

# Pre-arrival Guide

## Information for International Students

INTERNATIONAL STUDENTS OFFICE



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## KIT in a Nutshell

Karlsruhe Institute of Technology (KIT) creates and imparts knowledge for the society and the environment. From fundamental research through to application, it renders services in a broad range of disciplines, i.e. in natural sciences, engineering sciences, economics, and the humanities and social sciences. The KIT positions itself along its three core tasks of research, teaching, and innovation. KIT makes significant contributions to the global challenges of mankind in the fields of energy, mobility, and information. As a big science institution, it takes part in international competition and holds a leading position in Europe.

KIT offers research-based study programs to prepare students for tasks in society, industry, and science. KIT's innovation efforts build a bridge between scientific findings and their application for the benefit of society, economic prosperity, and the preservation of our natural basis of life. KIT has about 9200 employees, of these, 5800 in science and academic education. Its annual budget is approx. EUR 850 million. The number of KIT students totals nearly 26,000, that of trainees 460.

Eleven KIT Departments offer more than 80 modern study programs in engineering and natural sciences as well as in economics, informatics, humanities, and social sciences. In bachelor's, master's, and teaching degree programs as well as in international and advanced courses, students can profit from the excellent support and equipment at KIT.

# 2. Visa and Residence Permit

**For enrolling at KIT, you have to present a residence permit or a visa for the purpose of studies.**

You are still abroad? Read the information given in **Chapter 2.1**. You have been staying in Germany for

## 2.1 Application for an Entry Visa for Germany

### Students from EU/EEA Member States and Switzerland


Students from the EU, EEA member states, and Switzerland do not need any visa or residence permit for studies.

### Students from the USA, Canada, Australia, El Salvador, Honduras, New Zealand, Japan, South Korea, Israel, Andorra, Monaco, San Marino, and Brazil

can enter Germany for studies **without** any visa. With a valid passport, they can come as a tourist and then apply for a residence permit for purposes of study **within the first three months (term of validity of the tourist status)** in Germany. This residence permit is needed to legally stay in Germany for purposes of study. At the same time, it allows you to travel as a tourist to other Schengen states for up to 90 days.

### Residence Permit for Purposes of Study

Within three months upon your entry of the Schengen area, you have to apply for a residence permit for the purposes of study with the local Aliens Registration Office (Ausländerbehörde). **Application for a residence permit** ([www.intl.kit.edu/istudies/3366.php](http://www.intl.kit.edu/istudies/3366.php)).


 The term of three months does not only start as soon as you have entered Germany, but as soon as you have entered the Schengen area.

**Students from all other non-EU countries (third countries) need a national visa for purposes of training and study** (no tourist visa!) for entering Germany. This visa must be applied for in due time **before departure** with the German foreign representation (embassy or consulate) responsible for the last place of residence. For **enrollment** at KIT, you have to present the valid visa. Please check with the embassy in your home country as to which documents you need for applying for the visa. In any case, you will need:

- A travel health insurance for the first three months (or the duration of validity of the visa),

a longer time already (language course, studies, etc.)? Read the information given in **Chapter 2.2**. Detailed information on visas and residence permits can also be found on the websites of the [Deutschen Akademischen Austauschdienstes \(DAAD\)](http://www.daad.de).


- the **admission letter of KIT**,
- the proof of financial resources (for the first three months at least, often embassies require a proof of financial resources for at least one year, see Chapter 2.3).

 A change of purpose within Germany is not possible! If you enter Germany with a tourist visa or work visa, you are not allowed to study and cannot be enrolled. You will then have to leave the country again and to apply for a study visa at the German embassy in your home country.

If you enter Germany with a **national three-months' visa for the purpose of study**, the visa must be converted into a residence permit for studies before it expires. For conversion, you have to submit an **application to the local Aliens Registration Office** before your visa expires. [Application for a permit \(www.intl.kit.edu/istudies/3366.php\)](http://www.intl.kit.edu/istudies/3366.php).

### You Already Have a Residence Permit / Visa for Studies in an EU Member State?

This residence permit for the purposes of study is valid for the issuing EU member state only. With this residence permit / visa, you are allowed to travel to all Schengen states, but can only stay there as a tourist. To study in Germany, you have to apply for a student visa with the responsible German embassy.


 **Schengen Visa vs. National Visa**  
The national visa always is bound to a purpose (study, work). This purpose may be pursued in this country only, i.e. the purpose is bound to the country (study in Germany, not in other Schengen states). However, it is always possible to travel in the Schengen area with this visa. The Schengen visa is a tourist visa for the Schengen area (travels).

## 2.2 Residence Permit / Electronic Residence Title for Enrollment



Irina Westermann

**You have been in Germany for a longer time already and you possess a residence permit for preparing your studies / for study? Look for your residence permit in the following list and read the information provided there.**


 Enrollment with the wrong residence permit is not permitted.

