



# Frequently Asked Questions

**Master of Business Administration (MBA)  
Darmstadt University of Applied Sciences**



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## **Welcome to the MBA programme at Darmstadt University of Applied Sciences!**

This programme offers you the opportunity of planning a career in Germany whilst attaining an MBA. The part-time structure of the programme conveniently enables you to combine a job, an internship or intensive German language courses with continuing education. The outstanding economic significance of Darmstadt and its surroundings offer best conditions to enter the local job market. With our Services for international students we will help you organising your stay in Germany and support your personal and professional development.

### **1) Why should I choose Darmstadt for studying?**

Darmstadt is located in the Rhine-Main region, which is well-known as the economic hub of Europe. The fully-developed infrastructure enables very good transportation to nearly any place in Europe making it easy for you to explore every spot you like and does not at least attract multinational companies to the region. A total number of 108,740 registered companies is host for more than 2 million employees, thereby accounting for a GVA (Gross Value Added) of around 180 billion euro. Several large international companies such as Accenture, Bosch, Deutsche Bank, Evonik Industries, Merck, Procter & Gamble, Siemens and many more gained ground in and around Darmstadt.

Located at the heart of Europe, the Rhine-Main Region is home for 5.5 million inhabitants on 14,755km<sup>2</sup> and also Germany's most cosmopolitan region. The centre of the region, Frankfurt am Main, the surrounding cities are not less worth a visit. Nearby, you will find many cities rich of culture such as Heidelberg (40 min.) or Mainz (20 min.). Frankfurt, Germany's financial centre, is the head-quarter of the European Central Bank (ECB) and the hometown of Johann-Wolfgang von Goethe. Heidelberg is known for its famous castle and stunning flair in its historic centre. Bright carnival is celebrated in Mainz and many heritage sites take you back in the past.

#### **In short, Darmstadt offers an advantage because of the**

- Economic strength and job opportunities
- Excellent infrastructure and location
- Cultural sights and heritages in and around the city

## 2) Which special support can I receive in the MBA programme?

The MBA management team wants to help you organising your stay in Germany and to support your personal and professional development. In our MBA programme, you will have the opportunity to profit from our network and infrastructure. Our aim is to help you organising your stay in Germany and create more value for you and your career. Our services for international students include:

- Buddy system for students from abroad
- Help in finding accommodation
- German language courses
- Intercultural trainings
- Application trainings
- Advice regarding visa and work permit
- Finding jobs and internships through our network
- Pursuing a broad range of sports like badminton, boxing, basketball, soccer, rugby, swimming, diving, table tennis, volleyball, workout in the gym and many more (besides that, more than 100 sports organisations offer over 1500 possibilities to pursue your favourite sport)
- Free public transport using the student-rail pass
- Cultural activities
- Getting in touch with other international and German students
- Regular events like fireside chats, guest-lectures and discussion-panels with corporate representatives
- Up-to-date classroom technology, free Wi-Fi on campus, extensive library access, e-learning

## 3) How is the application procedure?

Applicants with foreign university degrees are requested to apply via Uni-Assist Berlin. After your online-registration on <http://www.uni-assist.de/service-portal.html> and transfer of the handling fees to Uni-Assist, you have to send your complete application documents to Uni-Assist Berlin:

**Hochschule Darmstadt**

**c/o Uni-Assist e.V.**

**Geneststraße 5**

**D-10829 Berlin**

A detailed list of the required application documents can be found on

<http://www.mba.h-da.de> and on <http://www.uni-assist.de>.

A submission of your documents to h\_da is not necessary. Uni-Assist will submit your dossier after examination to the MBA Examination Board at h\_da for further processing.

### **Application deadlines for applicants with foreign university degree**

Admission for the winter semester (which commences in October): 1 June

**Tip:** Initiate your admission process as soon as possible. The recognition of foreign university degree, visa issuance procedures, and the relocation from one country to another are all time-consuming.

