

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

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

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

Entry requirements

- a) Students with citizenship of the EU/EFTA states and some other countries (USA, Australia, Brazil, Israel, Japan, Canada, Republic of Korea, New Zealand; Switzerland) may enter Germany without a visa. Here you can find [updated information](#).
- b) Students without EU/EFTA citizenship that study in an EU/EFTA member state with a valid residence permit for **study purposes** in that EU/EFTA member state if coming on exchange to TUM for up to 360 days, those students:
 - either need to apply for a visa (by their own)
 - or need to obtain a confirmation of the German BAMF (done by TUM).

This is a new EU Directive (Directive 2016/801/EU - enacted on May 23, 2018 by all EU member states). If you already have a new permit [related to this new Directive 2016/801/EU](#), you can ignore the following part and enter Germany with this new permission. Please check with your home university about this matter!

What to do first?

As soon as you are [thinking about applying for exchange at TUM](#), please contact the German Embassy in your country of studying to receive the information if you need to apply for a visa or if TUM needs to apply for the BAMF confirmation.

[Visa application is necessary?](#) → Hold on all information from [the German Embassy](#).

[BAMF confirmation is necessary ?](#) → Hold on all information you will receive from TUM G&A.

IMPORTANT pre-information for students who need a [BAMF confirmation](#):

In order to apply for a BAMF confirmation TUM needs different documents, above others: a **valid residence permit** for purpose of [studying](#) (no long term, short term, family etc. reason) in your country of studying, a **valid passport**, **health insurance for Germany**, **prove of living costs**.

Already when [thinking about applying for exchange at TUM](#), **please check the validation of these documents and heck if you can prove the living costs of 853€/month** (scholarship, sponsor,

blocked account, declaration of the earning capacity and financial circumstances of your parents, commitment, educational load/credit)! **All need to be a valid for the whole time you are at TUM!**

If they expire before immediately apply for new ones early in advance! Only with a new permit / passport (confirmations of order etc. are not accepted) valid for the time you are at TUM, TUM can apply for the BAMF confirmation!

To apply for a new permit / ID can last months! In some countries you can only apply for a new permit after the old one expires (e.g. it expires in September, you can only apply for a new in September and will receive the new one in November/December. Only following TUM could apply for the BAMF confirmation which you would receive in January, as the entire BAMF process may take 6 or more weeks. But winter semester starts already in October and courses end by mid of February).

Please take this into consideration when planning the time of your exchange, as without BAMF confirmation you have not the legal permission to enter Germany for studying and legally are not allowed to start studying at TUM!

It is the responsibility of the respective students to obtain all necessary information from TUM Global & Alumni Office for the BAMF confirmation. We will do our best to inform those students based on the information provided to us about the necessary steps in mid-July (for the winter term) / mid-December (for the summer term). In case you belong to the group of students described above and did not receive the information e-mail, please contact us immediately!

For questions please first of all check with your home university. As this is a new EU Directive, your home university is informed about all as well.

Contacts at TUM:

- EU Exchange programs (all EU countries except Czech Republic, Greece, Portugal, Slovakia, Slovenia, Spain, Turkey): [Dörte Ptassek](#)
 - EU Exchange programs (only Czech Republic, Greece, Portugal, Slovakia, Slovenia, Spain, Turkey): [Lucia Celinkovic](#)
 - EU Internship programs (all countries): [Dalma Alagha](#)
- c) 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 students need the letter of admission by TUM, which you will receive via 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), 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!**

Residents' registration office

Every resident of Germany is required to register his/her address within 14 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.

Place of residence in 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.

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.

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.

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!

Applying for a residence permit

- a) Students with citizenship of EU/EFTA member 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) Students without EU/EFTA citizenship that study in an EU/EFTA member state with a valid residence permit for study purposes in that EU/EFTA member state: see “Entry Requirements”! If you entered Germany with a visa, you need to apply for residence permit by your own. If TUM arranged the BAMF confirmation for you, you do not need to apply for residence permit.
- c) Students 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.
- d) Students 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 and, 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 853€: financing must be secure for at least 1 year. If you are granted a scholarship of less than 853€ 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 100 €; extension 93 €

Places where the residence permit must be applied for:

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

Since February 2019, [appointments need to be done online!](#) (Link in German: choose number of people for an appointment. Click “Weiter”. Choose date / time. Enter personal data. Click “Reservierung abschließen”). Dates can be made 120 days in advance.

