

## Checklist 2 *The first days in Germany*

Further information and explanations for the following points can be found under the link:  
[http://portal.mytum.de/studium/bewerbung/incomings/index\\_html\\_en/document\\_view?](http://portal.mytum.de/studium/bewerbung/incomings/index_html_en/document_view?)

- The first step is to open a current account, so you can meet the costs of everyday life (rent, telephone bill, etc.).
- If not done so far: Students originating from countries outside the EU please transfer the 42€ student service fee ("Studentenwerksbeitrag") (in some cases 542€) to enrol at the TUM (Students originating from EU countries have to transfer this fee before arriving in Germany).
- If not done so far: health insurance: students from EU/EWR nations present your International Health Insurance Certification (former E111 or E128) or EHIC-Card to one of the social insurers in Germany. You will then be issued a certificate that is to be presented upon enrolment. Students from nations outside the EU who are not insured in their home country obtain German national insurance through a health insurer of your choice. To avoid a delay, please arrange everything from your home country.
- After payment and forwarding the proof of insurance to TUM, you are enrolled at TUM. To get your student card please come to TUM as written in the information mail send to you by TUM (see admission letter). Bring your ID-card / passport with you (see checklist 1).
- If you do not get a room offering from TUM, please search for accommodation before arriving in Germany! Only when you have a permanent address you can register with the Citizens' Bureau (Bürgerbüro) at the district administration department and subsequently apply for your residence permit.
- As soon as you have found a fixed abode, go to the local residents' registration office (Meldebehörde) or register with them in writing.  
You must also notify the Citizens' Bureau of any change of address or your departure when you move away/move to different accommodation.
- Once you have accomplished the aforementioned steps, and before your visa for entry into Germany expires, go to the Foreigners' Registration Authority responsible for your place of residence and fill in the application for a residence permit.
- As soon as you have a fixed abode in Munich and have enrolled at university, please go to the local public transport service MVV München (Münchner Verkehrs- und Tarifverbund) and apply for a customer card. This enables you to buy season tickets (on a weekly or monthly basis) at the student rate, which makes travelling by public transport much cheaper for you.
- If your exchange stay at TUM is longer than one semester, you need to renew your registration ("Rückmeldung") in due time for each semester, also if you already have applied for 2 or three semesters! Registration renewal is effected by transferring the 42€ "Studentenwerksbeitrag" (or 542€) to the TUM account indicated at the documents you have received at the beginning of the semester
- contact your responsible exchange coordinator of your TUM department to discuss your study program, your courses and (if necessary) to get a signature on your study plan for your homeuniversity.