

## Please bring the following items with you to Germany

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# Checklist

- Personal identification card or passport
- Visa (only for ERASMUS students from non-EU countries)
- Student identity card from your home institution
- European Health Insurance Card (EHIC, only for students from EU and EFTA member states)
- Health insurance cover (only for students from non-EU countries, see page 21 of ERASMUS Student Guide)
- Proof of ERASMUS scholarship
- Proof that you can finance your course of study (only for ERASMUS students from non-EU countries)
- 1 passport photo
- Sufficient cash for the first few days (semester fee, deposit on rented accommodation, etc.)

## 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.

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<b>1. Enrolment</b>	<p>International Office (Campus Alt-Saarbrücken: Goebenstraße 40, 66117 Saarbrücken; Campus Rotenbühl: Waldhausweg 12a, 66123 Saarbrücken), prior appointment required</p> <p>A copy of your formal offer of admission and the enrolment form are available from the International Office.</p> <p>Please bring the following documents with you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Passport photo</li> <li><input type="checkbox"/> Student identity card from your home institution</li> <li><input type="checkbox"/> European Health Insurance Card – EHIC (only for students from EU and EFTA member states), health insurance documents</li> </ul>
<b>2. Health insurance</b>	<p>Selected health insurance funds (<i>Krankenkassen</i>):  AOK, Halbergstraße 1  Barmer GEK, St. Johanner Straße 41-43  Deutsche Angestellten Krankenkasse, Viktoriastraße 2  Techniker Krankenkasse, Trierer Straße 8</p> <p>In order to enrol at the HTW you will need proof of health insurance cover.</p> <ul style="list-style-type: none"> <li>■ If you have an EHIC, you will receive a health insurance certificate from a German health insurance fund ('Versicherungsbescheinigung')</li> <li>■ If you have private health insurance from your home country, please seek advice from a German health insurance fund.</li> <li>■ If you do not have health insurance cover, please apply for student health insurance at a German health insurance fund.</li> </ul> <p>Please take the following documents with you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Formal offer of admission from the HTW</li> </ul> <p>If issued:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EHIC</li> <li><input type="checkbox"/> Health insurance documents from your home country</li> </ul>
<b>3. Semester fee</b>	<p>To enrol at the HTW, students must pay a semester fee to the <i>AStA</i> (<i>Students' union executive committee at HTW</i>). The amount payable and a personal reference number are available from the International Office. Take this to a bank (for addresses see below) and pay the semester fee by cash or by transferring the amount from your account (see below). Hand in the proof of payment slip to the International Office.</p> <p>Alternatively, you can transfer the semester fee from your home country:  Recipient: 'AStA der HTW'  IBAN: DE06591900000077747001  BIC: SABADE5S (Bank 1 Saar)</p>

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<b>4. Registering</b>	Bürgeramt Gerberstraße 4 (near Saarbrücken City Hall) Mon and Tue: 7.30 am – 3 pm Wed: 7.30 am – 12 am Thu: 7.30 am – 6 pm Fri: 7.30 am – 12 am and by appointment Please take the following documents with you: <input type="checkbox"/> Rental agreement <input type="checkbox"/> Personal identification card or passport
<b>5. Bank account</b>	Selected banks in Saarbrücken: Sparkasse Saarbrücken, Rathausplatz 9 Commerzbank, Kaiserstraße 25 Targobank, Bahnhofstraße 109 Deutsche Bank Saar, Kaiserstraße 29-31 Bank 1 Saar, Kaiserstraße 20 Please take the following documents with you: <input type="checkbox"/> Personal identification card or passport <input type="checkbox"/> Proof of registration from the Residents' Registration Office ( <i>Anmeldebescheinigung</i> ) <input type="checkbox"/> Certificate of Matriculation at the HTW ( <i>Immatrikulationsbescheinigung</i> )
<b>6. Residence permission</b> (only for ERASMUS students from non-EU countries)	Foreigners' Registration Office Lebacher Str. 6a, 66113 Saarbrücken, 0681-501-00 Please <i>take the following documents with you:</i> <input type="checkbox"/> 3 passport photos (biometric photos) <input type="checkbox"/> Personal identification card or passport (with visa, if issued) <input type="checkbox"/> Certificate of Matriculation at the HTW ( <i>Immatrikulationsbescheinigung</i> ) <input type="checkbox"/> Health insurance certification <input type="checkbox"/> Rental agreement <input type="checkbox"/> Proof of registration ( <i>Anmeldebescheinigung</i> ) <input type="checkbox"/> Proof of ERASMUS scholarship <input type="checkbox"/> Proof that you can finance your course of study