**The Residence Permit for Study Preparation** consists of two documents, the eAT (electronic residence title with a photo in the size of a credit card) and a supplementary sheet (containing the exact details of your residence permit). The residence permit for study preparation may be granted for a maximum period of two years. You have to be enrolled in a degree program within two years upon the date of your arrival. The residence permit for the purposes of study will be granted, if you attend a German course or the Studienkolleg (preparatory college) to prepare for your studies. With the residence permit for study preparation you can be enrolled in a degree program at KIT. The supplementary sheet may be updated after enrollment only. For enrollment, you have to present the valid eAT and the supplementary sheet!

**The residence permit for studying at another university in Germany** consists of two documents: eAT (electronic residence title with a photo in the size of a credit card) and a supplementary sheet (giving the exact details on admission: usually, the name of the university and subject studied). You already have the residence permit for studying, if you have studied at a German university before and you want to move to KIT and enroll here. Present the admission letter of KIT to your Aliens Registration Office and have the supple-

mentary sheet updated before you move to Karlsruhe and enroll at KIT. For enrollment, you have to present the valid eAT and the supplementary sheet (updated for KIT).

**The residence permit for studying at KIT** consists of two documents: eAT (electronic residence title with a photo in the size of a credit card) and a supplementary sheet (giving the exact details on admission: usually, KIT and the subject studied). You already have the residence permit for studying, if you are studying at KIT and now have applied for another subject in which you would like to enroll. Present the corresponding letter of admission of KIT to your Aliens Registration Office and have the supplementary sheet updated for your new subject before you come to enroll at KIT. For enrollment, you have to present the valid eAT and the supplementary sheet (updated for the new subject at KIT).

 **Change of subject and change of university:**  
Upon the start of your studies, a change of university or of the subject studied generally is possible within 18 months. After this period, a change will be permitted under certain conditions only. In any case, it is advisable to inform the Aliens Registration Office after admission and to have the supplementary sheet updated. If you change the subject or university without prior approval by the Aliens Registration Office, this change might not be permitted and you will have to leave the country without a degree.

**With a residence permit for seeking work upon graduation in Germany**, you can enroll at KIT for the purpose of study. Please note, however, that it is not

always possible to convert the residence permit for seeking work into a residence permit for study (e.g. when studying for a second master's degree in Germany). In this case, you are allowed to study, but have to leave the country upon expiry of your residence permit for seeking work (18 months), if you have not found a job. For enrollment, you have to present the valid eAT.

**The residence permit for family or spouse reunification and for family members of an EU citizen or the settlement permit** usually do not contain any restrictions regarding activity or education / training. Enrollment for studies is possible. Present the valid eAT for enrollment.

**If you have another residence permit for staying in Germany as an au-pair or trainee or for passing a voluntary year for social services (FSJ), an internship, or for attending school etc.,** contact your Aliens Registration Office in due time to find out whether you are allowed to directly start studies and whether the purpose of your stay can be changed

(e.g. from au-pair to study) in Germany. If the change of purpose is not possible and you have to apply for a new entry visa for the purposes of study with the German embassy in your home country, time for your departure, visa application, and return journey should be sufficient. If it is possible to change the purpose of your stay in Germany, apply for the change of the eAT and the update of the supplementary sheet with your Aliens Registration Office prior to enrollment by presenting the admission letter of KIT. For enrollment, you have to present the valid eAT for study purposes and the supplementary sheet (updated for KIT).

### 2.3 Proof of Financial Resources for Visa Application at the German Embassy and/or Application for a Residence Permit in Germany

**Non-EU students** must prove that they have **at least EUR 735 per month (EUR 8820 per year)** for the duration of their studies when applying for their residence permit / visa for the purposes of study. The following forms of proof are possible: You can present a **scholarship award notification** from a German foundation, university or from your home country. If the scholarship amount is below EUR 735 per month, you have to prove that you have the remaining financial resources.

**- A blocked account with a bank in Germany:** for a residence permit of one year, you have to deposit EUR 8820 on the bank account. Each month, you are allowed to withdraw EUR 735 only. Not all banks offer blocked accounts. From abroad, you can apply for a **blocked account with Deutsche Bank** (<https://www.deutsche-bank.de/pk/lp/international-clients.html>).



Every month, you are allowed to withdraw EUR 735 only from the blocked account. This amount will not suffice for the start of studies, as you will have to pay the semester charge and tuition fees, if applicable, as well as your rent and a deposit in the beginning. Plan to have an extra budget for your start. We recommend EUR 3000 in cash or on a foreign account.

**- A declaration of financial support in writing by your parents,** stating that all expenses during your stay for studies in Germany will be covered by your parents. This document must be submitted in the original and in German (or as a certified translation). As a rule, the signature must be certified by a notary or the German consulate and carry an official seal. In addition, certified proofs of your parents' income have to be presented (to confirm that financial resources are sufficient to fund your studies in Germany).

**- A declaration of commitment by relatives or persons knowing you:** The commitment is to be declared to the Aliens Registration Office or the German representation abroad. It can be issued for the entire study period. The persons have to prove to the authority that they are in a position to comply with this commitment (certified proofs of income).



Not all types of proof of financial resources from all countries are accepted by all German embassies. Please ask your German embassy in good time which proof of financial resources from your home country will be accepted by them.

