

What formalities have to be dealt with during the first few days in Germany?

1. Registration at the foreigners' registration office. It is absolutely necessary to provide evidence of health insurance.
2. Registration at the residents' registration office. This may be dealt with for you by the foreigners' registration office.
3. The registration office may require a health certificate to be issued by a doctor in Germany. Whether a foreign health certificate is recognised depends on each individual case. Do not have the medical examination carried out until you are explicitly required to do so. Many towns have public health centres, which carry out such examinations relatively cheaply. Some federal states in Germany require an HIV test.
4. Open a current account at a bank, savings bank or the post-office bank. To open an account some banks (including the post-office bank) require proof of registration at the residents' registration office as well as the residence permit. It is advisable to set up a direct-debit authorisation for the monthly payments to be made to your health insurance to cover the full duration of your stay.

Which authorities have to be consulted?

It is best to get unpleasant matters dealt with as quickly as possible. In Germany these are the tiresome but necessary visits to the authorities. As a rule the first of these visits for foreign students is to the foreigners' registration office¹ in the town of residence.

Everyone has to apply personally for a residence permit. It is also at this office that students have to show that they are financially secured for the period of their stay. This means: the student has to have at his/her disposal at least € 500 per month. The application is approved upon presentation of the following documents:

- valid students' visa (for students coming from countries outside the EU),
- completed application form (available from the university foreigners' office),
- valid passport or identity card,
- proof of health insurance,
- copy of the rental contract or confirmation signed by the landlord,
- three passport photographs
- and, in some cases, a medical certificate.

The residence permit is normally issued for one year and is to be renewed annually.

The next visit is to the residents' registration office², unless the foreigners' registration office deals with this step for you.

Anyone wanting to live in Germany for more than three months has to register his/her place of residence within one week. A copy of the [rental contract](http://www.campus-germany.de/english/1.120.306.3.html) (<http://www.campus-germany.de/english/1.120.306.3.html>) for the flat or a corresponding confirmation signed by the landlord is required for registration. Re-registration is necessary if, for example, a move is made to another flat. Important: as the registration authorities are not always located in the same municipal offices please ask the university foreigners' office for the correct address.

¹ State authority at which nationals of non-EU countries have to apply for a residence permit prior to the expiry date of their entry visa. The residence permit is issued for one year in each case and has to be renewed annually. The foreigners' registration office is also the authority at which application is made for a "registration of your work permit" and which can give foreign students approval for working time exceeding the official work-time contingent of 90 days per year (a maximum of 10 hours a week).

² Municipal authority which registers the residents of a specific district. The place of residence has to be registered here within one week and in the case of a move to another flat the authority has to be notified of the new address.

Foreigners' registration office / residents' registration office in Ludwigshafen

At the beginning of your study period please go to the foreigners' registration office. You will be given an application form to complete and will also have to present a confirmation signed by your landlord (confirmation of rental agreement) or the rental contract. As a rule the foreigners' registration office will deal with the formalities at the residents' registration office for you.

Ausländerbehörde Ludwigshafen am Rhein
Abteilung Aufenthaltsrecht
Marienstraße 8
67063 Ludwigshafen am Rhein

Opening times of the foreigners' registration office in Ludwigshafen am Rhein:
Mondays, Tuesdays, Fridays from 8.00 to 12.00 and Thursdays from 8.00 to 12:00 as well as from 14.00 to 18.00.

Information can be obtained from the foreigners' registration office in Ludwigshafen by telephone under the following numbers (sorted according to the first letter of the surname):

0621 504-33 30	A – BOQ
0621 504-20 31	BOR –D
0621 504-20 28	E – H
0621 504-20 24	I – KK
0621 504-33 58	KL – MI
0621 504-20 39	MJ – RH
0621 504-20 44	RJ – TN
0621 504-20 38	TM – Z

Work permit

If you wish to work during your course of studies please ask the citizens' service centre at the town hall to issue an income tax card for you. Without this card you cannot enter into any employment in Germany.

Please also remember that no employment can be entered into until you have started your course of studies. You have to find an employer for an internship or a job which corresponds to your professional qualification on your own. If all these points are fulfilled, you go to the foreigners' registration office at your place of residence. There you get a registration, which will be mentioned in your passport. However, you will also need a written confirmation and other documents from us. **Please ask us in advance.**