

WS 2016/17

Semester in Germany: First steps



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POMOR Master Program for Polar and
Marine Sciences // www.pomor.spbu.ru

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Semester in Germany

First steps upon arrival

Registering

You have to register in Germany within two weeks of your arrival.

What for? You need proof of registration – a registration certificate – (Meldebescheinigung) to extend your visa (if necessary), to open a bank account or to prove your right of free movement (for EU-citizens only)

Where? City Hall (Rathaus) or Registration office (Einwohnermeldeamt)

Needed documents:

- Passport or ID card
- A registration form (available online)
- Rental contract
- Administration fee (6€ - 12€)
- Letter of admission

Hamburg: Hamburg Welcome Center, Alter Wall 11, 040 42854 5001

Appointments via email info@welcome.hamburg.de 4 to 6 weeks in advance!

Bremen: **Bremen Service University**

Office hours: Tue 9:00-13:00, Wed 10:00-13:00 + 14:00-16:00, Thu 9:00-13:00

Kiel: City Hall, Fleethörn 9, 24103 Kiel

Office hours: Mon– Thu 7:30 – 12:00, Fri 7:00 – 12:00

Mon + Tue 12:00-16:00, Thu 12:00-18:00 (upon appointment only)

Appointments online: <https://www.kiel.de/rathaus/service/termine.php>

Potsdam: Bürgerservicecenter Stadtverwaltung Potsdam, Bereich Bürgerservice, Friedrich-Ebert-Straße 79/81, 14461 Potsdam

Office hours: Mon 10:00 – 18:00, Tue – Thu 08:00 – 18:00, Fri 08:00 – 14:00, 08:00 – 12:00

Appointments online: https://egov.potsdam.de/tnv/?START_OFFICE=buergerservice

Residence permit

If your national visa is issued for the whole period of your stay (max. until March 31, 2017), it's **not necessary** to apply for a residence permit.

If your national visa is issued **only for 90 days**, you **must apply** for a residence permit. Contact your coordinator Nadezhda Kakhro.

Bank account

What for? To obtain a cash card, to pay the rent, the health insurance fees and your semester contribution

Where? Sparkasse, Deutsche Bank or any other reliable bank with many cash machines in your city

Needed documents:

- Passport or ID card
- Registration certificate
- Proof of enrollment / Letter of admission
- Proof of financing

Appointments are recommended!

Health insurance

What for? Legal regulation
It's a **MUST** to be enrolled in a German university

Important: 1. Russian travel health insurances are not valid! European Health Insurance Card is valid, but not all medical services are free of charge in Germany. Check it with your provider

2. Ask for a certificate!

Needed documents:

- Passport or ID
- Letter of admission

Where? Public health insurance companies (AOK, TK, Debeka etc.)

Private health insurance (once chosen, no possibility to switch to the public health insurance)

How much? Ca. 85 euro / month

Hamburg: www.uni-hamburg.de/kv

- Bremen: <http://www.uni-bremen.de/service/taeglicher-bedarf/versicherungen.html>
- Kiel: https://www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance?set_language=en
- Potsdam: <https://www.uni-potsdam.de/studium/en/data-storage/zielgruppenbereich/international-students/health-insurance/>

Enrollment

Needed documents (can slightly vary from university to university. Check online):

- Letter of admission + a copy
- Bachelor certificate (a verified copy + translation into English*)
- Transcript of Records (1st and 2nd semester of POMOR)
- Passport + a copy of the page with personal data
- Visa + a copy
- A copy of your school certificate + translation into English*
- A certificate about health insurance in Germany (Bescheinigung)
- 2 photographs

Don't forget to pay your semester contribution!

Hamburg:	310,00 €
Bremen:	298,90 €
Kiel:	120,00 €
Potsdam:	276,91 €

Learning agreement

In the first two weeks of the winter semester 2016/17 you have to correct your learning agreement. Consult with your coordinator and let it sign by the faculty authorities / your contact person at the host university and send it to your coordinator via snail mail:

Dr. Nadezhda Kakhro
GEOMAR Helmholtz Center for Ocean Research Kiel
Wischhofstr. 1-3
24148 Kiel

She will prove it and pass all learning agreements to Saint Petersburg State University. Please check the submission deadline on POMOR website www.pomor.spbu.ru.

If you have questions / problems or need help please contact your coordinator!