

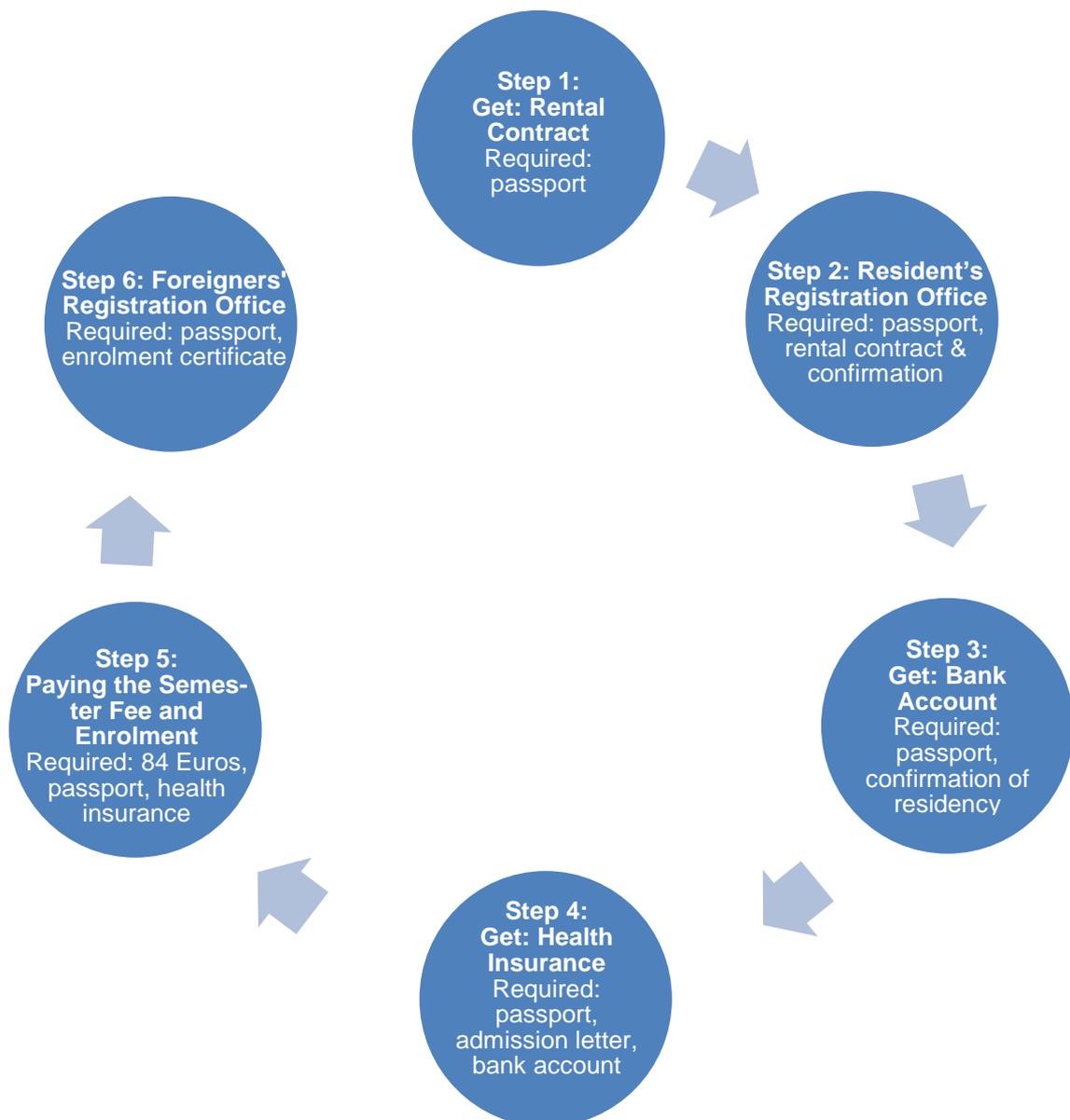
2. First steps and formalities upon your arrival in Freiberg

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2. First steps and formalities upon your arrival in Freiberg

2. First steps and formalities upon your arrival in Freiberg

The following information will help you to get settled in Freiberg and complete the necessary formalities to become a student of TU Bergakademie Freiberg (TU BAF). From our experience, the path outlined below is the most efficient. We recommend to follow the steps in the given order. The scheme gives information only on the most important documents needed for each step. Please read chapter 2 to get the information on the complete list of documents you will need for each step. If you have a mentor (buddy), ask her/him to help you, especially in case your German is not yet good enough to communicate fair enough.