### 2.4 Studies and Right of Residence



Manuel Balzer

There are some residence regulations you must observe. The list below is not complete, but contains the most important rules only. Violations of these regulations may be punished with fines or with the order of your immediate departure from Germany. You are obliged to immediately inform the Aliens Registration Office about any **changes of your living conditions**, such as a change of address due to relocation, termination of studies, planned change of the subject studied or of the university.

**Purpose:** Your residence permit for the purposes of study is bound to enrollment. As soon as you are no longer enrolled, your residence permit will expire.

**The total duration of your studies** (preparation for studies, bachelor's and master's program) must not exceed ten years. Upon expiry of these ten years, the residence permit may be withdrawn, even if you have not yet finished your studies.

**Studies and work:** As a student, you are allowed to work 120 full days (i.e. up to 8 hours/day) or 240 half days (i.e. up to 4 hours/day) every year. Activities at the university (as a student assistant or scientific assistant) can be pursued in addition to the 120 full or 240 half days. A mandatory internship also is not included in this permissible duration of work. If, however, the internship takes longer than required, every additional day is part of the 120/240 days.

**If you leave Germany for a period longer than six months during the term of validity of your residence permit,** you will no longer be allowed to enter Germany, as your residence permit becomes in-

valid after six months outside of the country (this also applies to the settlement permit). If you have to leave Germany for a longer period (e.g. for an internship or for exchange studies), inform the responsible Aliens Registration Office and have the return period extended. If you leave Germany for more than six months without informing the Aliens Registration Office, you will have to apply for a visa for re-entry. This also applies, if you stay within the EU.

# 3. Accommodation

**Admission to studies at KIT does not mean getting accommodation at a students residence. You have to look for a room or an apartment on your own.**

KIT does not possess any own students residences. The Studierendenwerk and private institutions offer 3000 residence rooms for about 40,000 students in Karlsruhe. Hence, you should plan to look for a shared apartment or a small flat on your own. Consider looking for accommodation outside of Karlsruhe, although your way to the university will be longer. Students from non-EU states need an own room with a rental contract in their name when applying for a residence permit. Without an own room, no residence permit can be applied for upon expiry of the entry visa.



Katarzyna Bialasiewicz / photographee.eu



## 3.1 Accommodation for the First Days

For accommodation on the first days after your arrival, we recommend the Karlsruhe Youth Hostel.

### Jugendherberge Karlsruhe

Moltkestraße 24

76131 Karlsruhe, Germany

<http://www.jugendherberge-bw.de/en>

[info@jugendherberge-karlsruhe.de/](mailto:info@jugendherberge-karlsruhe.de)

or

### Jugendherberge Pforzheim

Krähenekstraße 4

75180 Pforzheim, Germany

<https://pforzheim-dillweissenstein.jugendherberge.de/en/youth-hostels/pforzheim-dillweissenstein-22/portrait>

[info@jugendherberge-pforzheim.de](mailto:info@jugendherberge-pforzheim.de)

Other options for short-term rent are hostels, couch surfing offers, etc. If you do not get any room in a students residence, expect a long search for accommodation. Moreover, accommodation may be much more expensive than planned. Plan to have financial resources for a longer stay at a hostel/hotel.



## 3.2 Students Residences

### ... of the Studierendenwerk

The Studierendenwerk Karlsruhe-Pforzheim is the largest institution offering publicly funded and, hence, inexpensive students accommodation. Please apply for a flat in a residence as early as possible. Information on how to apply and on the different students residences of Studierendenwerk can be found on the homepage:

<https://www.sw-ka.de/en/>.

### ... of private institutions

Also private institutions run students residences in Karlsruhe and Pforzheim. The Studierendenwerk informs about their offers:

<https://www.sw-ka.de/en/>.



Gabi Zachmann



## 3.3 Private Accommodation



Gabi Zachmann

If you have not found any flat in a students residence, look for accommodation on the private market. An own flat always is more expensive than a room in a flat shared with others.

Rooms / flats in the city of Karlsruhe are more expensive than in the vicinity of Karlsruhe.



# 4. First Steps after Your Arrival



Lydia Albrecht

## 4.1 Registration at Your Place of Residence

**Within the first two weeks upon your arrival/ move-in, you have to register with the registration office (Einwohnermeldeamt) of your district/**

## 4.2 Opening a Bank Account

For paying your monthly rent, the semester charge, the monthly telephone bill, health insurance, etc., you need a bank account in Germany. In most cases, payment in cash is impossible. As a rule, you have to transfer the amount from a German bank account. For regular, monthly payments, you can give a standing order or a direct debit authorization. Then, the amount will be debited automatically from your account.

**For opening a bank account, you need the following documents:**

- Passport and visa/residence permit
- Confirmation of registration by the city or rental contract (see Chapter 4.1)
- Tax identification number. You can get this tax identification number from the Tax Authority (Finanzamt). Contact the Tax Authority responsible for your place of residence in order to be given this number in advance
- Letter of admission of the university (usually, the enrollment certificate for a cost-free student account can be submitted later on)

In most cases, an account may be opened online without you having to go to the bank personally:

- <https://www.deutsche-bank.de/pk/lp/international-clients.html>
- <https://www.sparkasse.de/>
- <https://www.commerzbank.de/portal/en/englisch/english.html>
- <https://www.sparda.de/#/>

Opening of a bank account may take several weeks. We therefore recommend you to have enough **money for the first weeks** or a foreign bank account. It is

**city. For registration, the following documents are required:**

- Passport / identity card
- Copy of your rental contract
- A confirmation by your landlord (e.g. see [website of the city of Karlsruhe](#)).

