



Checklist for international students

AFTER ARRIVAL

Welcome to Rostock! We are pleased to welcome you at our university and will gladly support you during your first days in Rostock. The checklist on hand provides the first important information for an easy start. In case questions occur, feel free to contact us at the International Office at any time.

1. International Office

- We kindly ask you to visit the International Office right after your arrival in Rostock. We would like to welcome you personally and give you additional information and valuable hints that will make your first days in Rostock easier.
- In addition, visiting students get a confirmation regarding their visiting student status from us.

2. Opening a bank account/Semester fee payment

- You will need a German bank account for paying the rent in the dormitory and, if applicable, your health insurance fees. Some banks offer student accounts free of charge. You get related information at the International Office.
- After opening your account, you have the opportunity to transfer your semester fee of currently 122,- Euro to the university account. Bank transfer forms are available at the International Office or provided together with the admission notice of the Student's Office (Studentensekretariat).
- Alternatively, you may deposit the semester fee at the SEB bank (Am Ziegenmarkt 3).
- Make sure you collect a receipt related to your payment from the bank.
- **Please, do NOT transfer the fee from abroad!**

3. Arriving at your accommodation

- You should sign the rental contract for your room in a dormitory within the first three days (at the Studentenwerk) if possible. The following documents have to be submitted: signed rental offer, confirmation of the International Office or admission notice, identity card or passport and account data of a German bank account.
- The room keys are handed over to you by the dormitory tutor or caretaker of the respective dormitory directly at the site.
- In case your accommodation is not available on the day of your arrival yet, we recommend you to use the inexpensive hostels or youth guest houses in Rostock. Related information is available here:
<http://www.rostock.de/rostock-hotel-reisen-tourismus/unterkuenfte-in-rostock.html>

4. Entering a health insurance

- Either for a university enrolment or for prolonging your stay (visa) in Germany, sufficient health insurance has to be proven.
- **EU students:** Proof of the European Health Insurance card is sufficient for you.
- **Other international students:** Our advice is to enter Germany simply with a travel insurance and to obtain a proper health insurance only after arrival. In addition, we recommend all students to purchase a personal liability insurance and an accident insurance, return to your home country (in case of illness or death) included. We kindly ask you to consult the International Office regarding this matter.
- If you are able to proof a foreign private health insurance, this has to be checked by a German insurance company for sufficient coverage (e. g. at the service center of the AOK, Erich-Schlesinger-Str.19).

5. Immatriculation/Enrolment

- The enrolment is done for all students at the Student's Office (Studentensekretariat, Parkstr. 6).
- The following documents have to be submitted for enrolment: Confirmation certificate of the visiting student status or admission notice for foreign students who intend to graduate at the University of Rostock, health insurance proof, deposit slip for semester fee, current term address and passport/identity card or residence permit/visa.
- Please, ask for the following documents:
 1. Enrolment certificate with semester ticket for public means of transport
 2. Certificate on the expected period of study/regular study period for the Immigration Office (visiting students get the certificate at the International Office)
- In addition, you will receive a personal user identification (user ID), a preliminary password and an email address to use the network services of the University of Rostock. This data will enable your internet access at the dormitories.

6. Registration at the Immigration Office (Ausländerbehörde)

- During the orientation week, the International Office offers support with administrative procedures through German students. There are usually two dates available where we accompany you to the Immigration Office. Contact the International Office to get the relevant dates.
- The following documents are needed for registration: rental contract, health insurance proof, certificate on the expected duration of studies/regular study period or on the visiting student status, proof of financing, passport/identity card, application form for a residence permit and biometrical photos.
- For EU citizens, a registration at the Residents' Registration Office (addresses are provided by the International Office or the Immigration Office) is sufficient.
- You are recommended to ask for a registration confirmation and for a working permission for foreign students in case you intend to work during your stay in Germany.

7. Organising your studies

- In case you have some time left prior to lecture start because you arrived earlier, you may get information on introductory events, preparatory or foundation courses at the International Office or the Student offices of the respective faculties.
- Students who study at the University of Rostock in the context of the ERASMUS program should soon contact their departmental ERASMUS coordinator to clarify questions regarding their study organisation. A list of coordinators is provided by the International Office or at <https://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/>.
- Take a look at the commented university calendar and set up your individual timetable yourself: <https://sf.uni-rostock.de/>.

8. Leisure time activities

- During the Orientation Week of the International Office, you will get information on the course offerings of the language center and the university sport and, if applicable, may register for a chosen course.
- A group of Rostock students is dedicated to support foreign students regarding organisational matters and to accompany them during their stay in Rostock with a wide range of activities. Do not miss to get in touch with the Local Erasmus Initiative (LEI) early and to register in their mailing list to get regular information on get-togethers, parties, trips and many more: <http://www.lei-rostock.org/>.
- Visit our „Startercafé“ located at the Erich-Schlesinger-Str. 19, too. Here you will get easily in touch with new people in a nice atmosphere and get the chance to exchange first experiences of your stay in Rostock. <http://www.studentenwerk-rostock.de/index.php?lang=en&mainmenu=114&submenu=127>

Summary:

<i>Whom do I have to get in contact with?</i>	<i>What do I have to do in Rostock?</i>	<i>What related documents do I need?</i>
<p align="center">University of Rostock International Office</p> <p>Kröpelin Str. 29 18051 Rostock Tel.: +49 (0)381 498 1209 Fax: +49 (0)381 498 1210 auslandsamt@uni-rostock.de</p> <p>Tuesday and Wednesday 9:00 to 12:00 Tuesday and Thursday 14:00 to 16:00 and on appointment</p>	<ul style="list-style-type: none"> - Obtain information on opening a bank account, entering a health insurance etc. - Ask for help with organising your first days after arrival - <i>Visiting students:</i> Ask for a confirmation of your visiting student status 	
<p align="center">Any bank in Rostock</p>	<ul style="list-style-type: none"> - Open a bank account (required for payment of your rent and, if applicable, your health insurance fee) - Payment of semester fee 	<ul style="list-style-type: none"> - Passport/Identity card - Current semester address - Admission notice or confirmation of your visiting student status - Bank transfer form or bank data of the university account
<p align="center">SEB bank</p> <p>Am Ziegenmarkt 3 18055 Rostock Tel.: +49 (0)381 4 92 99 0 Fax: +49 (0)381 4 92 99-31</p> <p>Monday, Tuesday, Thursday 08:30 to 13:00 14:00 to 18:00 Wednesday and Friday 08:30 to 13:00</p>	<ul style="list-style-type: none"> - Payment of semester fee 	<ul style="list-style-type: none"> - Bank transfer form or bank data of the university account
<p align="center">Student Services Organisation Studentenwerk Rostock</p> <p>St.-Georg-Straße 104-107 18055 Rostock Tel.: +49 (0)381 4592 600 Fax: +49 (0)381 4592 999 http://www.studentenwerk-rostock.de/index.php</p> <p>Tuesday 09:00 to 12:00 14:00 to 17:00 Thursday 09:00 to 12:00 14:00 to 16:00</p>	<ul style="list-style-type: none"> - Sign the rental agreement - Submit account information - Key is handed over directly at the dormitory 	<ul style="list-style-type: none"> - Signed rental offer - Admission notice or confirmation of your visiting student status - Passport/Identity card - Account data of your German bank account
<p align="center">Any health insurance</p>	<ul style="list-style-type: none"> - Enter a health insurance (required for enrolment and residence permit) 	<ul style="list-style-type: none"> - Current semester address - Account data of your German bank account - Passport/Identity card
<p align="center">AOK Service center for students</p> <p>Erich-Schlesinger-Straße 19 18059 Rostock Tel.: 01802 590 590 6810 Fax: 01802 590 590 6820 http://www.aok4you.de/mecklenb-urg-vorpommern/studium.html</p> <p>Monday: 09:00 to 15:00 Tuesday: 09:00 to 18:00 Wednesday: 09:00 to 15:00 Thursday: 09:00 - 15:00 Friday: 09:00 to 13:00</p>	<ul style="list-style-type: none"> - In case you have an international health insurance, sufficient coverage has to be checked 	<ul style="list-style-type: none"> - Original health insurance proof
<p align="center">Student's Office</p> <p>Parkstraße 6 18057 Rostock Tel.: +49 (0) 381 498 1230 studentensekretariat@uni-rostock.de</p> <p>Tuesday, Thursday, Friday 09:00 to 12:00 Tuesday and Thursday 14:00 to 17:00</p>	<ul style="list-style-type: none"> - Enrolment - Ask for enrolment certificate and semester ticket - Ask for a certificate on the expected study period (graduates only) - Ask for a user identification for internet access → Graduates get this user identification via mail 	<ul style="list-style-type: none"> - Admission notice or confirmation of the visiting student status - Passport/Identity card - Health Insurance proof - Deposit slip for the semester fee - Current semester address - Proof of sufficient proficiency of German language (graduates only)
<p align="center">Immigration Office (Ausländerbehörde)</p> <p>Ausländerangelegenheiten An der Hege 9 18055 Rostock Tel.: +49 (0) 381 381 2251 Fax: +49 (0) 381 381 2261</p> <p>Monday: 09:00 to 12:00 Tuesday: 09:00 to 12:00 and 13:30 to 17:30 Thursday: 09:00 to 12:00 and 13:30 to 16:00 Friday: 09:00 to 12:00</p>	<ul style="list-style-type: none"> - Application for extension of residence permit 	<ul style="list-style-type: none"> - Rental contract - Certificate on the expected study duration/regular period of study or confirmation of your visiting student status - Financing proof - Passport/Identity card - Application form for getting a residence permit - Biometrical photos
<p align="center">Residents' Registration office</p> <p><i>For instance:</i> Neuer Markt 3 18055 Rostock Tel.: +49 (0) 381 381 2230 Fax: +49 (0) 381 381 2605</p> <p>Monday: 09:00 to 12:00 Tuesday: 09:00 to 12:00 and 13:30 to 17:30 Thursday: 09:00 - 12:00 O and 13:30 to 16:00 Friday: 09:00 to 12:00</p>	<ul style="list-style-type: none"> - Registration required if you stay in Germany for more than 3 months 	<ul style="list-style-type: none"> - Passport/Identity card - Rental contract
<p align="center">Local Erasmus Initiative (LEI)</p> <p>Kröpelin Str. 29 18051 Rostock www.lei-rostock.org lei.rostock@gmail.com</p> <p>Friday 13:00 to 14:00</p>	<ul style="list-style-type: none"> - Register in a mailing list to get latest information - Obtain information about events during the term 	

Universität Rostock



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University of Rostock

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