2.1. Accommodation: rental contract, deposit, termination

2.1.1 Renting a room/flat at the dormitories

If you rent a room in one of the dormitories provided by “*Studentenwerk*” (*student services*), you have to sign a rental contract at the dormitory administrative office. This office is located on the ground floor of the dormitory building, Agricolastraße 14/16 (next to the cafeteria and the library, this is the tallest building on campus, see the picture).



Dormitories Agricolastraße 14/16,
view from Winklerstraße

Rental contract

To sign the rental contract, you must provide the following documents:

- Admission letter of TU BAF
- Letter of room assignment from Studentenwerk
- Passport (non-EU citizen) or ID card (EU citizen)

Important note: If you have received the keys to your room from a buddy, you still have to go to the dormitory administrative office to sign the rental contract *within one week of your arrival*.

Studentenwerk Freiberg – Housing Department

Location of administration: Dormitory Agricolastraße 14, ground floor (right side)

Monday	10:00 - 12:00 noon	and	1:30 - 3:00 p.m.
Tuesday	10:00 - 12:00 noon	and	1:30 - 4:00 p.m.
Wednesday	10:00 - 12:00 noon	and	1:30 - 3:00 p.m.
Thursday	10:00 - 12:00 noon	and	1:30 - 4:30 p.m.
Friday	closed		

Phone: +49 (0)3731 383-484

E-mail: wohnen@swf.tu-freiberg.de

Website: <https://www.studentenwerk-freiberg.de/freiberg/wohnen/de/>

Deposit and rent: Before signing the rental contract, you will need to pay a onetime deposit of 300 euros plus the first month’s rent. You can get a bank transfer form at the dormitory administrative office. You will get the 300 euros deposit back when you move out of the flat (and there are no damages).

Termination of your rental contract: Near the end of your studies, you must give 6 weeks *written* notice to the dormitory office. Be sure to submit this notice during your final semester.

Important facts about the dormitories in Freiberg

- The rooms are furnished (pillows and sheets need to be purchased separately).
- Rent includes base rent and utilities, a.k.a. rent is the same each month.
- Rent includes high-speed internet access (LAN provided by StuNet, an IT student organisation).
- Student tutors of the dorms will help you, in case you have questions and/or problems in the dorms.
- Termination requires 6 weeks notice.

2.1.2 Private housing in Freiberg

In Freiberg, there are numerous private housing providers, who advertise available rooms on various websites. In general, the private housing providers require a deposit in the amount of two or three months' rent (rental costs excluding utilities). The utilities include ongoing costs for heating, water and electricity. They are usually paid as a fixed amount together with the monthly rent. On an annual basis, the actual usage of the utilities is examined and, in case of over-consumption, a balance payment has to be made. In case of under-consumption, a refund of the balance should be issued to the tenant.

Please note: Some private housing companies and most of the individual landlords use **annual billing for the utilities**. This annual billing usually takes a few months after the various utility meters have been read. **Only upon the completion of the annual billing process the deposit will be paid back** (even if you have already left Freiberg meanwhile).

Check with your housing company or landlord to find out if the annual billing method for utilities is being used. You should negotiate with the responsible person in advance as to how and when you will get your deposit back presumably.

Termination of the rental contract

On the private housing market, you have to terminate your rental contract at least **3 months before you move out**. This must be submitted in writing. You should also ask your housing company or landlord for a written confirmation of your termination.

Facts about private housing in Freiberg

- At many housing agencies, apartments are not furnished.
- Rent includes the base rent plus utilities. Some housing agencies use **annual billing for utilities** while others use a **fixed monthly amount** (see above for more information).
- Mostly, other services like electricity or internet require separate agreements directly with the service provider.
- Some housing agencies take a commission (a fee for arranging the apartment).
- Termination requires 3 months written notice (required by law).

