



Formalities Checklist for international degree seeking students

You have been admitted as a regular degree student at TH Rosenheim?
 Congratulations! We look forward to welcoming you! To best prepare your stay at TH Rosenheim, please carefully read the following checklist:

Before Arrival

Please bring along the following documents respectively be aware of:

- ✓ Passport or an equivalent identification document, valid for the entire duration of your stay
- ✓ Letter of Acceptance to TH Rosenheim
- ✓ Copy of all important documents (i.e. passport, letter of acceptance, etc.)

Non-EU students additionally:

- ✓ Visa (not required for all non-EU countries, please check with the German Embassy to see if you have a nationality that requires a visa before entry in the EU)
- ✓ Proof of sufficient funds to cover your stay in Germany - approx. 934 €/month: e.g. scholarship, blocked account
- ✓ Biometric passport photos for different IDs which you will need during your stay, ideally also in digital form

➔ More information on visa requirements: www.th-rosenheim.de/visa-requirements

Organizing health insurance

Every student is required to take out adequate insurance cover. Without this you won't be able to enroll at the university. Student health insurance costs about 110 € a month. Once you have signed your health insurance contract, the **health insurer will generate an electronic report (M10)**, which will be automatically forwarded to the Student Administration Office / Studienamt.

➔ More information on health insurance: www.th-rosenheim.de/health-insurance

Contacts of different German health insurances:

<p>AOK - Die Gesundheitskasse Ms. Sabrina Klaffl Tel.: 0049 (0)8031 398 - 223 E-Mail: Sabrina.klaffl@by.aok.de Web: http://en.zuwanderer.aok.de/</p>	<p>DAK - Gesundheit Ms. Sabrina Buchner Tel. 0049 (0)8031 80757 - 1909 E-Mail: sabrina.buchner@dak.de Web: DAK für Studierende</p>
<p>TK - Techniker Krankenkasse Ms. Michaela Hein Tel. 0049 (0)40 - 46 06 51 04 712 Mobil: 0049 (0)175 – 58 00 628 E-Mail: michaela.hein@tk.de Web: www.tk.de/vt/michaela.hein</p>	<p>BARMER Mr. Tobias Nau Tel. 0049 (0)8003 33004207 – 839 E-Mail: tobias.nau@barmer.de Web: https://www.barmer.de/en/students</p>



Enrol at TH Rosenheim online via the application portal

Please accept your admission and start your enrolment online in the online application portal **before you come to Germany**. After enrolment you will receive your student e-mail address and the login details for the IT systems of TH Rosenheim. Once you have arrived in Germany, pick up your student card from the Student Administration Office (Studienamt).

For your online enrolment please submit the following:

- ✓ Certificate of German statutory health insurance / electronic report (M10) of your health insurance
 → this will be sent to the Student Administration Office automatically
- ✓ Proof of payment of 75 € administration fee (Studentenwerksbeitrag / Student Union fee)
- ✓ If necessary, proof of removal from university register (official certified copy) (only for applicants who were enrolled at a German University before)

Look for a student accommodation

Student Dormitory in Rosenheim

If you are allocated a room in the [student dormitory](#) (run by the Studentenwerk München/Munich Student Union), you can pick up your room key and rental agreement only during the [opening hours](#) in Rosenheim. Please arrange an appointment in advance and send an e-mail to wohnen-team6@stwm.de.

Private rooms

Private rooms can be found by looking on various online platforms e.g. [WG Gesucht](#), [Facebook](#), [Ebay-Kleinanzeigen](#).

→ More information on housing: www.th-rosenheim.de/housing

After Arrival

Register your place of residence

Within the first week of arriving in Germany, all international students must register their place of residence at the Residents' Registration Office (Bürgeramt/Einwohnermeldeamt).

For this you will need the following documents:

- ✓ ID card or passport
- ✓ "Wohnungsgeberbescheinigung" (housing confirmation) issued by landlord (e.g. Studentenwerk; date of issue: upon move-in-date)

→ Addresses of Residents' Registration Offices (Bürgeramt/Einwohnermeldeamt):

Rosenheim	Burghausen	Traunstein
Rosenheim Residents' Registration Office Königstr. 15 83022 Rosenheim	Einwohnermeldeamt Burghausen Stadtplatz 110 84489 Burghausen	Einwohnermeldeamt Traunstein Stadtplatz 39, 83278 Traunstein



Open a bank account

The opening of a (blocked) account, (Sperr)konto, might differ from bank to bank. For the opening of a normal giro account with e.g. the Sparkasse (Lessingstraße 22, Rosenheim), you will need the following documents:

- ✓ Registration form (issued by the Residents' Registration Office upon registration)
- ✓ Enrolment certificate of TH Rosenheim
- ✓ Tax number or social security number
- ✓ ID card or passport

Apply for a residence permit at the Municipal Immigration Office (Ausländeramt / Landratsamt)

For this you will need the following documents:

- ✓ Certificate of Health Insurance
- ✓ Letter of Acceptance of TH Rosenheim or
- ✓ Enrolment certificate of TH Rosenheim
- ✓ About 100 € fee for residence permit
- ✓ Biometric passport photo
- ✓ Proof of secure means of subsistence € 934 / month, e.g. scholarship, blocked account*

*Applicants have to prove that they have around 11.200 € at their disposal for one year.

→ Addresses of Municipal Immigration Offices (Ausländeramt / Landratsamt)

Rosenheim	Burghausen	Traunstein
Rosenheim Municipal Immigration Office Königstr. 15 83022 Rosenheim	Landratsamt Altötting Bahnhofstr. 38 84503 Altötting	Landratsamt Traunstein Papst-Benedikt-XVI.-Platz 83278 Traunstein

Non-EU citizens who enter into Germany with a visa e.g. India, Egypt, Jordan,...

In order to apply for an entry visa you already need to prove that you have financial resources of approx. € 934 / month. Therefore, you will have to open a blocked account (Sperrkonto) with e.g. the Deutsche Bank or Fintiba.

Normally, students are informed about this necessity by the German embassy in their home country. The opening of the blocked account should be already initiated from the home country so that you only have to activate it upon arrival at TH Rosenheim.

Non-EU citizens who can enter into Germany without a visa e.g. students from the USA, Australia, Japan, or South Korea, etc. also need to apply for a residence permit upon arrival at TH Rosenheim and therefore, must prove their financial resources of approx. € 934 / month as well. Those students can submit a bank accounts statement which proofs that they or their parents have the total amount of approx. 11.200 € (for one year) on their foreign bank account. If your parents support your stay abroad, you need to submit an affidavit of support/ statement of financial support by parents as well as a document certifying your parents' financial assets and income (pay slip/ salary contract) to the Municipal Immigration Office.

We wish you a successful start of your studies at TH Rosenheim!