



Information for International Master Students

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1. Introduction

Studying abroad means breaking into a new and unknown world! (DAAD publication)

The first few days in Germany, in a new country with a different culture and habits, will be full of new impressions, possibly combined with unanswered questions and a feeling of uncertainty. At the beginning of your stay there are a mass of unavoidable bureaucratic formalities to deal with, but you can rely on assistance from your fellow-students and the university staff. We will do our best to make your stay at the University of Freiburg a worthwhile and unforgettable experience. The following publication has been put together to familiarize you with our university and the bureaucratic procedures you have to face after your arrival.

The **Faculty of Engineering offers** the following International Master's Degree Programs:

- MCS** – Master in Computer Sciences
- ACS** – Master in Applied Computer Sciences
- MSE** – Master in Microsystems Engineering
- MBSB** - Master in Bioinformatics and Systems Biology

2. Important Documents

First of all we would like to give you a checklist of the documents needed in Germany. These documents will be required for your final enrolment at the University of Freiburg, for the residence permit and the registration with the city of Freiburg, for the extension of your visa and for some other formalities.

- **Passport**
(valid for the entire period of the studies)
- **Entrance Visa**
Please note that you are **not** allowed to study with a tourist visa.
The student visa is usually valid for three months and can be transferred into a residence permit (*Aufenthaltserlaubnis*) after your arrival in Freiburg.
- **Letter of Admission** from the University of Freiburg.
- **Proof of sufficient financial resources** (approx. € 700 per month).
This can be a savings book, a confirmation from the bank on the credit balance available, a bank statement, proof of scholarship or a statement of support from your parents with either a certified signature of your parents or a copy of their passports.
The proof of sufficient financial resources is required at the Immigration Office (*Ausländerbehörde*) and the Resident Registration Office (*Einwohnermeldeamt*) of Freiburg.
- **Two Photographs** (required for the student identity card).
- **Missing Documents** mentioned in the letter of admission (such as Bachelor's degree, or others).

3. Cash, Currency and Banking

Cash is still frequently used in Germany. Credit cards such as MasterCard, Visa etc. are not accepted everywhere.

But you do not need to bring German bank notes in large denominations with you. You can change your money at every bank. Exchange counters at airports and major railway stations are open in the evening and at the weekends too.

One of the first things you have to do after your arrival is to open a bank account. All students need a bank account, because health insurance and rent for accommodation can only be paid by bank transfer. The money is directly debited from your account each month.

In Germany there are various ways of conducting monetary transactions:

- ◆ **Transfer (Überweisung)** is used to move money from one account to the other. You have to fill in a transfer form and hand it in at your bank or do it online.
- ◆ **Standing Order (Dauerauftrag)** is used if you have regularly recurring payments of a set sum (such as the rent for example). You have to authorize your bank to debit the amount automatically on an agreed date to the account of the recipient.
- ◆ **Direct Debit (Einzugsermächtigung)** is used if you have to pay recurring sums which vary in size (such as the telephone bill for example). You give the recipient a direct debit authorization which empowers him to deduct the respective amount from your account. Of course you can always cancel this authorization and stop the direct debit.

To open a bank account, you have to bring your passport and a confirmation of enrolment from the University along with you. The admission confirmation is very important, otherwise you cannot open a student account which is free of fees.

If you bring cash, your account will be opened immediately. **If you are transferring money from your bank abroad, it can take some time till the amount is credited on your account in Germany (in some cases 3-4 weeks!). Cashing in demand drafts from foreign countries may also take up to 4 weeks.**

4. Costs

Students will be responsible for their living expenses in Germany, tuition fees, service contribution and state administration fee. It is absolutely necessary to clarify your financial situation before departure. German authorities abroad will only issue a residence permit for studying purpose if the student has sufficient proof of money available on a monthly basis. Students studying at the University must calculate that their monthly expenses will amount to about € 700 per month. This amount can be subdivided as follows:

Rent	€ 200-300
Health insurance	€ 64
Groceries	€ 236
Others	€ 100
Costs per month	€ 600 to 700.-

Please note that during the first few days you will have to pay your first rent, deposit, health insurance etc.. Therefore we recommend you to earmark at least **€600.-** for these initial expenses.