2.2. Residents' registration office

Once you've signed your rental contract, you have to register at the residents' registration office (*Einwohnermeldeamt*) located in the "Bürgerbüro" at the Obermarkt, a marked place in the centre of Freiberg, well known to every citizen. **You are required by law to register within two weeks after your arrival.**

Upon registration, you will receive a certificate called *Meldebescheinigung* – confirmation of residency. You will need it to open a bank account and to obtain a residence permit (if required). To get it, you have to provide the following documents:



The residents' registration office at the „Bürgerbüro“ at Obermarkt (left of the city hall), see UNIWEGWEISER No. 61

- your passport (including valid visa, if required)
- a housing contract
- the official *housing contract confirmation* signed by your landlord: the form is available online (search for the string „Wohnungsgeberbestätigung Freiberg“ and download the PDF file).

Please note: After your registration as a citizen of Freiberg you will receive a tax number by mail from the Freiberg Finance Authority. This is an important document, please keep it with your documents.

Local Residents' Registration Office (*Einwohnermeldeamt*) at the "Bürgerbüro", Obermarkt 21

Phone:	+49 (0)3731 273-161
Tuesday & Thursday:	9:00 a.m. - 12:30 p.m. and 1.30 - 6:00 p.m.
Friday & Saturday:	9:00 a.m. - 12:30 p.m.
Monday & Wednesday:	closed

2.3. Opening a bank account

We strongly recommend to open a giro account (*Girokonto*) at a bank in Germany. The main reasons are:

- The Studentenwerk, private housing companies, public health insurances, and electricity companies will ask you to set up a standing order for a monthly payment to them.
- If you stay for more than one semester in Freiberg, the easiest way to pay the semester fee (84 euros) is by bank transfer.
- Students from non-EU countries must demonstrate to the Immigration Office that they have sufficient financial resources to finance their studies in Germany. Therefore, a German bank account is required.

2. First steps and formalities upon your arrival in Freiberg

To open a bank account, you have to provide the following documents:

- valid passport or national ID card
- certificate confirming residency in Freiberg (*Meldebescheinigung*) or rental contract (*Mietvertrag*)
- admission letter (*Zulassungsbescheid*) from TU Bergakademie Freiberg

Cost: Most banks in Germany offer a giro account to students for free. Money transfers are also usually free, especially if you use internet banking or special terminals and cash machines at the bank branch.

Banks with accounts for students in Freiberg

- Sparkasse Mittelsachsen
 - for free until age of 25 years
- Deutsche Bank
 - for free only for EU-citizens
 - non EU-citizens 5,90€/month
- Commerzbank
 - For free until age of 30 years
 - Rental contract is not accepted, the certificate confirming residency in Freiberg is needed

Important note:

Some banks (e. g. Commerzbank) do not offer a bank account for students from specific countries (e. g. Iran). Those students should open a bank account at Sparkasse).

Tip! Ask your buddy to help you with the opening of a bank account.

If you are staying longer than one semester, do not forget to hand in an enrolment certificate (*Immatrikulationsbescheinigung*) to your bank before the beginning of each semester. Otherwise, they will begin to charge you for the account.

2.4. Health insurance

In Germany, it is obligatory to have health insurance. Upon enrolment, students under 30 years of age have to provide a health insurance certificate that is valid for the entire semester period. A valid health insurance is also required to receive a residence permit from the Foreigners' Registration Office.

2.4.1 Public health insurance

We recommend the public health insurance as it covers most incidents – from sickness to emergency – for a reasonable monthly price (for students, approx. 90 euros).

The public health insurance for students in Germany pays in case of necessary medical treatment, emergencies and ambulance services of all kinds. If you visit a doctor you don't have to pay in advance. If you are married and your wife/husband and children are living in Germany, your insurance plan will cover them without extra fee (*family insurance*) in most cases. Once more: We recommend to take out a public health insurance.

Requirements for conducting a health insurance contract

You will need the following documents to conclude a health insurance contract:

- valid passport or national ID card
- rental contract or confirmation of residency (*Meldebescheinigung*)
- German bank account (if you do not have a bank account, you may ask at the health insurance company, mostly it is possible to provide the bank account details later)
- admission letter of TU Bergakademie Freiberg

Cost for students under 30 years of age

The public health insurance for students younger than 30 years costs circa 90 euros a month. These costs are roughly equal at all German health insurance companies.

Costs for students above 30 years of age

If you are 30 years old or above at the beginning of your studies, the public health insurance company regularly won't let you take the health insurance tariff for students. The cost will increase to circa 150 euros per month.