### **Admission requirements:**

- Graduation from a first degree programme/an above average economics or non-economics university degree
- An equivalent of 210 credit points (CP) according to the European Credit Transfer System (ECTS). Applicants with less than 210 CP are expected to take preparation courses.
- Adequate basic knowledge of Business Administration. Applicants, who do not have adequate basic economic knowledge, are expected to take preparation courses.
- A minimum of three years of professional experience after graduation.
- Comprehensive knowledge of the English language and a corresponding test certificate.

## **4) Which kind of visa do I need in order to come to Germany?**

You need different documents to get the permission to enter Germany. The most important one is the visa. You should apply for it in advance, because the processing of your documents takes a while. You can apply for it at the German embassy or consulate in your home country. You can

find the addresses of the German embassy and the consulate in your home country on the website of the Federal Foreign Office

([http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html))

### **For your MBA you will need a National Visa:**

If you wish to study you must make sure right from the beginning that you apply for a **national visa for the purpose of studying (student visa)**. As a rule, you will have to present the following papers and documents to the relevant German mission abroad (e.g. embassy or consulate in your country):

- letter of admission from the German university
- health insurance policy
- proof of any academic credits gained or examinations passed
- proof of any German language skills you may have or of your plans to take a language course in Germany
- documents that prove how you intend to finance your living expenses while you are studying

### **Tip:**

Student applicants who have not yet been admitted to a German university should apply for a **Student Application Visa**. It is valid for three months and can be converted into a residence permit for the purpose of studying once you have been admitted to a higher education institution. Please note, that not every country issues a Student Application Visa.

You must, after arriving in Germany and having reported to the registration authority, go to the Foreigners Authority in your university town to apply for a residence permit for the purpose of studying. For further information please check:

<http://www.study-in.de/en/study/admission-requirements/before-you-leave/visa/>

## **5) How is the detailed visa procedure?**

Generally speaking, all other foreigners require a visa for stays in Germany. A visa is not required for semi-annual visits of up to 90 days for nationals of those countries for which the European Community has abolished the visa requirement.

### **Bodies responsible for issuing visas:**

Responsibility for issuing visas lies with the missions of the Federal Republic of Germany, i.e. its embassies and consulates. In principle, the Federal Foreign Office is not involved in decisions on individual visa applications, nor does it have any knowledge of the status of individual applications being processed by the missions. Local responsibility for issuing the visa lies with the mission responsible for the area in which the applicant has his/her ordinary residence or domicile. Subject-matter responsibility lies with the mission of the Schengen state in whose territory the sole or main destination is situated.

**Visa fees:** Since 14 May 2008, the fee for all types of visas has been EUR 60.

### **Time required to process a visa application:**

As a rule, missions require between two and ten working days to decide on an application for a short stay visa. Applications for visas entitling the holder to a longer stay or to take up gainful employment **may take several weeks or months to process.**

During the peak travel season there may be a waiting period for making an application to a German mission. Persons requiring a visa to enter Germany should therefore submit their applications in good time.

### **Application procedure:**

As a rule, applicants must submit visa applications, together with all necessary documents, in person at the German mission responsible for their place of residence. In order to avoid time-consuming requests for additional information or documentation, applicants should consult the website of the respective mission well in advance of their departure date to find out about the visa procedure and about the documentation which has to be submitted. Visa application forms can be obtained from the mission free of charge (in the local language). The forms submitted must be original versions in the appropriate language of the mission in question. Application forms may also be downloaded free of charge from the website of the competent mission.

### **Requirements for the issue of visas for longer stays and/or stays entitling the holder to take up gainful employment:**

As a rule, all foreigners require visas for stays of more than three months or stays leading to gainful employment. They must apply for visas at the competent mission before arriving in the country. Such visa applications must be approved by the relevant Foreigners Authority in Ger-



many, i.e. the Foreigners Authority in the place where the applicant intends to take up residence. If the approval of the Foreigners Authority is necessary before a visa can be issued, the procedure can take up to three months, in some cases longer, since the Foreigners Authority will often consult other authorities (e.g. the Federal Employment Agency). Missions may only issue visas once they have obtained the approval of the Foreigners Authority.