Contact the office responsible for your place of residence. For telephone information and making appointments with the Citizens Services Office, call the [central public authorities number 115](#).

List of the registration offices in Karlsruhe:

<https://web1.karlsruhe.de/service/d115/>

Other registration offices in the vicinity of Karlsruhe:

Here, you can look for the citizens or registration office responsible for you: <https://www.meldebox.de/>.

recommended to have an amount of at least EUR 3000 for the start. This amount cannot be withdrawn from your blocked account! It is possible to withdraw only EUR 735 per month from your blocked account. Have a part of the money in cash and a part on a foreign account. You will need this money to cover the tuition fees, rent, deposit, and subsistence. For renting a room or a flat, you will have to pay a deposit (usually, 2 – 3 monthly rents) and the first month's rent. Semester charges / tuition fees, see Chapter 6.6.



The monthly rent and the deposit cannot be paid by credit card.

Please remember to always inform your bank of **your current address**. This address can also be updated online, if necessary.

## 4.3 Application for a Residence Permit

Prior to the expiry of your entry visa, you have to apply for a residence permit with the Aliens Registration Office responsible for you. The responsible Aliens Registration Office depends on your place of residence. The Aliens Registration Office of the city of Karlsruhe is responsible for students living in the city of Karlsruhe only. If you live outside of Karlsruhe, you have to contact the Aliens Registration Office of your place of residence. If you move from another city in Germany to Karlsruhe, the Aliens Registration Office in Karlsruhe is responsible for you, as soon as you have registered with the city. As the Aliens Registration Office has to ask the previous authority responsible for you for your files, processing of your application will take several weeks. Think about the steps you can accomplish with your previous Aliens Registration Office before moving to Karlsruhe (e.g. change of the supplementary sheet in case of a change of the subject or university; see Chapter 2.2).

Prior to the expiry of the entry visa, students living in Karlsruhe have to ask the **Aliens Registration Office in Karlsruhe online** for an appointment for submission of the application for a residence permit. Note that waiting times for an appointment often are very long at the beginning of a semester.

When submitting your application, the following **documents** have to be presented:

- Completed [application form](#)
- 1 biometric passport photo
- Copy of your rental contract
- Copy of the letter of admission (or the enrollment certificate)
- Health insurance certificate (see Chapter 6.3)
- Proof of financial resources (see Chapter 2.3)
- Passport and copy of the passport
- Entry visa and copy of the entry visa

The **fees due** (between EUR 65 and 110 depending



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on the duration of the residence permit) to the Aliens Registration Office can be paid by credit or EC card.



The following types of appointments are distinguished: General service (advice only), application service and ordering the eAT (for submission of the application), collection of the residence permit.

## 4.4 Enrollment at KIT



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Come to enroll with the International Students Office on the enrollment days indicated (see information letter in the Applicants Portal). Later enrollment is possible in exceptional cases only. Information on enrollment and the necessary documents can be found in Chapter 6.

# 5. Preparing Your Studies

## 5.1 MINT-Kolleg of KIT

**MINT is the German acronym of mathematics, informatics (computer science), natural sciences, and engineering. The MINT-Kolleg offers subject-specific courses to supplement, support, and prepare your studies.**

**Preliminary courses in mathematics, informatics, natural sciences, and engineering of three weeks' duration in September and October to prepare your studies:** Before starting your bachelor's program, this is where you can brush up your knowledge. [Register](#) on the homepage of the MINT-Kolleg (in German only).

**The preparatory online course in mathematics** consists of test and learning units based on the curriculum of German secondary schools. Participation in the classroom preparatory course in mathematics is possible irrespective of participation in this online course. [More information](#) (in German only).

The DaF-MINT course addresses foreign student be-

ginners of all scientific and technical programs. More information can be found on the homepage of the MINT-Kolleg (in German only).

Apart from programs to prepare for studies, the MINT-Kolleg also offers courses parallel to studies for students of KIT in the first three semesters. Among the courses offered are specific basic courses, specific advanced courses, and online courses for basic knowledge (mathematics, informatics, physics, chemistry). In addition, courses on self-organization and a help desk for mathematics, informatics, physics, and chemistry are offered. [Further information](#) can be found on the homepage of the MINT-Kolleg (in German only).


## 5.2 DSH Test at KIT

Once per year, a DSH test (German language proficiency test) takes place at KIT. Here, applicants can participate, who have been admitted to studies at KIT subject to submission of a DSH-2 (or recognized equivalent) language test certificate for enrollment.

Participation in the DSH test is possible only after you have applied for studies at KIT and received an **admission letter**. It is not possible to participate in the DSH test with a **pre-registration** (Vormerkung) of KIT. The DSH test at KIT takes place **in September** before the start of the winter semester. No DSH test is offered before the start of the summer semester! Upon receipt of the admission letter to studies at KIT, you have to register for the DSH test. Registration can be made via the homepage of the Studienkolleg (the link is given in the admission letter). It is open on one day in August only.


