

## Legal requirements: entry requirements, residence permit, registration and de-registration, working in Munich

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As you are coming to Munich from abroad you must observe some statutory requirements:

- Do you need an entry visa → [Entry requirements](#)
- Do you additionally have to apply for a residence permit after your entry in Germany → [Applying for a residence permit](#)
- Everyone who moves to Munich must register with the residents' registration office and de-register on departure → [Residents' registration office](#)
- In order to enroll, every student requires a health insurance policy → [Health insurance](#)
- Would you like to work during your studies? → [Working \(students from abroad\)](#)

### Entry requirements

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Students with citizenship of the EU/EEA states and some other countries may enter Germany without a visa.

All other students from abroad require a visa [from the diplomatic representation of the Federal Republic of Germany](#) in their home country to enter Germany. Such a visa must be applied for in due time before entry (at least 2 months in advance!); for this you require the letter of admission by TUM, which you will receive by e-mail from July (for the winter semester) or from December (for the summer semester).

**Do you need a visa?** → [List with regard to visa obligation and visa freedom](#)

**What is a Schengen visa and who can apply for it?** → [Information regarding the Schengen visa](#)

**Please do not enter Germany with a tourist visa as it cannot be changed to a visa for study purposes (no studies with a tourist visa!)** and you would have to return to your home country. Please obtain comprehensive advice from the German diplomatic mission in your home country with regard to the documents you precisely require. Always state the exact purpose of your stay (e.g. exchange program or internship), to receive the correct visa, as after your arrival in Germany it cannot be changed later.

**Important:** Please do not purchase your flight ticket until you are sure that you are accepted to study at TUM and that your visa application is successful and on which date you will receive your visa. **Please be aware that TUM is unable to expedite your visa procedure in Munich!**

### Applying for a residence permit

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- a) Persons with citizenship of the EU/EFTA states (excluding Switzerland) only have to register in Munich (as described in the section "Residents' registration office"); they do not require a residence permit.
- b) Applicants who entered the Federal Republic of Germany without visa requirement (citizenship: USA, Australia, Brazil, Israel, Japan, Canada, Republic of Korea, New Zealand; Switzerland), must apply for a residence permit until 3 months after entry at the latest.
- c) Applicants who do not have any of the abovementioned citizenships (see also under "Entry Requirements" – list with regard to visa obligation or visa freedom) must apply for a visa at the German Embassy in their home country und, when in Germany, apply for the issue of a residence

permit during the validity period of the visa. Exception: if the visa was issued for the entire duration of the stay abroad it is not necessary to apply for a residence permit.

#### **Documents necessary to apply for a residence permit:**

- completely filled-in [application form](#)
- valid passport
- enrollment certificate of the Technical University of Munich
- proof of health insurance (see in information below)
- proof of financial resources of 720 €: financing must be secure for at least 1 year. If you are granted a scholarship of less than 720 € monthly, you must submit additional evidence from your parents or from a sponsor about the difference in the amount.
- proof of registration in Munich
- a visa for study purposes (see above), if applicable
- a current passport photograph with biometric criteria

Charges: issue of a residence permit approx. 110 €; extension 65 - 80 €

#### **Places where the residence permit must be applied for:**

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##### **Place of residence in Munich**

##### **“Kreisverwaltungsreferat” – (department for foreigners’ affairs)**

Ruppertstr. 19, 80337 Munich

(subway: U3/U6, station: Poccistraße)

Room 1047 – 1048 – 1051 - 1052 - 1059 (student affairs)

Servicepoint telephone: 089-233-25134

E-mail: [studenten-ii3.kvr@muenchen.de](mailto:studenten-ii3.kvr@muenchen.de)

Opening times: Monday, Wednesday, Friday 7:30 a.m. – 12 noon; Tuesday 8:30 a.m. – 12 noon & 2 p.m. – 6 p.m., Thursday 8:30 a.m. – 3 p.m.

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##### **Place of residence in Freising**

##### **„Landratsamt” (district administration) Freising**

Landshuterstr. 31, 85356 Freising

Tel.: 08161-6000

Opening times: Monday to Friday 8 a.m. - 12 noon, Thursday in addition also from von 2 p.m. – 5:30 p.m.

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##### **Place of residence in Garching or in the communities neighboring Munich**

##### Garching:

„Landratsamt” (district administration) Munich

Mariahilfplatz 17, 81541 Munich

Tel.: 089-62210

Opening times: Monday to Friday 8 a.m. – 12 noon, Thursday in addition also from von 2 p.m. – 5:30 p.m.