5. Fees

Tuition: €500 per semester
Administrative fee: €40 per semester
Student services fee: €65 per semester

Students with children, with a disability or with two or more siblings can be exempted from paying tuition upon request. For more information, check out http://www.studium.uni-freiburg.de/service_und_beratungsstellen-en/studiengebuehren-en/ausnahmen.html?set_language=en.

Scholarships: The Faculty of Engineering offers performance based scholarships of 1200 Euro per year to the best 10 applicants (http://www.faw.uni-freiburg.de/Studium_und_Lehre-en/scholarships). If you need a

full scholarship, covering all your expenses, we recommend you to apply at one of the following institutions:

<http://www.daad.de>

<http://www.erasmuswindow13.org/> (for Indian applicants only)

<http://www.kaad.de> (for Catholic applicants only)

<http://www.cusanuswerk.de/en/home/welcome/> (for Catholic EU citizens only)

Please note that in most of the cases, it is necessary to apply for a scholarship before arriving in Germany.

6. Health Insurance

It is obligatory to have adequate health insurance coverage for yourself and any member of your family accompanying you. Every student who registers at a university in Germany must show a proof of health insurance at the final enrolment. (Usually, it is sufficient and cheaper to contract health insurance after your arrival in Germany. But in some countries the German Embassy asks you to do so before getting the visa. In that case you should try to take a short term contract for only one or two weeks and switch to a German insurance right after your arrival in Germany.)

There are many insurance companies in Germany which provide this health insurance coverage. We differentiate between public health insurance and private insurance. Please note that you need to decide at the beginning of your studies if you want to be privately or publicly insured. **Once you have contracted a private health insurance, you cannot be accepted by any public health insurance for the whole duration of your studies.**

We recommend every student under 30 years to contract public health insurance. As a student you are eligible for public health insurance at the lowest current monthly rate which amounts to about €53,40.- (+ 10 Euro for the compulsory long term care insurance) You have a free choice among the different public health insurance companies.

Some countries' health insurance schemes are recognized in Germany (in general only applicable for countries of the EU). With several countries Germany has concluded social agreements, so that you may be able to continue being insured in your home country. If this is the case you have to present a certificate confirming the health insurance in your home country at a local health insurance in Germany.

After you turn **30** you are in general not eligible for public health insurance. You have to be insured with a private health insurance. However, this is not a privilege as private health insurance is more expensive than public. A comprehensive private health insurance is offered by the *Deutsche Studentenwerk* (<https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>).

There are a lot of private and cheap insurances offered in the web, but most of them don't offer full coverage. Usually, you have to pay at the doctor's first and get reimbursed by the insurance a lot later. We therefore do not recommend those insurances.

The public health insurance scheme covers the costs of treatment by a doctor (including dental treatment), hospital treatment and many other preventive measures. The public health insurance has the advantage that you do not have to pay for treatment in advance because the insurance company settles directly with the doctor, dentist or hospital.

Nevertheless public health insurance patients have to pay small fees for medicines and other items. Since 2004 the health insurance is charging 10 € for the first doctor's appointment in each quarter (*Praxisgebühr*). This money needs to be paid at the doctor's office. However, you can be exempted from this additional payment if your income is below a certain level. This often applies to students. Please ask your health insurance for details.

Please note that in Germany you usually go to a general practitioner (*Allgemeinmediziner, Hausarzt*) in the first place. If you need to see a specialist, he will give you a transfer form (*Überweisung*) which enables you to consult a specialist without having to pay the 10 € again. Always keep the receipt which you get for having paid the 10 €!

