



Kyoto University and Heidelberg University Joint Degree Master of Arts Program in Transcultural Studies

Arrival and Stay in Heidelberg (Version 2017)

You can use this checklist to keep track of the tasks you have already completed and those which are still outstanding. The list is not exhaustive; however, we have attempted to include the most important steps to follow after you arrive and during your stay in Heidelberg. We also recommend to familiarize yourself with the "[Pre-Departure Information](#)" offered by the International Office and their "[Exchange Student Guide](#)" as many items also apply to you.

Register your Place of Residence

Every person living in the Federal Republic of Germany must register at the local administration office (Einwohnermeldeamt or Bürgeramt) of the city in which he or she is living, regardless of the length of his or her stay in Germany. You must register within one week of moving into your place of residence. Take your passport/ID card and accommodation contract with you to your local administration office (Mitte, Altstadt, Boxberg/Emmertersgrund, Handschuhsheim, Kirchheim, Neuenheim, Pfaffengrund, Rohrbach, Wieblingen, Ziegelhausen/Schlierbach). Please be aware of the respective, limited [opening hours](#).

You may leave the box for "Religion" blank. Further, if you want to prevent your information being shared with other parties (e.g. political parties), you should complete the Übermittlungssperre form.

Make sure your name is on your postbox once you've registered.

Visa and Residency Permit

In general, foreigners are required to have a visa to enter Germany; for a longer stay, it is necessary to obtain a residency permit after arrival. A visa is usually obtained through a German embassy or consulate.

Foreigners who are required to have a visa to enter Germany must have any period of residency that extends beyond the validity of the visa approved by means of a residency permit. This is also true for foreigners who were permitted to enter Germany for up to three months without a visa and who intend to stay for longer than three months. The requirements and procedure for obtaining a residency permit depend on your country of origin. If you plan to stay in Germany for longer than three months, you must apply for a residency permit at the foreigners' office (Ausländerbehörde). EU-citizens do not need a residency permit, Swiss citizens do.

You will find the foreigners' office at:

Bergheimer Straße 69, 69115 Heidelberg

Tel: 06221 58-17520; Fax: 06221 58-17900

Email: buengeramt@heidelberg.de; Homepage: <http://www.heidelberg.de>

Ask that you want to register for a residence permit and you will receive a paper with all the required documents and emails.

After your matriculation (see below) make an appointment at the Ausländerbehörde by email (depends on initial of your surname). Take the necessary documents with you (listed in the paper that the Ausländerbehörde initially provided you): Passport-style photo; passport; health insurance proof, immatriculation proof, Anmeldung form).



Rental Contract and Security Deposit

Most of you will stay in a dorm room or apartment offered by the [Student Service](#) of Heidelberg University. If you stay somewhere else, there are some points to consider. Usually you will sign a written rental contract before you move into an apartment. With your signature, the provisions in the contract become legally binding for you. Therefore, you should be sure to read through the entire contract carefully. In most cases, landlords in Germany require the payment of 1-2 months rent as a security deposit (the Student Service also asks for such a deposit). This amount is placed into a savings account on your behalf and is refunded to you in full when you move out, as long as you have incurred no damages to the apartment and have no outstanding payments. A landlord can require payment of a maximum of three month's rent.

Health Insurance

For your stay in Germany, you should make sure that you have adequate health insurance coverage. As a student, you will most likely enter a public student health insurance (do note that coverage only starts from October 1st). German health insurance providers generally cover the costs of medicine, doctor's visits and hospital stays. It is very important that your health insurance covers medical treatment in the case of acute illnesses and accidents. Adequate health insurance coverage is also required to obtain a residency permit in Germany. EU citizens should be covered with their EU health insurance card.

English-speaking Physicians:

The following medical practitioners are known to offer service in English. Please also get in touch with your fellow students in Heidelberg concerning advice on where to go.

Dr. Albertus Arends (General Practice)
Brückesnr. 45
69120 Heidelberg
Tel.: 06221-472887

Web: <http://praxis-arends.de/foreigners/>

Dr. Charles A. Smith (Dentist)
Ärztelhaus Bergheim Römerstr. 1, 69115
Heidelberg
Tel.: 06221-6516090; Fax: 06221-600029
E-Mail: info@heidelbergzahnmedizin.com

Dr. Bettina Gonon-Junghanss (General Practice)
Dossenheimer Landstr. 34, 69121 Heidelberg
Tel.: 06221-413550

Dr. Dietrich and Ursula Lorenz (Gynaecologist)
Hauptstr. 107, 69117 Heidelberg
Tel.: 06221-28058

Bank Account

We suggest to open a bank account at a German bank, preferably one without maintenance fee ("Kontoführungsgebühr"), for the length of your stay in Germany. In general, rent, utilities and insurance payments are paid by direct debit (cf. "Einzugsermächtigung") from your bank account.

Matriculation (Enrolment)

To study at the University of Heidelberg, you must enrol in person at the International Relations Office (Seminarstraße 2, near Universitätsplatz; opening hours: Mon-Fri 10-12; Mon-Thur 13-15). All certificates required for admission (school certificates and university documents) must be submitted in the original at that time and you will also need to bring the following documents to the Office for International Students:

- Proof of Health Insurance.
- Passport picture (for the student ID card).



- Passport.
- University acceptance letter.

You will be asked to fill in a form and pay an administration and student service fee at the bursar's office (see also re-registration below). Take the receipt from the bursar's office back to the International Office and you will receive your "Immatrikulationsbescheinigung" (enrolment-certificate).

With this certificate you can complete the registration at the Ausländerbehörde (see above) and you are also entitled to buy a semester ticket (see transportation below).

Note: Re-Registration

Registered students have to declare their intention of continuing their studies at Heidelberg University for every semester within a given period. This declaration is called the 're-registration'.

The re-registration period for the summer semester is from 15 January to 15 February, and for the winter semester from 15 June to 15 July.

In order to re-register, the respective fees (administration fee, student service fee, tuition fees if applicable) are paid by bank transfer. Cash payment at the bursar's office is not possible. If cash payment is desired, please pay into our bank account with Sparkasse Heidelberg. Web-based re-registration is also an option: after your on-line re-registration you will be able to print out your certificates for the coming semester.

German Language Courses

Taking German language courses is not a formal requirement but we highly suggest you improve your command of German in order to cope with daily tasks and activities. The University of Heidelberg offers language courses at many different levels to visiting scholars and their families. Please inquire at the International Office about the preparatory, [intensive courses](#) (the JDTS would cover the costs for these courses in September). There are also numerous language schools in Heidelberg and the surrounding area which provide opportunities to learn or to improve your German.

Transportation

Heidelberg has a well-developed public transportation system which includes buses and trams. There is detailed information on the internet site of the [VRN](#) (the public transportation company; German only) about tickets, prices and connections. Students of the University of Heidelberg can apply for a semester ticket, which permits the usage of the public transportation system for six months. You can also reach all parts of Heidelberg conveniently and easily by bicycle and there are many possibilities in the city to buy used bicycles.

Living in Heidelberg

The city of Heidelberg is a very attractive place to live regarding cultural activities, sports, music, and tourism. The website of the Welcome Centre includes many links to information about sightseeing and cultural activities in Heidelberg. You will also find information and tips about living in Heidelberg, which we hope will help you to settle in as quickly and comfortably as possible. If you have questions that are not answered on our web site, please do not hesitate to contact us directly.

Please go to the "[Download Centre](#)" of the Welcome Centre to find other helpful information for your stay in Heidelberg.

You can also find useful information on "How To Germany": <http://howtogermany.com/>