Visa application forms for a long-term stay (longer than three months) can be obtained from the relevant mission free of charge. Please contact the mission beforehand to find out exactly which forms are required.

The Foreigners Authorities are also responsible for measures and decisions pertaining to residence law for foreigners already residing in Germany. Foreigners Authorities are not subordinate agencies of the Federal Foreign Office, and the Federal Foreign Office cannot influence their decisions. They are in fact accountable to and operate under the supervision of the respective interior ministries and senators of the Länder (federal states).

It is now possible for anyone in possession of a national visa (D visa) and a valid travel document to move freely in the Schengen area up to three months in any six-month period.

For further information please check:

[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)

## 6) Am I allowed to work and how much?

There are labour laws that precisely stipulate how many hours students are allowed to work. The regulations vary according to where the students come from. If you are from a non-European country you are permitted to work only 120 full or 240 half days a year. This also includes voluntary work placements. If you wish to work more, you need a permit from the "Agentur für Arbeit" (Federal Employment Agency) and the foreigners' authorities.

**Please note:** The labour laws pertaining to international students are very restrictive, and if you break them, you risk being expelled from the country. For further information please check:

<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-earning-money/>

[https://www.daad.de/medien/deutschland/stipendien/formulare/sp-infoblatt\\_employment\\_2012\\_endfassung.pdf](https://www.daad.de/medien/deutschland/stipendien/formulare/sp-infoblatt_employment_2012_endfassung.pdf)

## 7) How can I find a job?

For many students in Germany, it's quite normal to work part-time while studying. As an international student, you are also allowed to work in Germany. However, certain rules do apply.

In Germany it is very common that companies post job vacancies on their own websites. Therefore, you should have a look at websites of the companies which you are interested in. Some examples of large companies located in Darmstadt are for example: Merck, Telekom, Software AG, Döhler and Evonik.



[http://www.merckgroup.com/en/careers/graduates\\_and\\_students/graduates\\_and\\_students.html](http://www.merckgroup.com/en/careers/graduates_and_students/graduates_and_students.html)



<http://www.telekom.com/careers>



<http://www.softwareag.com/de/jobs/JobsFinder.asp>



<http://www.doehler.com/en/careers.html>



<http://corporate.evonik.de/en/career/job-market/pages/default.aspx>

Besides that you can also check the following general job portals:

- The job portal the h\_da:  
<https://www.h-da.de/studium/karrierestart/jobs-und-messen/jobportal/>
- The job portal of the faculty of economics and business administration  
[http://www.fbw.h-da.de/no\\_cache/en/news/praktika-jobs/](http://www.fbw.h-da.de/no_cache/en/news/praktika-jobs/)
- The job portal of the local job centre (Agentur für Arbeit):  
<http://jobboerse.arbeitsagentur.de/vamJB/startseite.html?m=1&aa=1>
- Stepstone is an online job portal which is specialized in skilled workers and executives:  
<http://www.stepstone.de/en/>
- Online job portal, similar to Stepstone:  
[www.monster.de](http://www.monster.de)
- The job portal of the local newspaper "Darmstädter Echo"  
<http://jobs.echo-online.de/>
- The job portal of the local newspaper "Frankfurter Allgemeine Zeitung"  
<http://fazjob.net/>

## 8) What are the job opportunities after my studies?

You should start planning your career in Germany while still studying for your Master's degree. With a degree from a German university, numerous job opportunities are available to you as an international graduate on the German job market. This information will help you successfully launch your career.

Students from non-EU countries are allowed to remain in Germany for the purpose of looking for employment for a maximum of 18 months after graduating. These 18 months pass quicker than you think, so it's important to start job hunting during the final semester of your Master's degree, or at the latest four months before finishing your studies.

