

## 12 Steps for Start of Studies for Internationals at KIT

	What?	Where?
1	<p><b>Finding accommodation:</b> In many cities with good universities, it is difficult to find an accommodation. This is also the case in Karlsruhe. Therefore, please start looking for an accommodation early. You can get help in Karlsruhe from the <a href="#">Studierendenwerk</a> Karlsruhe. There is also a housing <a href="#">scout</a> here who helps in case of emergency. Outside of Karlsruhe it is easier to find an accommodation. Fortunately, Karlsruhe has a very good transportation system. Therefore, you can get to KIT quickly by bus or streetcar even from far away. The Deutschlandticket is now also available. With the ticket you can travel almost anywhere in Germany on most trains. Students can order it from <a href="https://www.kvv.de/fahrkarten/fahrkarten-preise/schueler-studentinnen/deutschlandticket-uni.html#64842">https://www.kvv.de/fahrkarten/fahrkarten-preise/schueler-studentinnen/deutschlandticket-uni.html#64842</a>.</p> <p>If you have not yet found a room, reserve a room at a <a href="#">youth hostel</a> or hostel. Please check the current pandemic regulations.</p>	From at home/upon arrival in Karlsruhe
2	<p><b>Registration of Your Residence:</b> When you move into an accommodation, you must notify the competent authority. You must do this within the first 2 weeks.</p> <p>All students <i>moving within Germany</i> can register online. A video on the site <a href="https://www.karlsruhe.de/stadt-rathaus/service-buergerinformation/buergerdienste">https://www.karlsruhe.de/stadt-rathaus/service-buergerinformation/buergerdienste</a> explains in German what you need to do. Under "Wohnen und Umzug" (Housing and Moving") you can then register your residence using the <a href="#">Universalassistent Meldewesen</a> (universal assistant Meldewesen, second page). For "Ihr Anliegen" (Your request), please indicate: „Anmeldung des Einzugs in eine neue Wohnung nach §23 Absatz 1 Bundesmeldegesetz (Registration of moving into a new home in accordance with § 23 (1) of the Federal Registration Act.). If you would like to make an appointment with the authority, you can do so on this page: <a href="https://www.karlsruhe.de/stadt-rathaus/service-buergerinformation/terminvereinbarung">https://www.karlsruhe.de/stadt-rathaus/service-buergerinformation/terminvereinbarung</a>.</p> <p>All students who <i>come from abroad</i> must go to a citizens' office in person. Please register from 31st of July via the link: <a href="https://stadt-karlsruhe.saas.smartcjm.com/m/stadt-karlsruhe/extern/calendar/?uid=f91279e2-e275-4165-a3af-515a7d4e0990">https://stadt-karlsruhe.saas.smartcjm.com/m/stadt-karlsruhe/extern/calendar/?uid=f91279e2-e275-4165-a3af-515a7d4e0990</a>.</p> <p>You will need the following items to register: <a href="#">Wohnungsgeberbestätigung</a> (the landlord has to fill this out), <a href="#">Meldeschein</a> (you have to fill this out), passport and the electronic residence permit or your visa. You will get some help to fill in the Meldeschein on the page <a href="https://web1.karlsruhe.de/service/Formulare/ordnungsamt/Meldeschein_EN_Ausfuellhilfe.pdf">https://web1.karlsruhe.de/service/Formulare/ordnungsamt/Meldeschein_EN_Ausfuellhilfe.pdf</a></p> <p>If you do not live in Karlsruhe, please check the Internet to find out how to register in your new place of residence. In many places you can call 115 and get help from the office.</p>	<p><b>Citizen offices in Karlsruhe:</b> <a href="https://www.karlsruhe.de/b4/buergerdienste/persoenerlicher_service">https://www.karlsruhe.de/b4/buergerdienste/persoenerlicher_service</a></p> <p><b>Other places:</b> <a href="https://www.meldebox.de/einwohnermeldeamt/">https://www.meldebox.de/einwohnermeldeamt/</a></p>
3	<p><b>Applying for a Residence Title:</b> Before your entry visa has expired, it is essential that you apply for an eAT (electronic residence title = residence permit) to study at the local Aliens Registration Office. The Aliens Registration Office depends on your place of residence: <a href="#">Ausländerbehörde Stadt Karlsruhe</a> (Aliens Registration Office City of Karlsruhe), <a href="#">Ausländerbehörde Landratsamt Karlsruhe</a> (Aliens Registration Office District Office Karlsruhe).</p> <p>For further information please have a look at the page: <a href="https://www.intl.kit.edu/istudies/12699.php">https://www.intl.kit.edu/istudies/12699.php</a>.</p> <p>How to apply for a residence permit at the aliens' registration office of the city of Karlsruhe can be found on this page: <a href="https://web1.karlsruhe.de/service/Buergerdienste/leistung.php?id=6004469">https://web1.karlsruhe.de/service/Buergerdienste/leistung.php?id=6004469</a></p>	<p><b>Residence in Karlsruhe:</b> <a href="#">Ausländerbehörde</a> Kaiserallee 8, 76124 Karlsruhe</p> <p><b>Residence in the district of Karlsruhe:</b> <a href="#">Landratsamt Karlsruhe</a> Kriegsstr. 100, 76133 Karlsruhe</p>
4	<p><b>Semester Charges:</b> Please pay your semester charges! The amount can be found in the notification of charges. Use the bank data and the individual purpose of payment given in the information letter. Please keep your account statement/receipt for enrollment. Pay by bank transfer from your home country OR from a bank account in Germany.</p> <p>You will have to <a href="#">re-register</a> every semester by paying your semester charges in advance. <b>Registration periods:</b> Summer semester: January 15 – February 15, Winter semester: July 1 – August 15. If you pay too late, you will have to pay 15 € in addition. If you do not pay, you will be <b>exmatriculated</b>.</p>	From at home/upon arrival in Karlsruhe, PRIOR TO enrollment