**When you register for the DSH test**, send your admission letter in PDF format to the email address given on the homepage.

**Following a check of your KIT admission letter, you will receive a request for payment of the test fee of EUR 100.** Pay the test fee after you have received the request for payment only.

 The number of test participants is limited. Admission is granted in the order of registration. This means that not every student, who received an admission letter of KIT, can participate in the DSH test. You are not entitled to participation in the DSH test! Inform yourself in due time about alternative tests (e.g. TestDaF, Telc C1 Hochschule).

## 5.3 Orientation Weeks at KIT

Before the start of the lecturing period, students, together with the departments, organize a subject-specific O-phase for you as a student beginner. In this phase, you will be familiarized with KIT, your subject area, and you will meet fellow students, with whom you will spend the next years at KIT together. In addition, information will be provided on the **plan of lessons and on organizing studies and examinations, etc.** An overview of the O-phases is given at <https://www.asta-kit.de/de/o-phase> (in German only).

 Please note that some student representations of departments need your registration for the O-phase. The student representation (Fachschaft) is an organization of students of your subject. In the O-phase, it provides relevant information on your plan of lessons, studies, and on cultural activities. Not every program offers an O-phase at the beginning of the summer semester! If you do not participate in the O-phase, you will have to collect all the information required on your own!

## 5.4 Information on Planning Your Studies



To plan your studies well, read the examination regulations and the module manual for your program before starting the studies.

**Examination regulations** (Prüfungsordnung) are issued for every program. They specify the courses to be attended, whether you have to pass an internship, how often examinations can be repeated, or the deadlines to be observed. Hence, it is good to know the examination regulations before starting studies. If you have questions concerning the examination regulations, ask the Students Counseling Center (zib), your program advisors, the student representations or the examination committee of your program. The exami-

nation regulations can be found on the homepage of your study program.

**A module manual** (Modulhandbuch) is issued for every program. It describes the courses you have to attend and pass. You are given information about the type of examinations (presentation, written examination, oral examination), the number of lecturing hours (hours per week, credits), plans of your studies, mandatory electives, or the contents and scope of the bachelor's / master's thesis, etc. The module manual can be found on the homepage of your program.

## 5.5 Information Day for International Students prior to the Lecturing Period



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In the week before the lectures start, the International Students Office (IStO) organizes an **information day for new international students** at KIT. All international students coming to the International Students Office for enrollment will receive the invitation. On this information day, institutions of the city of Karlsruhe that might be important to you (e.g. the police, health insurance companies, Aliens Registration Office, Studierendenwerk) and KIT organizations (university groups, student representations, students counseling center, library) present themselves. If you have enrolled with IStO before, you can also collect your student pass (KIT card) on this day. Registration is not required. More information on the information day (venue and date) can be found online in your information letter in the Applicants Portal. During the event, you will be given important information about studies and everyday life in Karlsruhe. You will be given advice to facilitate the start and organization of your studies.



## 5.6 Students Groups

At KIT, there are a number of groups for the joint commitment of students. You can contact them, if you have questions relating to your studies, to studies

organization, or for the preparation of your travel to Germany (list of students groups).

## 5.7 Additional Information Relating to Admission

### Admission subject to the submission of a German language proficiency test certificate:

You have been admitted to studies, but not yet submitted the necessary German language proficiency test certificate. This certificate then has to be submitted when enrolling (dates are given in the information letter in the Applicants Portal).

Only the certificates listed in the admission letter will be recognized.

### Admission subject to the submission of the bachelor's certificate:

At the time of application for studies at KIT, you did not have your bachelor's certificate? Enrollment for a master's program is impossible without a bachelor's certificate. In the selection statutes of the master's programs (available online), the deadlines are indicated, by which the bachelor's certificate has to be presented.

### Admission subject to participation in courses not attended in the bachelor's program:

The Selection Commission for the master's program

has checked whether your bachelor's degree meets the specific admission requirements outlined in the selection statutes. This check has revealed, however, that you did not or not sufficiently attend some of the mandatory courses during your bachelor's program. For this reason, you are admitted to the master's program subject to passing these courses until the deadline given.



If you have not passed successfully these additional courses by the deadline given, admission will be withdrawn. Then, you will not be allowed to complete your studies at KIT.

The **deadline for attending the additional courses** is specified in the selection statutes and given in the admission letter. We recommend to inform yourself about the corresponding examination regulations immediately upon enrollment. Contact the examination committee of your program in order to clarify the examination conditions. Inform yourself about

- whether the course is offered every semester,
- how often the written examination can be repeated,
- the time of an oral examination,
- which deadlines have to be observed.

You cannot pass the additional examinations in due time in spite of good planning? Then contact the examination committee to find out as to when and in which form you have to apply for an **extension of the deadline**.

As a rule, you are given a period of one to three semesters to successfully pass the examinations (see admission letter). Often, **examinations** at KIT are organized after the **period for reregistration** for the next semester. As long as you have not passed the examination, you cannot reregister for the next semester.