If you need to see a doctor urgently during the night or the weekend, you can call 0761/8099800 (Saturdays 7:00 a.m. till Mondays 7:00 a.m.) or go to the hospital. To make an emergency call, dial 110 (police) or 112 (firemen/emergency doctor).

For registration with a public health insurance company you usually need your passport, your bank account number and the confirmation of enrolment from the University. You will receive further papers and a chip card from the health insurance by mail. The chip card serves as your membership card and must be presented at each doctor's visit.

Addresses of public health insurance agencies in the city centre of Freiburg:

- Allgemeine Ortskrankenkasse (AOK): Fahnenbergplatz 6, 79098 Freiburg
- Techniker Ersatzkasse (TK): Leopoldring 3a, 79098 Freiburg (**English hotline and brochures**)
- Deutsche Angestellten Krankenkasse (DAK): Engelbergerstr. 19, 79106 Freiburg
- Kaufmännische Krankenversicherung Halle (KKH): Augustinerplatz 2, 79098 Freiburg

7. Accident Insurance and Liability Insurance

By means of paying the student services fee to the *Studentenwerk* students are insured concerning accidents at the University.

It is recommended to contract a liability insurance which covers the cost in case you damage something that belongs to somebody else (e.g. furniture in the rented room, books you have borrowed from the library). A good and cheap option is the liability insurance offered by HUK 24 (<http://www.huk24.de/-snm-0177507458-1216578147-0119800006-0000000243-1216627190-enm-produkte/ph/index.jsp;jsessionid=0001yFvjvvsTiydbp-PccBz-RyZ:12dk7t7ic>).

8. Resident's Registration Office and Resident Permit in Freiburg

Personal Registration Law

Everyone moving into a temporary or permanent residence in Germany has the legal duty to register the details of his/her address with the appropriate local government office within one week of this move. In German this process is called *Anmeldung*. Please take good care of the confirmation of registration you will receive. Whenever you move you have to keep the relevant government office (and the university) posted about your current address.

Resident Registration Office of the City of Freiburg
Einwohnermeldeamt der Stadt Freiburg (Bürgeramt)
Basler Straße 2, 1st floor
Freiburg

Monday, Tuesday, Thursday, Friday: 7:30 a.m. – 12:00 p.m.
Wednesday: 7.30 a.m. – 8:00 p.m.
Thursday: also from 1:00 – 4:00 p.m.
Saturday 9.30 a.m. – 12:30 p.m.

If you live outside Freiburg, you have to get in touch with the local town hall for registration.

• Residence Permit

The entrance visa from the German Consulate or Embassy in your native country is normally only valid for three months. You have to apply for a residence permit for one or two years at the respective government office (costs: € 50.- for one year, € 60.- for two). Depending on your place of living a different office is responsible for your residence permit:

- City of Freiburg, (and suburbs that belong to the city) → Immigration Office of the City of Freiburg
- Villages around Freiburg → Immigration Office of the District of Breisgau-Hochschwarzwald

Immigration Office of the City of Freiburg (*Ausländerbehörde*)
Basler Straße 2, 2nd floor

Freiburg Monday, Tuesday, Thursday and Friday: 8:00 a.m. – 12:00 p.m. Wednesday: 1:30 p.m. – 5:00 p.m. Wednesday only on appointment: 8:00 a.m. – 12:00 p.m.
Immigration Office of the District Breisgau-Hochschwarzwald Stadtstraße 2 Freiburg Monday to Friday, 8.00 a.m. – 12:00 p.m. Wednesday: also 1:30 – 5:00 p.m.

The following documents have to be presented there:

- passport,
- visa,
- proof of student status (confirmation of enrolment = *Immatrikulationsbescheinigung*)
- proof of health insurance,
- proof of sufficient financial security (approx. € 585 per month); e.g. savings book, proof of scholarship, a statement from parents with either a certified signature of the parents or a copy of their passports,
- a passport photo,
- rent agreement

9. Accommodation

9. 1 Dormitories

There are several dormitories in Freiburg. It is important to apply for a room in such a dormitory as soon as possible because the demand is a lot higher than the actual availability of rooms. This can be done via internet.

