

WS 2020/21

Semester in Germany: First steps



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POMOR

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 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
- Letter of admission

AT THE MOMENT DUE TO THE PANDEMIC YOU HAVE TO APPLY FOR AN APPOINTMENT ONLINE OR REGISTER VIA EMAIL

Hamburg:

Please contact Dr. Olga Vybornova for details

Bremen:

<https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.9913.de>

Only online:

<https://www.service.bremen.de/sixcms/detail.php?gsid=bremen128.c.9913.de>

Please send all documents via snail mail to Bürger Service Center Mitte or via email to bscmitte@buengeramt.bremen.de

Kiel:

City Hall, Fleethörn 9, 24103 Kiel

Office hours: Mon– Thu 7:30 – 12:00, Fri 7:00 – 12:00 **without appointment**

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

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

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

Bank account

What for?

To obtain a cash card, to pay the rent, the health insurance fees and so on

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! Check the individual fees of the banks, which can vary, students sometimes get a discount.

Learning agreement

In the first three weeks of the winter semester 2020/21 you have to correct your learning agreement if necessary.

Consult with your coordinator and POMOR authorities, let it be signed by the faculty authorities / your contact person at the host university and send it to your mobility coordinator at SPbU and in CC to POMOR secretariat pomor@spbu.ru and to nkakhro@geomar.de

The submission deadline will be published on POMOR website www.pomor.spbu.ru.

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.) Most have an office on the university campus.

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

How much? Ca. 85 euro / month

International Office

International offices of the universities offer a wide range of activities and helpful programs for foreign students. I advise all students to find out what will be available during your stay.

Helpful Information

Here are some basic tips to everyday life:

Public Service Hours

All public buildings, this includes university administration buildings, are closed on the weekend. This means, you cannot register at the town hall, get documents of any kind on Saturday and Sunday, go to the post office. Furthermore if you arrive on these days expect that it will be difficult or impossible to get your room key for a dormitory.

Sunday

All shops are closed on Sundays! Always! There are a few exceptions, but do not expect to buy anything in a shop on Sunday. So arriving on Sunday may not be optimal. Furthermore public transport usually runs on a reduced time table, which can make reaching a certain location more difficult.

Student ID

Always take your Student ID with you, because in most cases it will also be your ticket for public transport in your university town. This is the reason why the semester costs are rather

high. It includes a ticket for 6 months for public transport! Please check the area of validation for your ticket, because it will be a larger area than the town itself. Furthermore a lot of museums, parks etc. have reduced fees for students.

Shopping

In contrast to most department stores, the opening hours of groceries (shops for food) are much more varied. Certain stores will be open as late as 22.00-23.00. 24h shopping in Germany is very rare; do not expect to be able to go shopping in the middle of the night. Buying food in Germany is considered to be cheap in comparison to other European countries. Nevertheless the prices vary over a large range. There are several store groups that are in strong competition with each other. Basically the quality will be even (by law and the companies cannot risk losing their customers because of the competition) in all the major stores. The major food discounters are the cheapest.

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