeftsstellen/saarbruecken/ (scroll down to the paragraph in red and click on the green button "Inhalt laden"). Student advisor: Mr. Alexander Efnert Phone: (+49) (0)151 59012891 alexander.efnert@ikk-sw.de | # Local contact person for students # Support for health insurance visa-requirements # Application forms in English |
| Techniker Krankenkasse www.tk.de www.tk.de/en (English website) | Bismarckstr. 39-41 66121 Saarbrücken Mo-Wed 9-16h Thu 9-17h Fr 9-13h Walk-in possible | TK office Saarbrücken Walk-in possible without prior appointment during office hours Student advisor: Ms. Anika Schmidt (+49) (0)151 - 46 72 27 17 anika.schmidt@tk.de | # Local contact person for students # Support for health insurance visa-requirements # Application forms in English |
| Die Barmer (Does NOT issue proof of exemption!) www.barmer.de www.barmer.de/en (English website) | St. Johanner Str. 41-43 66111 Saarbrücken Mo-Thu 9-18:30h Fr 9-16h 0800 333 10 10 (from German phone accounts, only, free of charge) | Barmer GEK office Saarbrücken Walk-in possible without prior appointment during office hours | # Support for health insurance visa-requirements # Application forms in English |

If you need a proof of exemption ('Befreiungsbescheinigung'), and you contact the health insurance fund via email (NOT the Barmer as they do NOT issue the certificate), please make sure:

- to well indicate your name and surname as well as your address in Saarbrücken
- to attach a copy of either your EHIC OR private health insurance (depending on the proof you have) and of your personal ID document

If you apply for a German statutory student health insurance via email, you will also need to attach a copy of a passport sized picture.

2. Registering at the Citizen's Office („Bürgeramt“)

In the current pandemic situation the 'Bürgeramt' does not operate with open walk-ins to the offices and a previous appointment is required. We will organize slots for all exchange students in September and October, you do not need to book yourself an appointment. For the appointment please take the following documents with you:

- The so-called 'Wohnungsgeberbescheinigung' (a form provided by your landlord confirming your accommodation). If your landlord has not provided the form, please ask them to download and fill it out (see: www.saarbruecken.de/de/rathaus/buergerservice/umzug_und_meldeangelegenheiten),
- Personal identification card or passport
- For married students: marriage certificate

Address: Bürgeramt Saarbrücken – City
 Gerberstraße 4 (near Saarbrücken City Hall, 66111 Saarbrücken)

3. Open a bank account (if applicable). Selected banks in Saarbrücken:

- Sparkasse Saarbrücken, Rathausplatz 9
- Commerzbank, Kaiserstraße 25
- Targobank, Bahnhofstraße 36
- Deutsche Bank, Kaiserstraße 29-31

- Bank 1 Saar, Kaiserstraße 20

Please take the following documents with you:

- Personal identification card or passport
- Proof of registration from the "Bürgeramt" (*Anmeldebescheinigung*)
- Enrolment certificate of **htw saar** (*Immatrikulations-Bescheinigung*)
- The bank will ask you for your personal tax identification number ("persönliche Steuer-Identifikationsnummer"), you will receive it within the 10 days following to your registration at the Citizen's Office via post mail to your registered address and can then submit it to the bank.

4. Registering at the Immigration Authority (only for non-EU nationals that did NOT enter Germany with a certificate for mobility in the framework of the REST procedure) - by appointment only, NO walk-in (call beforehand to get an appointment)

Address:

Ausländerbehörde Lebach

Dillinger Str. 67/2

66822 Lebach

Phone: (+49) (0)681- 50100

Please *take the following documents with you:*

- Passport (with visa)
- Certificate of matriculation at **htw saar** (*Immatrikulations-Bescheinigung*)
- Health insurance certification
- Rental agreement
- Proof of registration from the "Bürgeramt" (*Anmeldebescheinigung*)
- Proof of scholarships (if applicable)
- Proof that you can finance your course of study (see [Information Sheet Visa - Entry - Residence](#))
- Money to pay application fees for a temporary residence permit

Additional documents may be required, ask what to bring exactly when you make the appointment. Expect that once you have contacted them the actual appointment will likely be 8 to 10 weeks later.