While looking for full-time permanent employment, you are allowed to work as much as you like. According to a new Right of Residence regulation, there are no longer any time restrictions on working during the job search phase.

### Advice in summary

- Start looking for a job early on, at the latest four months before you finish studying!
- Carry out a self-analysis!
- Don't restrict your search too much!
- Make use of the services offered by your university!
- Take advantage of career fairs and the services offered by employment agencies!
- By now you should be proficient in German! Take German language courses while studying!

For further information please have a look at: <http://www.make-it-in-germany.com/en/working/>

## 9) Do I need to learn German to work in Germany?

The number of job openings is very limited if you do not speak German. Make the most of the opportunity to take a language course while studying for your Master's degree. Of course, you can do an entire degree at a German university in English and fellow students might not have a problem answering you with a bit more than a "yes" or a "no". But for personal contact with future colleagues, it is definitely advisable to have a command of the German language.

<https://www.daad.de/deutschland/in-deutschland/studium/en/9155-improving-your-german/>

Another possibility for preparing German is the website of the Deutsche Welle. The language courses are designed as e-learning courses at the computer with short videos, audio courses or podcasts, or with texts and worksheets you can print out. Check the following website:

<http://www.dw.de/learn-german/german-courses/s-2547>

### **10) Do I need to learn German to study in the MBA programme of h\_da?**

The language of instruction at the MBA Programme is English. You therefore do not need to be proficient in German to study here. But it is always useful to be able to speak and understand German in order to cope with your everyday life. You can make friends more easily, settle in more quickly and have a better chance on the job market. **Please feel free to contact us in case you want to take up a language course.** The language center at h\_da offers a variety of those. We would be pleased to support you!

### **11) Do I need a health insurance?**

The German healthcare system with its dense network of highly qualified doctors is considered one of the best in the world. As a student in Germany, you benefit from optimum medical care and affordable insurance coverage. This can be either with an inexpensive compulsory student insurance policy with a German health insurance fund or with existing health insurance coverage policy from your home country which is recognised in Germany. Whatever the case: you cannot register at a German university without health insurance.

#### **Health insurance for students**

If you wish to study in Germany, you always need health insurance. All statutory health insurance funds in the country are obliged to insure students up to the age of 30 (or to the end of the 14th full study semester) at a favourable student rate. **If you turn 30 (or study for longer than 14 semesters) in Germany, you can continue to be insured through a statutory health insurance fund by paying a higher premium.** If you are already older than 29 when you start studying, you can only take out private health insurance.

**Important:** Foreign insurance companies do not always pay for all the costs of medical treatment in Germany. In such cases, you will be obliged to pay for additional expenses yourself.

#### **You do not have health insurance that is valid in Germany?**

If the insurance coverage you have in your home country is **not recognised** in Germany, you must take out a health insurance policy in this country.

Most students in Germany are insured with a statutory health insurance fund. In some cases, however, it is also possible to take out private insurance.

**Insurance premium rates for students with statutory insurance funds are currently around 80 euro a month. This amount applies until the 14th semester and up to the age of 30.**

**After this, rates increase to at least 160 euro a month.**

Important to know: Spouses and children of the insured person are included in the insurance for free if they have no (or only a minimal) income of their own. Make sure you pay your health insurance premiums regularly, otherwise you will be struck off the university register.