5	<p><b>Health insurance:</b> For enrollment, KIT needs an electronic notification for the health insurance. Please ask your health insurance provider for "Meldegrund 10 für das Karlsruher Institut für Technologie".</p> <p>Further information: <a href="https://www.intl.kit.edu/istudies/12698.php">https://www.intl.kit.edu/istudies/12698.php</a></p>	Upon arrival in Germany or digitally from your country
6	<p><b>Enrollment:</b> The page <a href="https://www.intl.kit.edu/istudies/12708.php">https://www.intl.kit.edu/istudies/12708.php</a> describes what you need to do in sequence for enrollment (matriculation). You can also enroll in person at the International Students Office if you wish to do so and your caseworker offers appointments. If you want to enroll in the office, please check if the officer, who is in charge of your application, offers this option and make an appointment.</p>	Upon arrival in Karlsruhe or digitally from your country with a visa to study
7	<p><b>KIT-Account &amp; Studierendenausweis:</b> On the page <a href="https://www.scc.kit.edu/en/services/firstsemester.php">https://www.scc.kit.edu/en/services/firstsemester.php</a> you can find all information how to get a KIT-Account (KIT user account - KIT-Benutzerkonto) and a KIT-Card (student ID - Studierendenausweis). There is also the YouTube video "How to Ersti #1: the KIT-Card", which explains the KIT-Card (in German language) (<a href="https://www.youtube.com/results?search_query=How+to+Ersti+%231%3A+die+KIT-Card">https://www.youtube.com/results?search_query=How+to+Ersti+%231%3A+die+KIT-Card</a>)</p>	
8	<p><b>Use the Offers for Beginning Students:</b> In order to prepare yourself as good as possible for your studies, you should definitely take part in the offers from <a href="#">Studienstart International</a>:</p> <ul style="list-style-type: none"> <li>It is essential that you attend our <b>digital welcome events</b> on October 20th at 2:00 pm</li> <li>There are various information events and social and sports activities. They will take place on campus.</li> <li>Information offered for the International Start of Studies can be found on the ILIAS learning platform. You can <a href="#">log in</a> with your KIT account.</li> </ul> <p>For more information and registration for the events, please visit <a href="https://www.intl.kit.edu/istudies/15479.php">https://www.intl.kit.edu/istudies/15479.php</a></p> <p>You can meet other international and internationally interested students at the <a href="#">international buddy program</a>.</p> <p><b>More services of KIT:</b> <a href="https://www.sle.kit.edu/english/imstudium/9045.php">https://www.sle.kit.edu/english/imstudium/9045.php</a></p>	International Students Office
9	<p><b>O-Phasen of the Departments:</b> The student council is a group of students in the department. They organize orientation phases (O-Phasen) for all new students at the beginning of their studies. You can find an overview of the dates of the O-Phasen on the <a href="#">ASTA</a> page. Many departments offer <a href="#">mentoring programs</a> for first semester students.</p> <p>Please be sure to attend your program's O-Phase to receive important information about your studies and to get to know your fellow students. Mentoring programs are also highly recommended. Please register early.</p>	Departments and Students representations of the respective programs
10	<p><b>Important offers on campus:</b> You will find an extensive range of events and support formats for international students from our <a href="#">partners</a>. Please inform yourself about the offer and participate.</p>	See respective link
11	<p>Updating Your Data on the <b>Students Portal:</b> As soon as you have an accommodation or move in, update your new address at <a href="https://campus.studium.kit.edu/english/personal/index.php">https://campus.studium.kit.edu/english/personal/index.php</a>. This also has to be done when you move later on during your studies. If you want to learn more about the student portal, you can also watch the YouTube video "How to Ersti #2: das Studierendenportal" (in German language) (<a href="https://www.youtube.com/results?search_query=How+to+Ersti+%231%3A+die+KIT-Card">https://www.youtube.com/results?search_query=How+to+Ersti+%231%3A+die+KIT-Card</a>).</p>	Online: <a href="https://campus.studium.kit.edu/english/personal/index.php">https://campus.studium.kit.edu/english/personal/index.php</a>

12	<b>Opening a Bank Account:</b> This is only possible with a rental contract, registration of residence and your tax number (from the Tax Office). Usually, the tax number will be sent to you by the Tax Office 14 days upon registration with the city. To open a bank account, you will need your passport, registration with the city, admission letter/enrollment certificate, tax number. Most banks offer to have the account opened online in combination with PostIdent (at a post office). Complete the form online. To identify yourself via PostIdent, take the documents and go with your documents to a post office.	Many banks offer cost-free accounts for students. Inform yourself on the websites.
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