Application for public dormitories managed by the Studentenwerk:

<http://www.studentenwerk.uni-freiburg.de/index.php?id=wohnportal-intro&L=4>

Please note that you cannot apply before January 15th for the summer semester and July 15th for the winter semester and you should not apply a lot later (because then the rooms will already be booked). Once having applied you will receive the e-mail contacts of the different dorm managers. Please click on the confirmation link and send an e-mail to the managers of the dorms where you would like to stay including a soft copy of your admission letter. The dorms that are closest to our campus are:

- Studentensiedlung
- Ulrich-Zasius-Haus
- Händelstraße
- Stühlinger
- Berliner Allee

Given the fact that the Studentenwerk dorms are quickly booked out, it is recommended that you apply for some of the private dorms, too:

Application for dormitories managed by the church:

<http://site.albanstolzhaus.de/>, application deadline July 15th

<http://www.collegiumsapientiae.de/>, application deadline June 15th

<http://www.thomasmorusbourse.de/>, application deadlines July 15th and September 15th

<http://www.esw.uni-freiburg.de/>, application deadline September 1st

www.awo-studentenwohnheim-freiburg.de no deadline

<http://www.albertusbourse.de/> no deadline

9.2 Private rooms/apartments

Private rooms or apartments can be found through the database of the International Office:

<http://www.io.uni-freiburg.de/wohnraumvermittlung/wohnungssdb>

or of the Studentenwerk:

<http://www.studentenwerk.uni-freiburg.de/index.php?id=zimmervermittl-link&L=4>

If you need assistance in finding a private room because you don't speak German or because you are not yet in Germany, you can contact the program co-ordinator, Ursula Epe, epe@tf.uni-freiburg.de

Finally, if you feel overwhelmed with finding a room on your own, the Studentenwerk (Student Services Office) offers a **service package**. It costs 1627,- Euros and it includes: a room in one of the dormitories (including rent for 6 months), personal counselling by a tutor, the social contribution of 65 € (which you would have to pay anyways when matriculating at the university), International Club membership, a voucher for one of the excursions offered by the Studentenwerk, a welcome package etc. For more information, check out: www.studentenwerk.uni-freiburg.de/index.php?id=info-service-paket&L=4. The deadline for contracting this service package is July 31st (for the winter term) and January 31st (for the summer term).

9.3 Short-term rooms

If you cannot find a room before arriving in Freiburg, you can stay in the emergency dorm room managed by Studentenwerk. Just send an e-mail to Ms. Pojda, pojda@studentenwerk.uni-freiburg.de, before 12:00 o'clock and you can move in the same night. The cost is only 7 Euros per night, but you need to make a cash deposit of 100 Euros when picking up the key.

If you prefer a more private atmosphere, you can go to the youth hostel in Freiburg: Kartäuserstraße 151, 79104 Freiburg, Tel: 0761/67656, Fax: 0761/60367, E-Mail: info@jugendherberge-freiburg.de or - closer to the city center - the Black Forest Hostel: Kartäuserstr. 33, 79102 Freiburg, Tel. 0761 / 881 78 70, Fax 0761 / 881 78 95, www.blackforest-hostel.de, backpacker@blackforest-hostel.de.

Kindly inform the Program Co-ordinator about your arrival date!

10. Further Information

If you have further questions concerning the program do not hesitate to contact the program co-ordinator Ms. Ursula Epe, epe@tf.uni-freiburg.de.

10.1. Helpful Links

The web-addresses mentioned below can provide you with further helpful information about Germany, its culture, the people, the weather etc.

- www.daad.de

The website of the DAAD (Deutscher Akademischer Austauschdienst - German Academic Exchange Service) gives information especially for foreign students studying in Germany.

- www.government.de

The website of the German government provides information about history, political system, states, economy, society, culture etc.