#### **Things you should know about German health insurance:**

1. As a member of a health insurance fund, you will receive an insurance card which you are required to present whenever you go to the doctor's.
2. There are many statutory health insurance funds in Germany. All of these insurance funds have to take you on as a member if you are subject to compulsory insurance. Basic contributions are identical. However, some health insurance funds charge an additional premium. So make sure you ask!
3. You can only obtain medication in Germany from pharmacies, and many are only available on prescription. Even if you have a prescription from your doctor, you have to contribute between 5 and 13 euro per medication yourself. Depending on your financial situation and in the case of chronic illnesses, patients may be exempted from having to make personal contributions. Inquire at your health insurance fund.
4. If you become so ill that you have to be hospitalised, you don't need to worry about the costs of treatment. These are paid for the most part by your health insurance fund.
5. For some kinds of therapy, medical check-ups and in particular dental treatment, you may have to pay a significant amount yourself. All doctors are obliged to inform you explicitly in advance of any additional expenses you may incur for so-called "individual health services", and it is up to you to decide whether or not you use these extra services. If in doubt, contact your health insurance fund.
6. As a patient in Germany, you have a right to choose your own doctor. This means you can in general decide yourself which doctor to consult or which hospital you wish to be

treated in. The only condition is that if you are a member of a statutory health insurance fund, your doctor must be registered on the German health insurance panel, in other words, he or she is entitled to settle payments with your health insurance fund.

## 12) How can I find accommodation?

The most popular form of accommodation among students is private shared accommodation, or "Wohngemeinschaften" (WGs) as they are known in German. The principle is that a flat is shared by several people. Each tenant has his or her own room while the bathroom and kitchen are used jointly. The cost of electricity, internet and telephone are also shared. For a room in a shared flat, you can expect to pay between 200 and 400 euro.

**The advantages:** Shared accommodation is much cheaper and more sociable than an apartment you rent on your own. It's easier to make friends and learn German when you have flatmates.

**The disadvantages:** You're never alone. Sharing accommodation sometimes requires tolerance, for example when it comes to issues such as noise, orderliness and different routines.

There are many possibilities to find accommodation in Darmstadt. The internet is the easiest way of finding accommodation in Darmstadt from your home country. You can often contact prospective flatmates by e-mail or Skype.

Shared accommodation links:

- <http://www.wg-gesucht.de/en/>
- [www.studenten-wg.de](http://www.studenten-wg.de)
- [www.zwischenmiete.de](http://www.zwischenmiete.de)

Student residences in Darmstadt:

- <http://www.heagwohnbau.de/Studentenwohnen>

The HEAG Wohnbau GmbH has several Student apartments in Darmstadt. They are located near the city centre at Steubenplatz, Friedensplatz, Kirchstrasse, Aka-ziengarten and a bit outside the centre Eberstadt- Süd. The rent depends on the room size and varies between 250€ up to 950€. You can get for example a room with 15m<sup>2</sup> in 4 room apartment for 320€.

- <http://www.vegis-immobilien.de/studentenwohnheime/darmstadt/darmstadt-kranichstein/#.U4MzTyg0-Cq>

The student residence of “Vegis Immobilien” is located in Siemensstraße 3 64289 Darmstadt-Kranichstein. It is about 5,5 km away from Hochschule Darmstadt and you can reach it by tram. They offer single and double Apartments (with bathroom and furnished) for 380€ and 630€ per month

- <http://headquarter.de/en/hq-darmstadt/>

The new “Headquarter” in Darmstadt will be located at the Havelstraße 9 and about 4 minutes’ walk away from Hochschule Darmstadt. It is still under construction, but it is planned that you can move into the apartments for the winter semester 2014/15.

- <http://smartments-student.de/index.php?id=51&L=1>

SMARTments student Darmstadt is under construction right now and is to likely to open for the 2014 / 15 winter semester. It will be located at Stephanstrasse 5 which is in direct neighbourhood to the Hochschule Darmstadt.

- Another possibility is to contact the Studentenwerk Darmstadt in order to find a room in the city. For more information have a look at <http://www.studentenwerkdarmstadt.de/index.php/en/wohnen>

**Tip:** Apply for an apartment at the Studentenwerk Darmstadt as soon as possible, because they have only a limited amount of apartments available. You can do your application without the confirmation of a university online via: [https://service.studentenwerkdarmstadt.de/tl1/?lang\\_id=2](https://service.studentenwerkdarmstadt.de/tl1/?lang_id=2). In case you will receive an apartment you have to show the Studentenwerk Darmstadt your enrolment receipt.