Example: The reregistration period for the summer semester extends from January 15 to February 15. Your examination takes place in March only. Please, remit the reregistration fee within the period indicated. If you fail to do so, you cannot be enrolled for the summer semester after you have passed the examination successfully and you will have to reapply for the program again. As soon as you have passed the additional mandatory courses, present the examination certificates together with your admission letter to the Students Office.



During the reregistration period, the bank account of KIT can be found in the Students Campus Management Portal.



Andrea Fabri





# 6. Enrollment

## 6.1 When and Where Do I Have to Enroll?

**Your admission letter and an additional information letter are made available online by the International Students Office (IStO). Both documents can be downloaded in the online Applicants Portal.**

The official enrollment times are given in the information letter. During this time, IStO is open for you on every working day.


If you enroll after the official enrollment period, your enrollment will be delayed and you will have to wait longer for your enrollment certificate and the KIT card. Outside of the official enrollment period, contact us during our office hours (Monday, Wednesday, Friday from 9:30 – 11.30 am).

Note that enrollment after the start of the lecturing period is possible in exceptional cases only. Contact your official in charge (see admission letter) and explain the reason for the delayed enrollment.

Enrollment takes place at the International Students Office (IStO).

Our address:  
International Students Office  
Adenauerring 2  
76131 Karlsruhe, Germany  
Building 50.20

Next tram station:  
Karlsruhe Durlacher Tor / KIT-Campus Süd

 Do not miss to attend the information events offered by us (O-phase, information day, etc.) even if you have not yet enrolled. Here, you will get all the information you need for starting your studies.

## 6.2 Documents Required for Enrollment


For enrollment, you need general documents (health insurance certificate, passport photo, etc.) as well as certificates.

### General documents:

- Admission letter
- Completed registration form (<https://www.intl.kit.edu/studies/3368.php>)
- Health insurance certificate (see Chapter 6.3)
- German language proficiency certificate for programs in German (see Chapter 6.4)
- English language proficiency certificate for programs in English (see Chapter 6.5)
- Passport photo
- Confirmation (receipt, account statement) of payment of the semester charge and tuition fees, if applicable (see information letter, par. 2), with the purpose being indicated
- Passport with entry visa for the purposes of study (see Chapter 2.1) or passport with eAT and updated supplementary sheet, if you have already been in Germany for a longer period of time and have a residence permit (see Chapter 2.2)
- Exmatriculation certificate, if you have already studied at a university in Germany (see Chapter 6.7)
- Admission to a bachelor's program:  
Certificate of participation in a study orientation test (see Chapter 6.8)

### Certificates needed for admission to bachelor's programs:

- School-leaving certificate in the original language and certified translation of it
- If you have already studied in your home country: Original academic transcripts (list of courses and grades) and certified translations of them
- If you have completed a preparatory course (Studienkolleg), certificate of the Feststellungsprüfung (aptitude test)
- Certificates needed for admission to master's programs:
  - Original bachelor's certificate and certified translation of it
  - Original transcript and certified translation (the transcript is the complete list of courses and grades during your studies)
- If you have applied without a bachelor's degree:  
Originals and simple copies of all documents received during the bachelor's program

 Original documents: All certificates have to be submitted in original form.



Tanja Meißner

## 6.3 Health Insurance

Every applicant must submit an **insurance certificate of a statutory German health insurance company** at the time of enrollment at KIT at the latest. This certificate is also required, if you wish to have a private health insurance. If the university or the subject is changed, a new health insurance certificate has to be submitted.

Note that you have to decide on the type of health insurance (private or statutory) before enrollment already. During studies, a change of health insurance usually is impossible.

[A list of all statutory health insurance companies](#) is given here.

Students with a health insurance from the EU, Switzerland or Turkey are referred to Chapter 6.3.

International students can insure with a **German statutory health insurance company**. Exception: If you are older than 30 years or in the 15th semester or higher when enrolling, taking out a student statutory health insurance is no longer possible. Also doctoral students have to take out a private health insurance (in these cases, note Chapter 6.3).

The monthly contribution (about EUR 90) and the scope of services are specified by law. When consulting a doctor or staying at a hospital, you do not have to pay all expenses. However, small extra payments are charged for prescribed medicine (usually EUR 5) and for stays at hospitals (EUR 10 per day). Depending on your income, exemption from these extra payments is possible. Not all services of dentists or ophthalmologists are fully covered. For detailed information, ask your insurance company.

If you choose a statutory health insurance, you may obtain the necessary documents when enrolling at IStO or you can contact the statutory health insurance company directly. Submit your admission letter to the health insurance company and ask for the documents required for enrollment at the university.


### Documents for Enrollment at the University:

You need the health insurance certificate for submission to a university (the so-called triple form). This

certificate consists of the following parts:

- An insurance certificate for submission to the university (it informs about the status of your insurance and remains with the university)
- Two not yet completed registration forms for the university in duplicate (KIT will complete these forms and inform the health insurance company about your enrollment)

A simple membership certificate or the copy of your health insurance card is not sufficient! For **enrollment**, you will always need special certificates.

