

This information sheet guides you in chronological order of the process of your exchange stay with us. In case of doubt whatsoever, please always contact our graduate assistant or the international office respectively. All subject-related queries should be addressed to the academic supervisor at the Faculty. At TUBAF, you enjoy the service of a graduate assistant working for the international office in the frame of the KOSPIE project. Our graduate assistant will support you in everything you need help with. He/she is an experienced Master's student at our university and will be pleased to help you. So please do not worry too much about all the upcoming formalities!

KOSPIE

GUIDE



2022

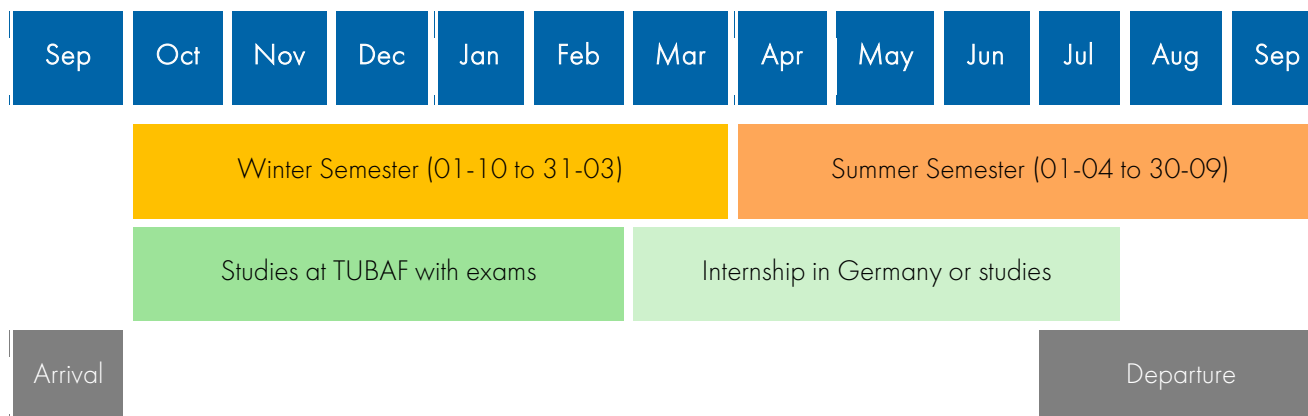


WHAT	WHEN	WHO	CONTENT
Application for an exchange semester		Student DAAD	The DAAD forwards your application to us and we check with the respective faculty, if your application may be considered according to the desired study courses. We will reach out to you as soon as a final decision is made and inform 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 Graduate 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 Graduate 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 Graduate 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.

<p>Opening a German bank account</p>	<p>After you have registered at the registry office</p>	<p>Student Graduate Assistant</p>	<p>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.</p>
<p>Enrolment at TUBAF</p>	<p>Upon arrival</p>	<p>Student</p>	<p>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.</p>
<p>KOSPIE Welcome Event</p>	<p>During the first two weeks after arrival</p>	<p>Student International Office Graduate Assistant</p>	<p>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.</p>
<p>Participation in the Orientation Days</p>	<p>Before the start of the lecture period</p>	<p>Student</p>	<p>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.</p>
<p>Get-Together with the Education Officer/ supervising professor of the resp. Faculty</p>	<p>Before the start of the lecture period</p>	<p>Student Faculty staff International Office Graduate Assistant</p>	<p>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.</p>
<p>Events, excursions, etc.</p>	<p>During the first semester</p>	<p>Student (International Office) Graduate Assistant</p>	<p>During your time in Freiberg, our graduate assistant will be pleased to take you out for exploration!</p>
<p>Application to companies for internship</p>	<p>During the first semester</p>	<p>Student (International Office) Graduate Assistant</p>	<p>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.</p>
<p>Intercultural and/or application training</p>	<p>During the first semester</p>	<p>Student International Office</p>	<p>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.</p>
<p>Sign up for exams</p>	<p>During the exam registration period</p>	<p>Student</p>	<p>At TUBAF, you need to register for the exams. Our student administration office provides forms</p>

Getting your Transcript of Records	After the exam period	Student	for this purpose. The graduate assistant helps you to clarify any doubts you might have.
Preparation to move to another location	During the first semester of your exchange stay	Student Graduate Assistant	As an exchange student, you must reach out to the student administration office directly and ask for your transcript. 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 Graduate 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 Graduate 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 Graduate 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



Any questions left? Feel free to contact us:



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