### **Flat/apartment**

If you prefer to live on your own a small apartment may be the right choice for you. Check out vacancies on the internet in good time before your course starts. Local newspapers also publish advertisements for accommodation (often at the weekend) which are usually also offered online. You can rent apartments either furnished or unfurnished. You have to contact a private landlord and ensure that you are registered for electricity, gas, telephone and internet. Before landlords sign a contract, they often want to see proof of income or demand a security. Rent prices can vary considerably depending on the city area and amenities. You are unlikely to find an apartment for less than 300 euro base rent, or "cold rent".

**Advice:** Find out about what the rent includes and compare rent prices. Is your rent a so-called "cold rent /net rent" (without additional expenses such as water, heating and waste disposal) or "gross warm rent/final rent"? Additional expenses can amount to over 50 percent of the "cold rent". You are usually also required to pay a deposit (one to two months' base rent) and possibly also an estate agent's commission. Also remember other fixed expenses that have to be paid (for example, telephone, internet, electricity and insurance).

### **Private accommodation links:**

- [www.immonet.de](http://www.immonet.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)
- [www.immowelt.de](http://www.immowelt.de)

### **Temporary solutions:**

- [www.hostelworld.com](http://www.hostelworld.com)
- [www.jugendherberge.de](http://www.jugendherberge.de)
- [www.hostelbookers.com](http://www.hostelbookers.com)



### 13) How high are the living expenses in Germany?

One of the most important things you have to consider when planning to study in Germany are your expenses. Before leaving for Germany, you must ensure that you have sufficient financial resources.

The cost of living in Darmstadt amounts to a lower limit of roughly **1.000€ per month**.

This amount covers:

- Health insurance (mandatory): approximately 80 €/month
- Room rent: approximately 300 €/month ( $\pm$  10-15% depending on size of room)
- Food: approximately 300 €/month
- Other: approximately 250 €/month includes:
  - Clothes 51€
  - Learning aids 33€
  - public transport 76€
  - Telephone, internet 35€
  - Recreation, culture, sport 62€

#### **In addition to these monthly costs, the following expenses incur:**

- Semester fee (bi-annually/mandatory): approx. 260,00 €. The semester fee includes student services, student union and semester ticket, which enables students to use public transport in the Rhine-Main-Area for free during the entire semester.

- Tuition fee for the MBA- Programme: 3.975€ per semester

### 14) Do I need a German bank account?

It is advisable to open a bank giro (checking) account, because only bank account holders are able to make transfers to other accounts with no additional charge (making cash transfers can entail a handling fee of up to 6 Euros). Most banks will allow you to open a student account if you provide them with your student documentation and registration document from the city council office. Student bank accounts are not charged any monthly handling fees.

### 15) How is it to live in Darmstadt and what can I do in the area?

Darmstadt is a Science City: This designation, which was granted in August 1997 with a certificate by the Hessian Ministry of the Interior, recognises the national and international im-

portance of the city in the areas of science and research. As a medium-sized city with more than 140,000 inhabitants, it offers 120,000 jobs – a remarkably favourable ratio. The city is the economical and cultural centre of the southern Rhine Main area. Whether education, leisure, culture, shopping or sport – discover Darmstadt as a friendly medium-sized city embedded in region with an excellent infrastructure and rich of culture.

Darmstadt has a unique flair due to its promotion of the arts. This long standing tradition started with Grand Duke Ernst Ludwig and the establishment of the artists' colony at the beginning of the 20th century. Darmstadt is a centre of European art nouveau as are Brussels, Paris, Vienna, Glasgow and Barcelona. On a hilltop, the landmark of Darmstadt rises up into the sky: the "Hochzeitsturm". The artists' colony Mathildenhöhe, the exhibition building, the wedding tower, the Museum Artists' Colony and the magnificent houses of artists from the time of art nouveau give their unmistakable flair to this hill of muses.

