

Road-Map for Incoming students from the USA & Canada

City Registration: Register your new address in Freiburg with the city (you will do this with the team, so please refer to the Welcome-Week Schedule for the exact date).

You will need:

- Your address in Freiburg in a written form

Health Insurance in Germany covers a great amount of the percentage, in most cases 100% when you go visit a doctor or have an accident or need a surgery. Which is great news! The problem, in order to be a part of this system, you will need to pay around 100 Euros per Month to **gesetzliche** Krankenkassen (health insurance companies) such as TK, AOK or others.

If you already have an American international insurance and you will want to opt-out of the German health insurance, you need to obtain a Confirmation-Dokument (Bestätigung) from TK or AOK that your **privat** insurance (American insurance) is sufficient to cover any high-costs that could happen this semester.

If you consider coming back to study in the future to Germany (for your Masters for example), you need to reconsider your health insurance, because in the future you will need to continue with the same option you choose now: either *gesetzlich* oder *privat* health insurance. With private health insurance, you can also change which one exactly you would like later on but you cannot enter the general *gesetzlich* German health insurance once you opt-out of it (exception: if you come back to pursue a Masters and is in a different field than your Bachelors). That is why it is worth considering to also be insured through the *gesetzlich* health insurance if you think you could come back in the future.

To obtain the Confirmation-Dokument, you will need:

- to take your international health insurance policy from the USA to AOK or TK

To register with a *gesetzlich Krankenkasse*, you will need:

- Passport
- Letter of Acceptance and/or Confirmation of Immatrikulation at the PH
- address in Freiburg
- German Bank account information, since the money will be automatically withdrawn on a set date*

Ausländerbehörde: Obtain your Study Visa!

Most international students obtain a Study Visa before they can enter Germany, but as North Americans you can enter on a Tourist Visa, which expires after three months. So we recommend obtaining your study Visa within the first three weeks of your stay in Freiburg, to avoid any problems. Because this office is usually really busy, we recommend to go right before the office opens so your waiting time will be about an hour.

- Check for updates at: <http://www.freiburg.de>
- Address: Berliner Allee 1, 79114 Freiburg



Opening a Bank account in Freiburg is necessary for students from the USA, because the rent for the dorm will be automatically removed from this account. Please make sure you open your bank account before you sign the room contract (look at Welcome-Week schedule for the assigned date).*

In order to open up a bank account, many banks will request that you make an appointment about a week in advance.



Questions to ask before deciding on a bank and making an appointment:

- Are there any fees involved with the student-bank account?
- Can I open an account even if I just stay six months? (Most banks will not open an account if the planned stay in Freiburg is less than a year, this is why it is important to ask and consider this information).

You will need:

- Passport & passport copy
- Printed copy of acceptance letter from the PH
- Your address in Freiburg in a written form



Sign your room contract with Studierendenwerk Freiburg-Schwarzwald (SwFR)!

We will do this as a group, so please refer to the Welcome-Week Schedule for the exact date

You will need:

- bank account Information (BIC, BIZ, IBAN)

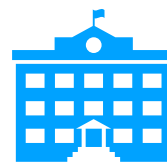
Why do they need my bank information? SwFR is in charge of the dorms on campus and in the Freiburg area, and on a determined day every month, they will automatically withdraw the amount for your rent. This means, it is your responsibility that this amount is in your account every month by the determined day.



Receive your PH Card! We will hand-out your PH Card on a set date, and please make sure its validate it in one of the Validation-Machines at the PH. If a card is valid, the expiration date is printed on it.

Make sure we have received the followings from you, in order to obtain your PH Card:

- TK or AOK Confirmation that your insurance from back home is sufficient or a Confirmation document from TK or AOK or another gesetzlich insurance that you have a contract with them
- Paid fees with PH (we might need a confirmation from our financial office)



**In the case of the Bank account paperwork taking longer, the option to pay rent & German insurance the first month in cash could be viable.*

What you will need:

- 50 Euros in cash
- Passport and Passport-size photo (you can google "automat Pass photo Freiburg" to find an automatic-machine)
- a signed letter from your parents that they financially support you during your exchange
- a scanned document of your parents income as proof they can support your stay in Germany
- Confirmation Document of health insurance
- copy of your Room Contract
- Passport
- Certificate of Enrollment or Acceptance letter

Monday	7:30AM–12:30PM
Tuesday	7:30AM–12:30PM
Wednesday	7:30AM–5:30PM
Thursday	7:30AM–4PM
Friday	7:30AM–12:30PM
Saturday	Closed
Sunday	Closed