- http://www.humboldt-foundation.de/pls/web/docs/F15600/practical_hints.pdf

Also as a non-Humboldtian you will notice that these "Practical Hints for Your Stay in Germany" - even though they focus on questions and problems of the research fellows of the Humboldt Foundation - give a lot of useful general information.

- www.deutschland.de

Lots of valuable information about Germany (education, economy, tourism...).

- www.deutsche-kultur-international.de

Lots of valuable information about cultural exchange.

- www.just-landed.de

“Just Landed” offers you information to make survival in Germany easier, cheaper and generally more enjoyable (available in five languages).

- www.handbuch-deutschland.de

Introduction to Germany

- www.young-germany.de

Very good site that is especially targeted at young foreigners in Germany and supported by renowned organizations. Includes a database for flat and job search.

- www.magazin-deutschland.de

Deutschland-Online is the official magazine about Germany. Available in 11 languages.

- www.study-in-germany.de

Good website established by “Deutsche Welle” offers comprehensive information for foreign students and scientists.

... more valuable information is available on the following Websites:

- www.internationale-studierende.de
- www.tatsachen-ueber-deutschland.de

11. Climatic Conditions

They are pretty unpredictable. In summer it is usually sunny and dry at peak temperatures above 30°C, but it can change to wet with scattered showers at 25°C, falling to 15°C at night. In September and October the maximum day temperatures can still reach well over 20°C, but the nights get increasingly colder. The winters can be unpleasantly wet and rainy at just above 0°C, or pleasantly sunny and dry, after snowfall at –10°C. In summer, day-light is markedly longer than in winter (summer: 5 a.m. to 10 p.m. winter 8 a. m. to 5 p.m.). Until the end of October the clocks are put forward by one hour to GMT + 2 hours.

12. How to get to the University of Freiburg

You will be studying at the University of Freiburg. The university has got several campuses. The Faculty of Engineering (TF) is the newest faculty of the university and is located a bit outside the city center (10 minutes by bike).

Address:

Faculty of Engineering
Georges-Köhler-Allee
79110 Freiburg



12.1. Airports

For most of you **Frankfurt** (two hours by train) will be the final destination, as it is the largest international airport in Germany. Other airports around Freiburg are: Basel-Mulhouse (Switzerland/France, 1 hour by bus), Stuttgart (Germany, 2 hours by train) and Zürich (Switzerland, 2 hours by train).

Frankfurt Airport has two railway stations, *Regiobahn* mainly for suburban trains (S-Bahn) and *Fernbahnhof* for long distance trains. From the *Fernbahnhof* you can take the train to Freiburg via Mannheim (ICE – Intercity Express is the fastest connection). For details see www.bahn.de

If you have any problems in finding your way, please note that there are 24 hour information desks at the airport.


12.1.1. Train Services from Frankfurt Airport to Freiburg

The rail journey from Frankfurt to Freiburg takes ca. 2 hours and the costs for a one way ticket are EUR 62.

Trains from Frankfurt Airport Fernbahnhof to Freiburg leave every hour. The trains leave at 54 minutes after the full hour. In most of the cases you will have to transfer at Mannheim or Karlsruhe.

12.1.2. By Car from Frankfurt Airport to Freiburg:

When in Freiburg, follow the signs with the indication  the symbol for the Freiburg Exposition Center ("Freiburger Messe"). When arriving at the Exposition Center, the campus is clearly visible as the group of four greenish buildings on the other side of the street, to the south.

If coming by Autobahn, take the exit off the A5 labelled "Freiburg Mitte", about halfway between Karlsruhe and Basel. If coming from the depths of the Black Forest on the B31, follow the signs toward the highway (A5) until you encounter the indication , then proceed as above.