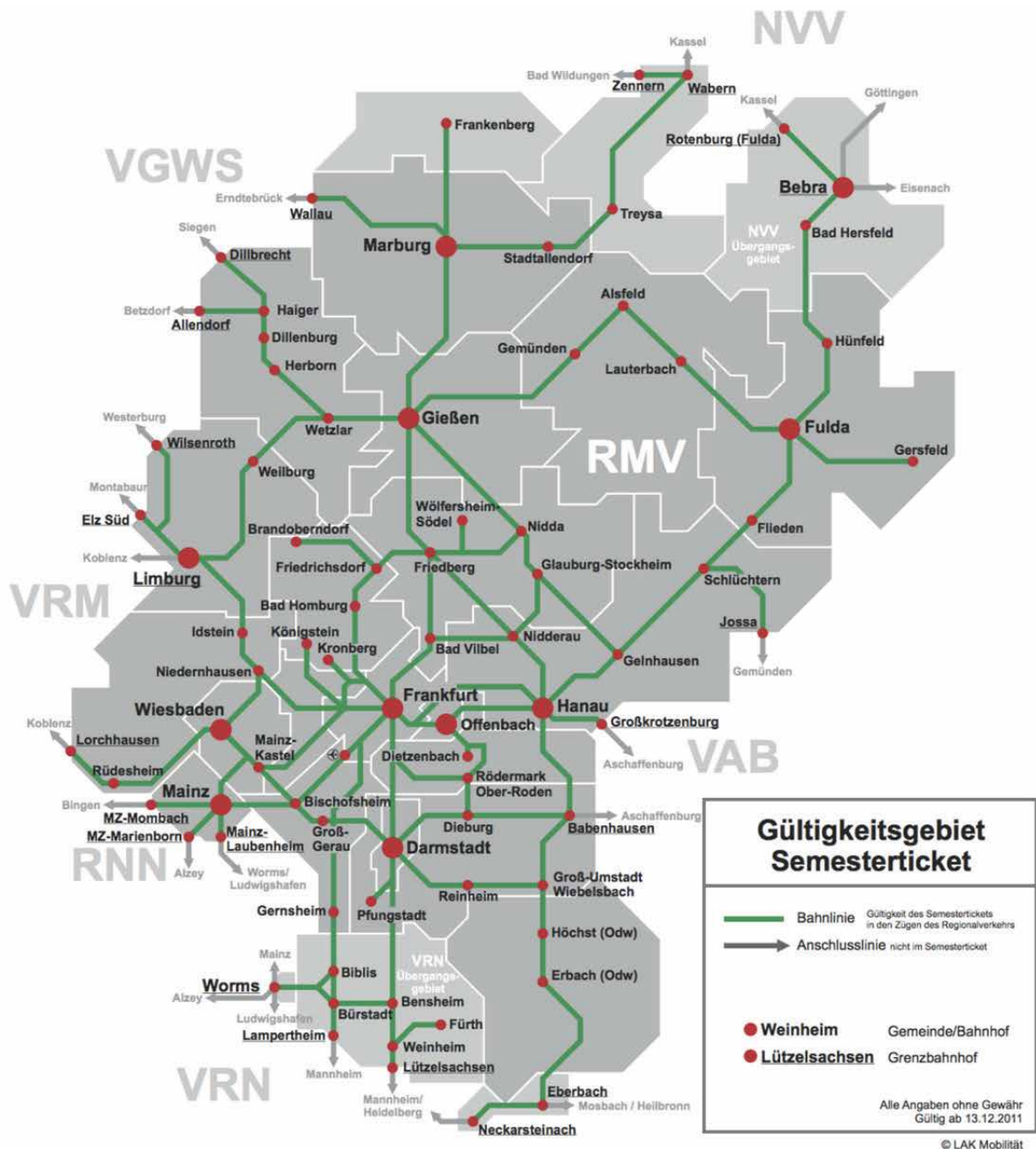
Besides that, a lot of special events such as the Christmas market in Darmstadt exist, which, for example, offers arts & crafts from the market place to the castle. The smell of mulled wine and gingerbread, a diverse musical programme, city guided tours and a children's programme round off the festivities.