##### Communities neighboring Munich:

Application at the respective community (town hall, district administration or similar)

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**Important:** Please report to the Foreigners' Registration Office in due time before your visa expires, even if any documents are missing. You will then receive a temporary certificate as proof that you applied for the residence permit. Please only bring along any original proofs and take a copy for yourself. Any person who needs an extension must apply for it in due time (i.e. before expiration of the residence permit).

## Residents' registration office

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Every resident of Germany is required to register his/her address within 10 days (as soon as a place of residence has been found).

Any person moving within Munich or moving away from Munich must change his/her address or de-register. Please always do remember to notify all important authorities (TUM, health insurance, etc.) of your new address.

In order to register, you need:

- an identity document and/or passport
- a particular registration form (available free of charge from the registration authority; available for download from the Internet)
- confirmation from the lessor ("Wohnungsgeberbestätigung"): you will receive this document from your landlord when you move in or out of the accommodation. You must present this confirmation to the Residents' registration office when registering or de-registering.

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### Place of residence in the city of Munich

Registration offices of the city of Munich

"Kreisverwaltungsreferat (Bürgerbüro)" (Regional Administrative Office (Citizens' Office))

Ruppertstr. 19, 80337 Munich

Tel.: 089-233-1; [Internet](#)

Opening times: Monday, Wednesday, Friday 7:30 a.m. – 12 noon; Tuesday 8:30 a.m. – 12 noon & 2 p.m. – 6 p.m., Thursday 8:30 – 3 p.m.

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### Place of residence in Freising

"Rathaus Freising (Bürgerbüro)" (Freising Town Hall (Citizens' Office))

Marienplatz 1, 85354 Freising

Tel.: 08161-5443321

Opening times: Monday to Friday 8 a.m. – 12 noon, Thursday 3 p.m. – 6 p.m.

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### Place of residence in Garching

"Stadtverwaltung" (Municipal Administration) Garching

Rathausplatz 3, 85748 Garching

Tel.: 089-320890

Opening times: Monday to Friday 8 a.m. – 12 noon, Thursday 3 p.m. – 6 p.m.

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If you do not live in the city of Munich, in Garching or Freising, but in one of the neighboring communities, the Residents' registration office is located in the town hall of the respective community. You can find the addresses of the communities in the telephone directory under "Gemeindeverwaltung" (community administration).

**Attention:** The branch offices (addresses in the telephone directory under "Stadtverwaltung" (municipal administration)) have different opening times!

Pursuant to the Bavarian Registration Law the confirmation of registration must be presented to the landlord.

**Important:** Fill out the de-registration form when you leave Munich!

## Health insurance

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Leaflet regarding health insurance (see leaflet in the PDF compilation under "[Legal requirements](#)").

In Germany, all students are obliged to maintain a health and nursing care insurance policy, i.e. one must prove sufficient health insurance cover and pay a contribution to the nursing care insurance in order to be allowed to enroll at a German school of higher education. Enrollment is only possible after receipt of the proof. Presentation of an insurance policy from the home country (in the form of a plastic card or an insurance policy) is not sufficient for enrollment (see item 2), likewise, a **travel insurance** policy **will not** be accepted!

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### Which certificates are required for enrollment?

#### **1. Students from countries of the European Union (EU)/EEA states who have a valid EHIC / European Insurance card (valid for the time you will be at TUM):**

- (1) Make a copy of your insurance card.
- (2) Scan it and send it via email to one of the social state insurers you can find e.g. on our homepage (AOK, Techniker Krankenkasse, Barmer, etc. – in case of AOK please additionally to the copy of your card send them the filled out form you can find in the PDF compilation under "[Legal requirements](#)").
- (3) The insurance company will check the copy of your EHIC card.
- (4) If all is fine and accepted for enrollment at TUM, the insurance company will send you a confirmation of release (called "Versicherungsbescheinigung"); you do not need to pay for it!
- (5) Check your name and birthday, so that all is correct (!) If something is not correct, ask the insurance company for a new confirmation.
- (6) Following forward the confirmation ("Versicherungsbescheinigung") **by mentioning your name and matricelnumber to** the e-mail address, which you can find in your letter of admission from TUM. You will get an email confirming that we received your insurance confirmation (in case something should be wrong, we will also contact you!).

In case you need to see the doctor, please present them your EHIC card / own insurance. The doctor will invoice any costs of treatment directly to the health insurance company if this is covered.

#### **2. Students from EU and Non-EU-countries who have another own insurance, e.g. who:**

- are insured in their home country with which a [social security convention](#) is in force (= successor states of the former Yugoslavia, Switzerland, Turkey, Tunisia), must also present an international health insurance certificate to one of the statutory health insurance companies in Germany: please follow instructions of point 1 and replace the EHIC card through your own insurance confirmation.