Payment of monthly fees: We recommend choosing a direct debit mandate, which is your written permission that the insurance company may deduct the contribution on a monthly basis from your bank account. The mandate may be revoked at any time. You may also arrange a monthly payment of your health insurance contribution by standing order or direct debit.

Public health insurance companies in Freiberg

There are offices of several public health companies in Freiberg. You find their names and addresses on an extra sheet called "Public health insurance offices in Freiberg" in the appendix.

Public health insurances in the EU – The European Health Insurance Card (EHIC)

- Citizens of EU countries plus Norway, Iceland, Liechtenstein, Switzerland and Macedonia with a public health insurance contract can get a European Health Insurance Card (EHIC; see picture) in their home countries for free. The EHIC is valid in Germany. With it you provide sufficient proof of health insurance for the enrolment at TU BAF. The date of validity on it has to include the whole semester.



Example of a European Health Insurance Card from France

2.4.2 Private health insurance

Exemption from compulsory insurance

If you have decided on a private health insurance or if you don't have a European Health Insurance card (see above), you still need to provide the Admissions office a confirmation from a public health insurance provider. This confirmation is called "Exemption from compulsory insurance" (in German: "Befreiung von der Versicherungspflicht"). You can apply for it at any public health insurance office in Freiberg (see appendix).

Important note:

If you apply for the "Exemption from compulsory insurance" it will last until the end of your studies in Germany. If you choose a private health insurance plan, you cannot change back to a public health insurance provider for the whole duration of your stay in Germany, so choose carefully!

2.4.3 Special cases

- Non-EU citizens, who are insured via their home country's scheme, must submit a "Proof of Claim" (*Anspruchsnachweis*) to a German public health insurance provider, and meet certain conditions, to receive a valid exemption.
- DAAD scholarship holders: You are insured by DAAD as long as your scholarship endures.

Please note:

- With your enrolment, you are insured against accidents that occur on campus (facilities and buildings of TU Bergakademie Freiberg).
- If you go to the doctor, please do always take your insurance documents with you.

2.5. Paying the semester fee and enrolment

You must complete your enrolment in person at the **Admissions Office** during the office hours.

To enrol, you have to provide the following documents:

- your TU BAF admission letter
- proof of health insurance (see also 2.4. Health insurance)
- your passport with valid student visa (not a tourist visa!) or, if you are a citizen of the EU, your national ID
- a passport photo, if not already submitted with the application
- proof of payment of the semester fee:
 - if you already paid via bank transfer, the Admissions Office will check whether the payment has already been received
 - otherwise you will receive a green payment slip at the Admission office for cash payment
- any other document that has been requested in your admission letter



University main building,
Akademiestraße 6, see
Uniwegweiser No. 1

Admissions Office

Akademiestraße 6, room EG.13

Office hours:

Monday – Thursday:

12:30 p.m. - 3:30 p.m.



2.5.1 Paying the semester fee

The semester fee is 84 euros. It is a contribution to the *Studentenwerk* (*Student Services*) and to the student council (*Studentenrat*, a.k.a. *StuRa*).

If you study for more than one semester, the next semester fee has to be paid in advance in a given time frame (see "Dates and deadlines in the academic year").

As indicated in your admissions letter, you may be subject to a **second-degree charge** (*Zweitstudiumgebühr*). If this is the case, the total amount due will be 384 euros. Please check your admissions letter to determine if you need to pay this fee.

There are two ways to pay the semester fee:

1) Pay in cash at the university's main building at Akademiestraße 6 at the cashier (*Zahlstelle*), room 2.20, 2nd floor:

- First, collect the *green form for cash payment* at the Admissions Office (see 2.5. Enrolment)
- Take it to the cashier (*Zahlstelle*) and pay the semester fee
- The cashier will confirm your payment on the green form. Return it to the Admissions Office.

Cashier (*Zahlstelle*)

Located in Main building,
Akademiestraße 6, room 2.20 (2nd floor)

Regular opening hours:

Tuesday, Thursday and Friday:
9:30 a.m. - 11:30 a.m.

2) Pay by bank transfer: Ask for the pre-filled bank transfer authorization form (it contains the right information) at the Admissions Office.

The enrolment will be carried out only after TU BAF *received* the semester fee. Only the proof of a bank transfer is not enough – the money must already have been transferred. It can take several working days from the transfer to the receipt.