Darmstadt's city centre offers a large variety of attractive shopping possibilities. More than 400 stores are waiting for you and all this in close proximity to each other: In the pedestrian precinct everything can be reached within a few minutes and you have more time for the pleasant side of life.

In the summer you can swim in two natural lakes in the city. The bathing temple "Jugendstilbad" in the original historical ambience from the year 1909 is open throughout the year. Eight theatres, 18 museums and exhibition houses as well as a large number of libraries, cinemas and galleries present an extensive offer of culture in this major city. In addition, Darmstadt is the gateway to the attractive Odenwald area and to the pictorial "Bergstraße". The surrounding countryside offers numerous objects of interest, cultural and leisure facilities – they range from the "Urpferdchen" of the UNESCO World Heritage Messel Pit to Frankenstein's castle. Around the first weekend in July the "Heiner" captivates the city centre with one of the largest folk festivals in Germany: The "Heinerfest" offers not only merry-go-rounds and gastronomy, but also more than 100 free cultural events.

## 16) RMV Semester- Ticket

Your student ID card includes the so called "Semesterticket" which enables you to use local public transport for free. You can use all busses, trams and regional trains of the RMV (Rhein-Main-Verkehrsverbund). Free use of highspeed trains such as IC/EC/ICE is not included though.



## 17) I am in Germany, so what is next?

As soon as you have found a room or an apartment, you are required to report to the registration authorities within the period of one week. Reporting to the registration authorities is a compulsory procedure for everyone who has a place of residence in Germany. You can find out the address of your registration authority from the International Office. To register, you must present:

- your passport, if necessary with a visa,
- your rental agreement or confirmation from your landlord that you have moved into his/her accommodation,
- possibly other documents such as the registration certificate from your university.

**Important:** The registration authorities will provide you with confirmation of registration. Make sure you keep this in a safe place.

### Residence permit and foreigners' authorities

You need a so-called residence permit for the purpose of studying from the foreigners' authorities. You must report to this office in person within three months of your arrival.

As a rule, the following documents are required:

- confirmation of registration from the registration authorities (see above),
  - proof of health insurance
  - registration certificate from your German university,
  - possibly proof of financial resources,
  - your passport, possibly with visa
  - possibly a health certificate. You can obtain more details about this from the German diplomatic agency in your country when you apply for your visa, or from the foreigners' authorities in your university town.
- possibly your rental agreement,
  - sufficient cash to pay fees,
  - biometric passport photos.

The first time you apply for a residence permit, you will be required to pay a fee of up to 110€, and up to 80€ for an extension. After four to six weeks, you can collect your residence permit personally from the foreigners' authorities. It is initially issued for a year but may be extended.

The residence permit has been issued in the form of an electronic residence permit. You receive a chip card which stores certain data, including a passport photo and fingerprints.

### **18) Who can help me at the university?**

Our MBA student coordinators will be pleased to support you whenever you need help. Please feel free to contact us regarding your issues:

Department of Advanced Education

Cristina Somoza

Schöfferstraße 3

64295 Darmstadt

Phone: +49.6151.16-8976

E-Mail: mba@h-da.de

**Please note** that all information given in this FAQ is not underlying any guarantee for coherence, permanence, and truth of the statements and text. The information is obtained from independent sources (DAAD, Auswärtiges Amt, Darmstadt Marketing GmbH, and others) or personal estimates and parts of it is directly cited from those sources. The University of Applied Science Darmstadt is not responsible for mistakes of any kind made in this document.





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