- have an own insurance of a German private insurance company (e.g. Dr. Walter, Care Concept, Allianz, mawista,...): Please follow instructions of point 1 and replace the EHIC card through the German private insurance confirmation.
- are insured in their respective home countries can also apply to the statutory health insurance companies for an exemption from mandatory health insurance: Please follow instructions of point 1 and replace the EHIC card through an officially certified translation of the insurance policy issued in the home country must be submitted to the statutory insurance company.

#### **Attention for students from EU /Non-EU-countries with an own insurance of point 2:**

Not all international insurance companies are recognized in Germany for enrollment at an institute of higher education! Please therefore contact one of the German statutory health insurance companies in advance, in order to clarify this. The exemption will be valid for the entire duration of the studies and cannot be revoked. As in the majority of cases, the insurance cover granted in the home country will not be the same as in Germany, an exemption can be disadvantageous. The application for exemption has to be made with one of the statutory health insurance companies at the place of residence/studies. An officially certified translation of the insurance policy issued in the home country must be submitted to the statutory insurance company.

In the case of an exemption you are not insured by a German health insurance company, which means that you will initially have to pay all the costs incurred in the case of illness (which may be very high in some cases) yourself. In this case, you have to prove to the Foreigners' Registration Office that the health insurance company in your home country will reimburse you or accept 100 % of the medical service rates charged, which is seldom the case. Otherwise it is possible that your visa cannot be issued.

#### **3. Students who are not insured in their home country**

must obtain insurance from a statutory health insurance company of their choice in Germany. You can find online forms for this on the health insurance companies' websites, so that you can send the insurance certificate for studies at a university ("Versicherungsbescheinigung") in advance to the e-mail address mentioned in your TUM admission letter.

Costs: Students' tariff presently 90 - 95 €. The contributions to statutory health insurance companies are the same everywhere, however, it is worth comparing the manner of payment of the contributions and the insurance cover.

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#### **Exceptions from the mandatory health insurance policy**

Students from the 14th academic semester (Bachelor and Master semesters of the same study subject are counted as the same) and those who have reached the age of 30, are not obliged to have health insurance for enrollment at TUM! However, pursuant to the Aliens' law you have to be insured during your time in Germany, i.e. you must obtain private insurance. There are special regulations for several EU countries. In the case of any queries in this regard, it may be best to contact one of the statutory insurance companies.

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#### **Addresses of the health insurance companies**

The addresses of health insurance companies can be found in the 'Yellow Pages' telephone directory. You are free to choose! A selection of statutory health insurance companies who offer TUM students a personal study adviser are listed below:

**AOK Munich** (here you can obtain information in [different languages and English websites](#)).

Landsbergerstr. 150-152, 80339 Munich, Room A015

Contact person:

Mr Sascha Kenarkoohi ([muenchen.studenten@service.by.aok.de](mailto:muenchen.studenten@service.by.aok.de)), Tel.: 089-5444-2875; Fax: 089-5444-

11601971

Internet: <http://en.zuwanderer.aok.de/home/>

### **AOK Freising**

Wippenhauserstr. 6, 85354 Freising

Contact persons:

Mrs Christa Moldovi ([Christa-Julyana.Moldovi@by.aok.de](mailto:Christa-Julyana.Moldovi@by.aok.de)), Tel.: 08161-182-234 and Mrs Mandy Lerchner ([Mandy.Lerchner@by.aok.de](mailto:Mandy.Lerchner@by.aok.de)), Tel.: 08161-182-231

Consultation hours: Tuesday and Thursday from 12 noon – 1 p.m. at the Mensa in Weihenstephan

### **DAK Gesundheit**

Munich Center

Nymphenburgerstrasse 13, 80335 Munich

Contact person: Mr Maximilian Letz ([Maximilian.Letz@dak.de](mailto:Maximilian.Letz@dak.de)), Tel.: 089-1588155-1906; Fax: 040-33470214217

Internet: [www.dak.de](http://www.dak.de)

### **Techniker Krankenkasse (TK) Munich**

Elisenstr. 3, 80335 Munich

Contact person in Munich:

Mrs Stefanie Behnke ([stefanie.behnke@tk.de](mailto:stefanie.behnke@tk.de)), Tel.: 040-4606-5105230, Consultation by arrangement.