 Insurance coverage will start at the official beginning of the semester at the earliest (April 1 / October 1, even if you enroll some days earlier) or at the date of enrollment at the latest. If you do not pay the monthly contributions during your studies, insurance coverage may be lost and you may be exmatriculated by the university. If you have difficulties to pay, contact your health insurance company in due time. Often, insurance contributions may be deferred or paid in instalments.

Please remember to always inform your health insurance company about **your current address**. When you move, inform your health insurance company immediately.

There is a large number of **private health insurance companies** in Germany. Often, monthly contributions initially are below those of statutory insurance companies. But this may change in the course of time. As a rule, contributions increase with increasing age. Usually, you will have to pay the doctor's fees and medication. Upon request, these payments will then be reimbursed partly by the health insurance company. Private health insurance does not cover all previous illnesses known. Hospital stays and medical consultations are very expensive in Germany. A foreign health insurance also is considered a private



Patrick Langer

insurance. Note that the high costs of the German healthcare system are not always covered by foreign insurance companies. Moreover, foreign health insurances are accepted in Germany under certain conditions only. Ask a statutory health insurance company whether your insurance is sufficient in Germany. There, you will have to present the insurance policy of your private (German or foreign) health insurance. If you are insured with a private health insurance company in your home country that is also valid in Germany, you need a written confirmation of your health insurance (in German or English) in your home country. This confirmation is to state that you have a health insurance valid in Germany that provides you with sufficient coverage (insurance sum of at least EUR 100,000).



Note that a regular travel health insurance is not accepted.

If you have taken out a private insurance for the duration of your studies or wish to do so, you will still need a **German statutory health insurance certificate** for enrollment at the university (see above). For enrollment, you will need the **“Versicherungsbescheinigung zur Vorlage bei einer Hochschule”** (insurance certificate for submission to a university) of a statutory health insurance company. This certificate confirms that your private health insurance meets the requirements and that your health insurance coverage is sufficient. An insurance certificate of your private health insurance company or the insurance policy is not sufficient for enrollment. You will always need the special insurance certificate issued by a German statutory health insurance company for enrollment. **Applicants from EU member states and Switzerland**, who have an EHIC European Health Insurance Card, do not need any additional insurance in Germany. The EHIC, however, is not sufficient for enrollment at a university. You need a **special insurance certificate**

**for enrollment**, which is issued by a German statutory health insurance company. There, you will receive this insurance certificate upon presentation of your admission letter and the valid EHIC. During the official enrollment period, you can obtain the certificate of a statutory health insurance company directly at IStO. Before and after the official enrollment period, contact one of the statutory health insurance companies directly.

#### 6.4 German Language Proficiency Certificate

When enrolling for a study program in German, one of the following certificates has to be presented:

- **DSH2** (DSH1 is not sufficient for enrollment at KIT)
- **TestDaF 4444** (with only one 3 as a partial grade, enrollment is not possible)
- **Telc C1 Hochschule**
- **DSD 2**



The German Language Proficiency Certificate has to be submitted in the original form (with the original stamp and signature of the issuing institution) and as a simple copy. Without one of the above German Language Proficiency Certificates, enrollment for studies at KIT is not possible.

**Citizens from countries having a social insurance agreement with Germany (e.g. Turkey):** If you have a statutory health insurance in your home country, ask your insurance company for a form that certifies your health insurance abroad. Depending on the country, the forms have different names, such as E-111, AT11, ATN11, or BH6. Present this form together with the admission letter to a German statutory health insurance company. There, you will receive the **“Versicherungsbescheinigung zur Vorlage bei einer Hochschule”** (insurance certificate for submission to a university) that is required for enrollment. This certificate confirms that your health insurance is valid and that your health insurance coverage is sufficient. During the official enrollment period, representatives of statutory health insurance companies are present at IStO and you can get the necessary certificate directly there. Before and after the official enrollment period, contact one of the statutory health insurance companies directly. The certificate of a social insurance agreement or an insurance policy from abroad is not sufficient for enrollment! You always need the special insurance certificate for enrollment, which is issued by a German statutory health insurance company.

## 6.5 English Language Proficiency Certificate


If the English language proficiency requirements for your master's program in the English language are not fulfilled at the time of application, one of the certificates listed in the admission letter with a sufficient test result has to be submitted for enrollment. As a rule,

enrollment is not possible without an English language proficiency certificate and admission will expire. During enrollment, present the original certificate and a simple copy of it.

## 6.6 Semester Charge and Tuition Fees



and you cannot be enrolled directly. Note that the purpose of payment and your name have to be indicated on the transfer voucher. The transfer voucher should also contain the most important information in English. **You can also transfer the fees and charges from a German bank account:** Note that the purpose of payment and your name have to be indicated on the transfer voucher. It will take at least five bank working days until the money will be received by KIT.

 We do not accept any cash payments during enrollment. Hence, the fees cannot be paid directly to us.

The amount to be paid prior to enrollment is indicated in the information letter (available in the Applicants Portal). Enrollment is possible only after the payment has arrived on the account of KIT. The bank data of KIT and the purpose of payment that has to be indicated are also given in the information letter. The purpose of payment varies for every person.

