



TUBAF

The University of Resources.
Since 1765.



KOSPIE Guide

This brochure provides a step-by-step guide to help you navigate the different stages of your exchange stay with us. Should you have any questions at any point, please do not hesitate to contact our student assistant or the International Office. You will meet your student assistant soon. She is here to support you throughout your stay as part of the KOSPIE project.

For academic matters, please reach out directly to your academic advisor at the Faculty of Mechanical, Energy and Process Engineering, Dr. Andrea Dög.

At TU Bergakademie Freiberg, we want you to feel well-supported. Our student assistant is here to help you with any non-academic concerns, so there is no need to worry about the formalities ahead.



WHAT	WHEN	WHO	CONTENT
Application for an exchange semester		Student DAAD	The DAAD forwards your application to us and we check with the respective faculty, if your application may be considered according to the desired study courses. We will reach out to you as soon as a final decision is made and inform you about all further steps accordingly.
Application for student dorms	At least six months before you arrived at Freiberg in October	Student	The Studentenwerk Freiberg is an independent organization offering dorms to students on our campus. You need to submit your online application to them.
Application for VISA for Germany	Early enough! At times, it may take up to four months to get the VISA! Please initiate the process once you have been accepted for your exchange studies at TUBAF.	Student	DAAD provides you with information about the process. All documents you received from DAAD should be sufficient for the application. TUBAF will issue the admissions letter in good time after your successful application. Some embassies require an admission letter.
Application for the exemption from statutory health insurance	Once you have successfully registered with Continentale insurance.	Student	We recommend contacting the TKK health insurance to get the exemption. They will then notify our admissions office digitally about the exemption.
Preparatory German Courses	Two months before the start of the semester in Germany	DAAD	DAAD provides you with information about the courses.
Arrival at TUBAF	At the beginning of the first semester	Student Assistant	Please make sure that you have secured a student dorm with the Studentenwerk Freiberg (see above). Consider an arrival in good time before the start of the lectures. You will need that time for organizational matters. The international office and graduate assistant will, of course, support you during that time.
Registration at the registry office of Freiberg	Up to two weeks after your arrival	Student Assistant	The graduate assistant will support you fully. An appointment is required to register your new temporary German address. You need to register to apply for

			the resident permit (if your VISA is only valid for three months!)
Registration at the foreigner's registration office	After you have registered at the registry office	Student Student Assistant	If your VISA is only valid for three months, please arrange for an appointment to get the resident permit. The graduate assistant will assist you.
Opening a German bank account	After you have registered at the registry office	Student Student Assistant	A German bank account is not a must-have, but a nice one to have! Most transactions in German are carried out by bank transfer or debit card. You need the registration card issued by the registry office.
Enrolment at TUBAF	Upon arrival	Student	For the enrolment process, you need to send a couple of documents to our admissions office. The documents are stated in the admission letter they sent you earlier.
KOSPIE Welcome Event	During the first two weeks after arrival	Student International Office Student Assistant	The event is organized by the International Office. We reach out to you with an invite to our office to get to know each other in an informal atmosphere. In our meeting, we shall hand you out your student ID card (access to PC pools, discounted prices at the canteen, lend books in the library), your enrolment certificate and a Welcome Folder containing everything you need to know about your stay in Freiberg.
Participation in the Orientation Days	Before the start of the lecture period	Student	During the orientation days, the TUBAF International Office advises new international students about formalities and lifestyles in Germany. We recommend all KOSPIE students to participate in the event.
Get-Together with the Education Officer/ supervising professor of the resp. Faculty	Before the start of the lecture period	Student Faculty staff International Office Graduate Assistant	In this appointment, the Education Officer/supervising professor is happy to get to know you better and will help you with your previously submitted learning agreement. The supervisor from the Faculty helps you set up your course schedule. The international office arranges for this appointment.
Events, excursions, etc.	During the first semester	Student (International Office)	During your time in Freiberg, our graduate assistant will be pleased to take you out for exploration!

		Graduate Assistant	
Application to companies for internship	During the first semester	Student (International Office) Student Assistant	The internet provides a lot of addresses as to where you could apply. The choice of an internship company depends on your field of study, of course. The international office and our graduate assistant will help you.
Intercultural and/or application training	During the first semester	Student International Office	The international office organizes this training for you. It will surely help you to even improve the writing style of your application. This increases your chances of a successful application.
Sign up for exams	During the exam registration period	Student	At TUBAF, you need to register for the exams. Our student administration office provides forms for this purpose. The graduate assistant helps you to clarify any doubts you might have.
Getting your Transcript of Rectors	After the exam period	Student	As an exchange student, you must reach out to the student administration office directly and ask for your transcript.
Preparation to move to another location	During the first semester of your exchange stay	Student Student Assistant	In case your internship takes place in another city, you may consider moving to that city. Our graduate assistant helps you with the search for suitable accommodation. Remember to cancel your "old" rental agreement in good time before you move out (see contract for details).
Registration at the registry office of the new city	Up to two weeks after you have moved	Student Student Assistant	In Germany, you need to register a new living place. Please look for the registry office in that new city, get an appointment and register yourself. The deregistration in Freiberg should be done automatically. Please be aware of the deadlines (usually two weeks)!
De-registration at the registry office of the city of Freiberg	Automatically; if not, up to two weeks after you have moved	Student Student Assistant	Please remember to de-register at the registry office. Usually, this is done automatically when you register in the new city. Please ask the personnel and arrange for the necessary, if required. Forgetting to de-register/register may result in a penalty fine.

Preparing for your departure

Student
Student Assistant

Before your departure, you need to deal with formal matters. In any case, please remember to de-register at the city office. Think about closing your bank account that you may have opened at the beginning of your exchange stay.

Overview of your KOSPIE exchange