Contact person in Garching:

Mr Andreas Werhahn ([andreas.werhahn@tk.de](mailto:andreas.werhahn@tk.de)), Tel.: 089-49069-817, Consultation hours every Tuesday and Thursday at TUM Garching, Lichtenbergstr. 4 (in the lobby of the Mensa) from 10:30 a.m. – 2 p.m. (subway U6 Garching-Forschungszentrum) and by arrangement.

Internet: [www.unikosmos.de](http://www.unikosmos.de)

### **Barmer GEK**

Contact person in Munich:

Barmer GEK Munich, Arnulfstr. 150, 80634 Munich

Mr Tobias Aichwalder ([tobias.aichwalder@barmer-gek.de](mailto:tobias.aichwalder@barmer-gek.de)), Tel.: 0800 332060 38-2463, Fax: 0800 332060 38-2490, Mobil: 0049 1511 8234256

Contact person in Freising:

Barmer GEK Freising, Obere Hauptstrasse 48, 5085354 Freising

Mr Marc Müller ([marc.mueller@barmer-gek.de](mailto:marc.mueller@barmer-gek.de)), FreeCall: 0800-333004 207539

Internet: <https://www.barmer-gek.de/en>

**General information and explanations** regarding health insurance companies in Germany:

[www.hiffs.de/](http://www.hiffs.de/)

[www.1a.net/versicherung/health insurance/international](http://www.1a.net/versicherung/health insurance/international)

[www.deutscheinsurance.com/](http://www.deutscheinsurance.com/)

## Working (students from abroad)

Since August 2012, foreign students enrolled in Germany may work up to a maximum of 120 full days or 240 half days (max. 4 hours/day) per calendar year. Additionally, part-time student employment at the school of higher education is permitted throughout the whole year (see below). However, for this you require the authorization pursuant to immigration law from the Foreigners' Registration Office in your residence permit (Section 16, para 3 AufenthG (German Residence Act)). Any employment beyond this will generally not be possible. Exceptions can only be made in individual cases for temporary hardships or with reasoned justification. However, this cannot be claimed.

EU students from the “old” EU states are normally permitted to work for an unlimited period of time (within the scope of the general provisions for students); as members of the „new“ EU states you require permission from the employment agency for employment for more than 120 days! You will find further information in the current brochure (see brochure in the PDF compilation under “[Legal requirements](#)”).

Here are some offers, which may be able to help you:

### **TUM Career Service**

The Career Service of the Technical University of Munich is available to TUM students and TUM alumni as a service center. In the central online job and internship board of TUM you can quickly and easily search for internships, jobs for working students, diploma/doctoral theses, trainee positions, including permanent employment at TUM, in companies and other academic institutions, also in the English language: [www.tum.de/jobs](http://www.tum.de/jobs).

You can also find a wealth of information and tips on the subjects of career and application under: [www.tum.de/career](http://www.tum.de/career).

Students can also work as [undergraduate assistants](#) at TUM within the scope of research projects or work at an institute or academic chair. Vacancies will be published on the so called “Schwarzes Brett” [*notice board*] of the individual academic chair or institute (see also <http://www.tum.de/en/about-tum/working-at-tum/open-positions/>). The same regulations as those already mentioned above apply to employment as an undergraduate assistant.

When applying for scientific work at an academic chair during the semester, the following documents must be presented to the “Kreisverwaltungsreferat” (KVR - regional administrative office):

- a personal statement
- intermediate diploma or certificates acquired so far
- confirmation from the academic chair with regard to type and duration of the employment and number of hours per week
- proof of financing since the last extension of the residence permit

### **Students’ Service of the Employment Office**

The Students’ Service (the students’ agency of the Employment Office of Munich) helps students to find jobs of several weeks duration, but also offers short-term occasional jobs (Quick Service) allocated by a lottery procedure.

Students’ Service of the Employment Office

Tumblinger Straße 21, 80337 Munich

(subway: U 3/ U 6 - station Goetheplatz)

Schnelldienst: Tel. 530980-30

Long-term placements: Tel. 53098033 or -36

The following must be presented:

- certificate of enrollment
- identity card or passport
- passport photograph

### **Jobcafe**

Together with the company “Die Job-Börse” the Studentenwerk Munich maintains its own employment agency. The job board finds internships, jobs for working students, side jobs and permanent employment for students and graduates. This service is free of charge for all persons seeking employment.

Inside the Mensa of TUM in Garching

Lichtenbergstr. 2, 85748 Garching

Tel.: (089) 32 73 06 28

Fax: (089) 32 73 06 29

Visiting times: Monday - Friday 11.a.m. – 2:30 p.m.

Business hours: Monday - Friday 9 a.m. – 7 p.m. (including during the period between terms)

[www.jobcafe.de](http://www.jobcafe.de)