Your enrolment documents

After 3 to 4 working days, you may pick up your enrolment documents. This includes:

- your printed enrolment certificate (*Immatrikulationsbescheinigung*)
- your student ID card
- your personal user name and (initial) password of the University's Computer Centre (URZ). This is used to access the computer pools in the library and around campus, provides W-LAN access, access to your student e-mail account, and access to the online learning platform OPAL

2.5.2 Functions of your student ID card

The student ID card at TU Bergakademie Freiberg is a chipped multifunction card with your printed portrait on the front side.

You may use it:

- To borrow books and other items from the library (also used to extend the loan period).
- To pay for the meals in the canteen and cafeteria. For this, your card first must **be activated** at an initializing terminal, located in the **foyer of the canteen (Neue Mensa)**. After that, you can charge your card at the charging machines on several spots in the canteen.
- For opening computer labs and certain doors on the university campus.

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Each new semester, you have to re-register. This includes validating your student ID card at the validation terminal in the university main building (waiting area, the machine is attached to a wall) or in the foyer of the library. A new validity period will be printed on your card (also see appendix).

Please note: At exams, you will need to show both your student ID card and your printed enrolment certificate!

The student ID card cannot be used for printing and copy for this use the copy card instead (see Chapter 4)

2.5.3 Activating the user account: IDM portal and the mailing list UNIINFO

Before you have access to the IT services of TU BAF you have to activate your account and chose a new password with the Identity Management Portal (IDM).

- After having received your login and password, open a browser and access the IDM portal: <https://idmweb.ad.tu-freiberg.de>
- Confirm the terms and conditions and follow the given instructions in order to set up a new, secure password and to activate your account

Through the IDM portal you can change your password anytime.

UNIINFO: Another function of the IDM portal allows you to register/deregister to the internal mailing list of TU BAF called UNIINFO. Having access to the information at any time is important! Many lecturers communicate changes during the semester via UNIINFO. After subscribing, the news will be delivered daily to your TU BAF e-mail address.

Examples of news and information that are usually communicated via UNIINFO are:

- changes of venues, dates and times of lectures and exams
- events on campus and in town
- jobs and scholarships, job fairs, internships
- items that have been lost & found

2.6. Getting a residence permit (if required)

If you will stay for more than 90 days in Germany, and you are not a citizen of the European Union, Iceland, Liechtenstein, Norway or Switzerland, you have to apply for a residence permit at the Foreigners' Registration Office (*Ausländerbehörde*).

This applies also in case of an expiring visa.

2.6.1 Getting an appointment

It's necessary to apply online for an appointment to visit the Foreigners' Registration Office:

<https://termin-abh.landkreis-mittelsachsen.de>



Building of the Foreigners' Registration Office, Am Rotvorwerk 3, Freiberg/District Zug

2. First steps and formalities upon your arrival in Freiberg

Unfortunately the website is available in German language only. Please follow these steps:

1. set 1 (person) by clicking „+“ in the line „*Erteilung/Verlängerung/Übertragung Aufenthaltstitel*“ (see the screenshot below)
2. Confirm by clicking on “Weiter” (meaning: „Go on“). Now you have to enter your personal data. After that you have to choose a free day in the calendar.
3. You will receive an e-mail with a confirmation link which you have to click to finish the process.
4. The appointment is confirmed only after you have received the final confirmation by a staff member of the authority.

The screenshot shows a web browser window with the URL termin-abh.landkreis-mittelsachsen.de. A cookie consent banner is visible at the top. Below it, the page title is "Ausländerbehörde" and the instruction is "Bitte wählen Sie den Grund für Ihren Termin:". A table with three columns (minus, number, plus) allows selecting the reason for the appointment. The row "ERTEILUNG/ VERLÄNGERUNG/ ÜBERTRAGUNG AUFENTHALTSTITEL" is selected, with the number '1' in the middle column.