When enrolling for studies, you have to submit a **confirmation by the bank** that you have paid the fees. This may be an account statement with the respective debit (for a German account), a transfer voucher (when transferring the money from abroad or from another account in Germany), or the receipt of the cash payment.

### Payments can be made from abroad already:

We recommend to transfer the payments from abroad. Note that the foreign bank and the bank of KIT charge fees for bank transfer. When transferring the amount, point out that all fees and charges are to be at your expense. Otherwise, KIT will not receive the full amount

Semester charges have to be paid by all students not only at the time of enrollment, but every semester:

Administrative charge	EUR 70,00	All students
Charge for the Studierendenwerk	EUR 77,70	All students
Students' Union charge	EUR 5,99	All students
	Total: EUR153,69	

**All students of the master's program of Altbauinstandsetzung** (Renovation of old buildings) have to pay tuition fees in the amount of EUR 1500.- in addition to the semester charges.

Tuition fees for the master's program of Altbauinstandsetzung (Renovation of old buildings)	EUR 1500,00	All students of the program
Administrative charge	EUR 70,00	All students
Charge for the Studierendenwerk	EUR 77,70	All students
Charge for the Students' Union	EUR 5,99	All students
	Total: EUR 1653,69	

As a rule, **international students**, who are citizens of non-EU countries, have to pay tuition fees in the amount of EUR 1500.- in addition to the semester charges every semester. Only few **international students can be exempted from the obligation to pay tuition fees**. Students of **EU or EEA citizenship** do not have to pay any additional tuition fees. Information on tuition fees and exceptions is given on our [homepage](#).

Tuition fees for international students	EUR 1500,00	Students from non-EU countries
Administrative charge	EUR 70,00	All students
Charge for the Studierendenwerk	EUR 77,70	All students
Charge for the Students' Union	EUR 5,99	All students
	Total: EUR 1653,69	

**Tuition fees for second-degree studies** in the amount of EUR 650 per semester have to be paid by students who already have a **German bachelor's degree** and register for a second (or another) bachelor's program and students

who already have a **German master's degree** and register for a second (or another) master's program. International students who already pay tuition fees for international students, are not obliged to pay tuition fees for second-degree studies.

Tuition fees for second-degree studies	EUR 650,00	All students targeting for a second degree
Administrative charge	EUR 70,00	All students
Charge for the Studierendenwerk	EUR 77,70	All students
Charge for the Students' Union	EUR 5,99	All students
	Total: EUR 803,69	

## 6.7 Certificate of Deregistration

If you have already studied at a university in Germany, you will have to present a deregistration or exmatriculation certificate of this university when enrolling at KIT. This also applies when you were enrolled as an exchange or ERASMUS student or when your studies took place many years ago.

Enrollment without a deregistration certificate is impossible, if you were enrolled at another university in

Germany before your studies at KIT already.



Registration at two German universities at the same time is not possible. Before enrolling at KIT, you have to deregister at your previous university.



## 6.8 Certificate of Participation in a Study Orientation Test

For enrollment in a **bachelor's program**, you have to prove that you have participated in a study orientation test. This is no test of knowledge, but a self-orientation test. When enrolling for **master's programs**, this certificate is not required.

The following study orientation tests are accepted:

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

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

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



# 7. Checklist for the Start in Karlsruhe

## Registration in the city / at the place of residence (page 10)

Passport / identity card

Copy of your rental contract

Confirmation by your landlord

## Opening of a bank account (page 10)

Online application for opening a bank account

Passport and visa / residence permit

Confirmation of registration with the city or rental contract

Admission letter of the university (or tax identification number)

## Payment of semester charges (page 20)

See information letter: indicate your individualized purpose of payment given in the information letter. Every applicant has his/her own individualized purpose

of payment. Do not use the purpose of payment of another applicant.

## Application for a residence permit or change/extension of the residence permit (page 11)

Completed application form

Biometric passport photo

Copy of your rental contract

Copy of your admission letter (or enrollment certificate)

Health insurance certificate

Passport and certified copy of the passport

Proof of financial resources

Entry visa and certified copy of the entry visa

EC/credit card for payment of the fees

## Enrollment at KIT (page 16)

Admission letter

Completed application for enrollment / [registration](#)

Health insurance certificate

Study programs in German: German language proficiency certificate

Study programs in English: English language proficiency certificate

Passport photo

Confirmation of payment of semester charges and tuition fees (account statement, receipt) (see information letter, par. 2): indicate the purpose of payment!

Passport with entry visa for the purposes of study or

Passport with eAT and supplementary sheet, if you have been in Germany for a longer period and have a residence permit already

Deregistration certificate, if you were enrolled at a German university already

Admission to bachelor's programs: certificate of participation in a study orientation test

Admission to a bachelor's program:

- Originals of your school-leaving certificate and of additional documents, if applicable (university admission test, certificates of studies, ...)

- Certified translations of your school-leaving certificate and of other documents, if applicable, in the original form

Admission to master's programs:

- Original of your bachelor's certificate (certificate and transcript)

- Certified translation of your bachelor's certificate (certificate and transcript) in the original form

Manuel Balzer



### Contact

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