



## Study Start >> Formalities Checklist for international degree seeking students

You have been admitted as a [regular degree student](#) at TH Rosenheim? Congratulations! To best prepare your stay at TH Rosenheim, please carefully read the following checklist:

### Apply for a visa and look for a student accommodation

Please note that your letter of acceptance is sufficient for a applying for a visa and for a place in a student residence.

In order to enter Germany, most non-EU students need a valid visa. This can only be issued once the student has deposited a specified amount of money (minimum: 11,208 € for one year, with 934 € for one month) in a German bank account and blocked this sum with the Federal Republic of Germany as beneficiary (e.g. blocked account).

#### 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 € per month and approx. 11,208 € for one year. Therefore, you will have to open a blocked account (Sperrkonto) with e.g. Expatrio 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 students:

- ✓ Visa (please check with the German embassy in your home country if you need a visa)
- ✓ Proof of sufficient funds to cover your stay in Germany (approx. 11,208 € for one year)

Information on housing: [www.th-rosenheim.de/housing](http://www.th-rosenheim.de/housing)

Information on visa requirements: [www.th-rosenheim.de/visa-requirements](http://www.th-rosenheim.de/visa-requirements)

### Enrol at TH Rosenheim online via the application portal

Please **accept your admission** and **complete your enrolment online** in the online application portal. 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 \(Studienamt\)](#).

For your online enrolment please submit the following:

- ✓ Certificate of German statutory health insurance / electronic report (M10) of your health insurance  
→ this electronic report will be sent to the Student Administration Office automatically
- ✓ Proof of payment of 85 € administration fee (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)



## Organize your 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 120 € 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 / Studienamt.

Information on health insurance: [www.th-rosenheim.de/health-insurance](http://www.th-rosenheim.de/health-insurance)

Contacts of different German health insurances:

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

## Access your student login data (also from abroad)

After enrolment please **download your login details for the IT systems of TH Rosenheim**:

- ✓ Log in for the last time with your applicant credentials at the [Online Service Centre \(OSC\)](#).
- ✓ Switch to English.
- ✓ Select the menu item > *My Studies* > *Student Service* > *Requested Reports / Reports*.
- ✓ To download your student account credentials, please click on the following link: *RZ-Zugangsdaten* and download the sheet with your log-in credentials.

**From now on, please only use the ID and password from this initial access letter.**

## Once arrived: Register your place of residence

Within the first week of arriving in Germany, international students who are non-EU citizens must register their place of residence at the **local residents' registration office** (Bürgeramt / Einwohnermeldeamt).

For this you will need the following documents:

- ✓ ID card or passport
- ✓ Wohnungsgeberbescheinigung (housing confirmation) issued by landlord (date of issue: upon move-in-date)

In addition, international students who are non-EU citizens must register for a residence permit at the **local immigration office** (Ausländerbehörde).



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

Rosenheim	Burghausen	Traunstein
<a href="#">Rosenheim Residents' Registration Office</a> Königstr. 15 83022 Rosenheim	<a href="#">Einwohnermeldeamt Burghausen</a> Stadtplatz 110 84489 Burghausen	<a href="#">Einwohnermeldeamt Traunstein</a> , 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 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
<a href="#">Rosenheim Municipal Immigration Office</a> Königstr. 15 83022 Rosenheim	<a href="#">Landratsamt Altötting</a> Bahnhofstr. 38 84503 Altötting	<a href="#">Landratsamt Traunstein</a> Papst-Benedikt-XVI.-Platz 83278 Traunstein

**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 proves 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 study start at TH Rosenheim!**