	-	0	+
ABHOLUNG ELEKTR. AUFENTHALTSTITEL (EAT)	-	0	+
ADRESSÄNDERUNG	-	0	+
AUFLAGENÄNDERUNG (ARBEITSERLAUBNIS/ RÄUMLICHE BESCHRÄNKUNG)	-	0	+
AUSSTELLUNG REISEAUSWEIS	-	0	+
ERTEILUNG/ VERLÄNGERUNG/ ÜBERTRAGUNG AUFENTHALTSTITEL	-	1	+
ERTEILUNG/ VERLÄNGERUNG AUFENTHALTSGESTATTUNG/ DULDUNG	-	0	+
VERLASSENSGENEHMIGUNG	-	0	+

Screenshot: Making an appointment at the Foreigners' Registration Office

2.6.2 Required documents for residence permit

For your application, you have to provide the following documents at the Foreigners' Registration Office:

- completed application form, available at <https://www.landkreis-mittelsachsen.de/das-amt/buergerservice/elektronischen-aufenthaltstitel-eat-beantragen.html>
- your passport (with a valid visa)
- confirmation of residency (*Meldebescheinigung*)
- your rental contract
- proof of health insurance
- enrolment certificate (*Immatrikulationsbescheinigung*)
- document(s) indicating how you are financing your stay in Germany, e.g. by scholarship, parents, savings, or a recent (not older than a few days) German bank account statement that shows a deposit at least 720 Euros per month
- A biometric passport photograph: It is important that it suits the standards of a biometric portrait picture (see <https://www.persofoto.com/lexicon/passport/how-do-i-make-a-biometric-passport-photo/>). There is a photo booth at the Foreigners' Registration Office.

The administrative charge is 110 euros (exception: DAAD scholarship holders are exempt from this fee).

- **IMPORTANT** – Submit only complete documents as original and as copy.
- If you have a buddy, you should ask her/him to accompany and translate for you.

Foreigners' Registration Office
(“Stabsstelle Ausländer- und Asylangelegenheiten des Landratsamtes Mittelsachsen”)

Am Rotvorwerk 3, Freiberg/District Zug

Phone: +49 (0)3731/799-3600

E-Mail: auslaenderbehoerde@landkreis-mittelsachsen.de

Opening hours:

Tues/Thurs: 9 a.m. - 12 noon & 1 p.m. - 6 p.m.

Friday: 9 a.m. - 12 noon

Mon/Wed: by appointment only

Access by public transport: Take bus line F from the bus station (Busbahnhof) to the stop “Industriegebiet Nord/ Autohaus”.

Website (available only in German): <https://www.landkreis-mittelsachsen.de/das-amt/ressorts/stabsbereich-auslaender-und-asylrecht.html>

2.6.3 Extending the residence permit

Please do not forget to extend your residence permit, if it becomes necessary. Apply for the extension at least **six weeks prior to the expiration date** of your current visa/residence permit. For the extension you have to provide the aforementioned documents.

2.6.4 Changing the address on the residence permit

If you move within Germany (also within Freiberg), you have to change the address on your residence permit at the Foreigners' Registration Office. For this, you need a new Certificate confirming your residency from the Local Residents' Registration Office of your new residence (see 2.2. Local Residents' Registration Office).

2.7. TU Freiberg – Welcome point and Welcome gift

We would like to welcome you at TU Bergakademie Freiberg with a nice gift!

With your welcome folder, you'll find a questionnaire. Please answer the questions and return it to the **Welcome Point at Akademiestraße 6, room EG.20.**

Please show your current certificate of enrolment or student ID card and you will get a **TU Bergakademie Freiberg Bag** as a welcome gift (see picture, the actual design may vary).



*TU Bergakademie Freiberg Bag –
A welcome gift to you*

Opening hours of the Welcome Point

March 25 – 29, 2019

Monday – Friday 9 am – 5 pm

April 1 – 5, 2019

Monday – Friday 9 am – 12.00 noon & 1pm – 4 pm

From April 8, 2019

Tuesday 10 am – 12.00 noon & 2 pm – 4 pm
Thursday 2 pm – 4 pm

2.8 Check list

The check list helps you to check whether you have completed all the necessary formalities.

- Found accommodation
- Rental contract signed and confirmation received from the landlord
- Registration at the „Bürgerbüro“: confirmation of residency received
- Bank account set up
- Sufficient health insurance for studies in Germany
- Documents presented at the Admissions Office for Foreign Students
- Semester fee paid
- Student ID card, enrolment certificate and university login collected from the Admission Office
- IT user account activated
- Student card in cafeteria activated at the "Check-in-Point"
- Enrolment certificate submitted to the administration of the residence hall
- Enrolment certificate submitted to the bank (in case you have a student bank account)
- Enrolment certificate submitted to the health insurance company
- Appointment at the foreigners authority scheduled (if residence permit required)
- Applied for residence permit (if required)
- Residence permit picked up (if required)

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