12.2. From Freiburg Train Station to the Campus by Public Transport

The easiest way to reach the campus from Freiburg railway station is by the local commuter train ("Breisgau S-Bahn") in the direction "Breisach". The train typically leaves from Track 5. Get off at the stop "Freiburg Messe / Universität" which is either one or two stops after the railway station, about a four minute trip. Trains generally run every hour. The stop "Freiburg Messe / Universität" is directly on campus.

Once on campus you will find your way with the following map:



13. Staff

13.1. Faculty of Engineering

Name	Function	Room	Tel	Email
Prof. Dr. Jürgen Wilde	Dean of Studies MSE	Building 103, room 02-107	49 761 203-7291	Juergen.wilde@imtek.uni-freiburg.de
Prof. Dr. Matthias Teschner	Program Director ACS and MCS	Building 052, room 01029	49 761 203-8281	teschner@informatik.uni-freiburg.de
Ms. Ursula Epe	Program Co-ordinator for all programs	Building 101, 2 nd floor, room 013a	49 761 203 8340	epe@tf.uni-freiburg.de
Ms. Friederike Schneider, Ms. Marianne Zeiser	Examination Office	Building 101, 2 nd floor, room no. 009a	49 761 203-8083 49 761 203-8087	pruefungsamt@tf.uni-freiburg.de
Mr. Michael Meier	Student Advising ACS and MCS	Building 051 Room 01-028	49 761 203-8126	studienberatung@informatik.uni-freiburg.de
Mr. Andreas Greiner/ Mr. Oswald Prucker	Student Advising Microsystems Eng.	Room 103-03-025, room 103-00-105	49 761 203-7384 49 761 203-7164	greiner@imtek.de prucker@imtek.de

13.2. International Office (Akademisches Auslandsamt)

Address:
Albert-Ludwigs-Universität Freiburg
International Office
Fahnenbergplatz
79085 Freiburg

Phone: 49 761 203-4373
io@uni-freiburg.de
www.io.uni-freiburg.de

Office hours during the semester are:

Mondays, Tuesdays, and Thursdays from 9 a.m. to 11:30 a.m. and
Wednesdays from 1:30 to 3:30 p.m.
and by appointment.
No office hours on Fridays

During the **semester break**:

Mondays, Tuesdays, and Thursdays from 10 a.m. to 12 noon and
Wednesdays from 1:30 to 3:30 p.m.
and by appointment.
No office hours on Fridays

13.3 Int. Student Admissions and Services (Abteilung Int. Studierende)

Ground floor (Rooms 09 / 10 / 26 / 27)
Fahnenbergplatz / Friedrichstraße 39
79098 Freiburg

Phone: +49 761/ 203-4242
+49 761/ 203-4371
+49 761/ 203-4271

E-Mail: ias@verwaltung.uni-freiburg.de

Homepage: <http://www.ias.uni-freiburg.de>

Monday, Tuesday and Thursday 9.00 to 11.30 a.m.
Wednesday 13.30 to 15.30 p.m.

13.4. Student Services Office (Studentenwerk)

Studentenwerk Freiburg
Schreiberstr. 12-16
79098 Freiburg
Tel.: 0761/2101-200
Fax 0761/2101-303
www.studentenwerk.uni-freiburg.de

Note:

If you call within Germany do not dial the country code (49) – but dial 0 before the area code: 0761 for Freiburg.

14. German language courses

Those of you having been admitted to a Master's program in Computer Science, Applied Computer Science or Bioinformatics and Systems Biology already have a basic knowledge of the German language. Nevertheless, it is strongly recommended that you continue taking German language classes, so that you will be able to understand a lecture given in German.

But also those of you who have been admitted to the Master's program in Microsystems Engineering which is given in English should learn German. To know the German language is important in order to

communicate with the people outside the university (shop assistants, landlords etc.), to apply for scholarships, to find a room, to get involved in the students representation or to find a job off-campus.