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.

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)

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).

Health insurance

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! After you received the TUM admission letter, please arrange your insurance for enrollment as described below.

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 and Barmer 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:

- Live in a country with which Germany has a [social security convention](#) (=successor stated of the former Yugoslavia, Turkey, Tunisia; Switzerland): please also send a copy of their own insurance to one of the German national health insurance companies. Follow the instructions under point 1 and replace the EHIC card by your own insurance.
- **Have a travel insurance: these policies will not be accepted!**
- Are insured in their respective home country: **practically no international health insurances are recognized in Germany for enrollment at an institute of higher education, as coverage is too low!**

In case you want to try to discuss an exemption from mandatory health insurance please see point 1 (**chances of success are very low!**) and contact one of the statutory health insurance companies in order to clarify this. In case your own insurance cannot be accepted for enrollment (what is usually the case), you need to buy a German national health insurance (see point 3). **For the unlikely case that you will receive an exemption**, it will be valid for the entire duration of the studies (and sometimes beyond) 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 case of 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. Therefore, 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: The Students' tariff is currently between 90 and 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.

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.

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:

Mrs Andrea Hollinger (muenchen.studenten@service.by.aok.de), Tel.: 089-5444-2875; Fax: 089-5444-1402875

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

AOK Freising

Wippenhauserstr. 6, 85354 Freising

Contact person:

Mrs Monika Schuhmann (freising.team@service.by.aok.de), Tel.: 08161 /182-234

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

AOK Straubing

Bahnhofstr. 28, 94315 Straubing

Contact person:

Mr Markus Schuirer (markus.schuirer@by.aok.de), Tel.: 09421 / 865-261

Barmer

Contact person in Munich:

Barmer Munich, Ottostrasse 3-5, 80333 Munich

Mr Dietmar Vollath (dietmar.vollath@barmer.de), Tel.: 0800 333004 207-239 oder 089 9924938-39,

Fax: 0800 333004 207-249

Contact person in Freising:

Barmer Freising, Obere Hauptstrasse 48, 5085354 Freising

Mr Marc Müller (marc.mueller@barmer.de), FreeCall: 0800-333004 207539
Internet: <https://www.barmer.de/en>

DAK Gesundheit ([Online Antrag](#))

Munich Center / Student-Office

Nymphenburgerstrasse 13, 80335 Munich

Contact person: Mrs Saskia Walter (Saskia.walter@dak.de), Tel.: 0711 – 550834 1117- Consultation hours by arrangement.

Internet: www.dak.de

Techniker Krankenkasse (TK) Munich

Elisenstr. 3, 80335 Munich

Contact person in Munich:

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

Contact person in Garching:

Mr Andreas Werhahn (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

General information and explanations regarding health insurance companies in Germany:

www.hiffs.de/

[www.1a.net/versicherung/health insurance/international](http://www.1a.net/versicherung/health%20insurance/international)

www.deutscheinsurance.de

Other insurances

At TUM enrolled students have an [accident insurance and way to/from the university accident insurance](#) - link only available in German (see page of [student union](#) as well). Additionally to the health insurance you need for your enrollment, it is advisable to buy [a liability insurance](#) as well: E.g. in case you accidentally break a piece of furniture in a rented room or cause a car accident as a pedestrian, you need to pay the damages by yourself, as in Germany anybody who injures a person or damages someone's property is held liable. In this case a liability insurance is helpful.

If you work at TUM, make an internship,....., please contact the TUM laboratory head of your laboratory to receive the information which insurances are necessary in his laboratory as well. These information cannot be given by Global & Alumni Office, as it depends on the laboratory.

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 and <https://db.alumni.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.

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