If you get your visa in time, we would recommend that you participate in one of the intensive language courses offered by the Language Teaching Center (SLI) of the university. These courses have a duration of four weeks and take place in March, August and September, that means before the beginning of the lecture period. The price is 580 Euro per month. For more information and registration, please go to: http://www.sli.uni-freiburg.de/internationale_sprachkurse-en/index_html/view?set_language=en
If you take such a course, you would have the opportunity not only to learn German but also to get acquainted with the university and the city of Freiburg before the beginning of your Master course.

During the lecture period the SLI offers German language courses of 4 lessons per week. These courses cost 120 Euro per semester. If you want to take such a course, it is recommended to register for it as soon as you have got a German bank account. To register, please go to <http://www.sli.uni-freiburg.de/sprachen-en/Deutsch-en/>. Scroll down to "course offerings" and click on winter semester 2010. If it says summer semester 2010, you will have to wait until the page is updated (usually in June).

If you are looking for more flexible or cheaper offers, you can check out the following private language institutes in Freiburg:

<http://www.ehrstein.de/standardkurse.html?&L=1>
<http://www.goethe.de/ins/de/ort/fre/kur/enindex.htm>
<http://www.sprachenkolleg.de/en/dates-of-courses/index.html>
http://www.a-zdeutsch-freiburg.de/en/german_courses-a-z-deutsch-freiburg
<http://isd-freiburg.de/en/language-courses-in-Freiburg/german-courses-in-freiburg>
<http://www.ihfreiburg.de/content/view/47/74/lang,en/>

15. Dates

Important Dates for the winter semester 2010/11:

September 20 th – October 15 th , 2010	Matriculation (registration) in the IAS offices at Fahnenbergplatz in Freiburg
October 4 th – 8 th , 2010	Orientation week of the International Office (in German)
October 11 th – 15 th , 2010	Orientation week of the Faculty of Engineering (in English)
October 18 th , 2010	Beginning of lectures
October 3 rd , 2010	Bank holiday
November 1 st , 2010	Bank holiday
December 24 th , 2010 – January 6 th , 2011	Christmas break
January 15 th – February 15 th , 2011	Registration for the summer semester
February 12 th , 2011	Last day of lectures of the winter semester
February 28 th – April 1 st , 2011	Examination period of the winter semester
April 18 th , 2011	Beginning of lectures of the summer semester

Please note that on Sundays and bank holidays all shops in Germany are closed. You need to shop your groceries in advance!

16. Check List

16. 1 Before arriving in Freiburg

Action	Deadline	✓
Apply for visa	immediately	

Apply for a room in a dormitory or start searching for a private accommodation	immediately	
Gather all the documents you need for enrolment: certified copies of the university degree and transcripts (if not submitted with the application) 2 pictures, letter of admission, language certificates (if applicable),	Before leaving your country	
Inform the co-ordinator and the landlord about your date of arrival	as soon as you have booked your flight	
Bring enough cash for the first week (approx. 600,- €)	before leaving your country	

16.2 After your arrival in Freiburg

The best order to follow when accomplishing your paper work is the following:

	Action	Documents needed	✓
1.	Open a bank account*	Passport	
2.	Contract a public health insurance	Passport, admission letter, bank account details	
3.	Matriculate (= enrol) at the university**	Letter of admission, passport (visa), proof of health insurance, receipt confirming payment of tuition***, 2 photos	
4.	Register at the residents registration office	Passport, rental agreement from your room/apartment	
5.	Apply for a student visa at the immigration office	Passport, visa, confirmation of enrolment at the university, proof of health insurance, proof of sufficient financial security, a passport photo	

* After you have matriculated at the university, you need to go back to the bank and give them one of the matriculation slips confirming that you are a student. In that case the account is for free.

** If you don't have a visa that is valid for 3 months, you need to go to the immigration office before being able to matriculate at the university.

*** Payable by bank transfer from a German bank account or in cash at the "Unikasse" (in the same building where you do the matriculation).

„Die beste Bildung findet ein gescheiter Mensch auf Reisen!“

Johann Wolfgang von Goethe (1746-1832)