

ASSOCIATION OF INDIAN STUDENTS IN AACHEN (AISA e.V)

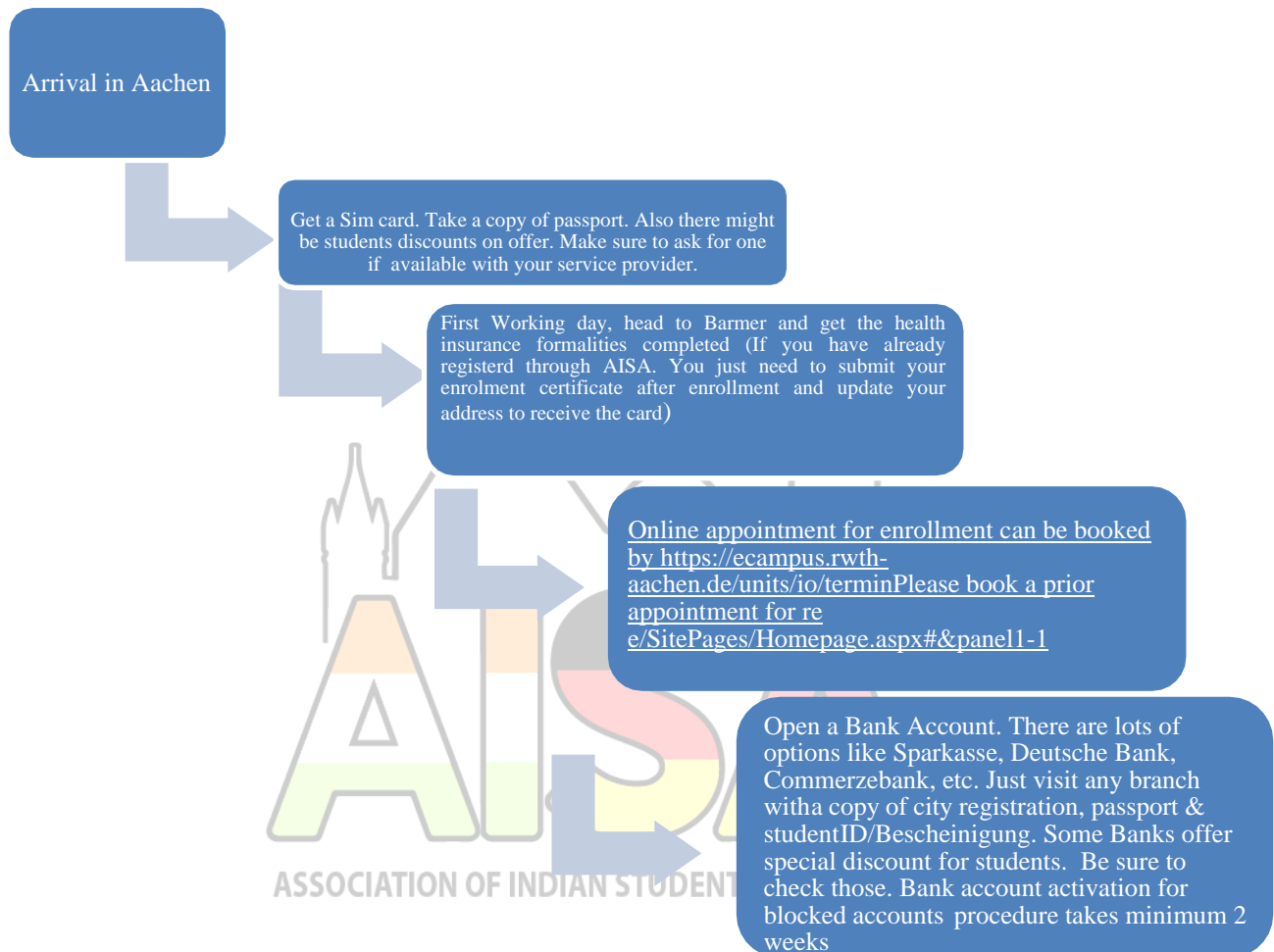


Introduction for New Students

- The AISA (Association of Indian Students in Aachen) is a registered student organization of the RWTH Aachen University and the FH Aachen. We work in close co-operation with the International Office of both the Universities as well with Indian Embassy and Consulate offices. AISA endeavors to provide a platform for Indian and International students and community to interact and share the rich and diverse Indian culture and heritage. We advise you to read the information below to ease the transition to your student life in Aachen.
- Students can email us their queries at accommodation.aisa@gmail.com. We will be more than happy to help. You can also join our group on Facebook. **The information provided here has been painstakingly compiled after gathering general queries and experiences of the previous batches. Please refrain from asking questions, which have already been answered in documents, provided in this document and make the effort of going through these documents before posting general queries. Repetitive queries will not be answered!**



STEPS TO FOLLOW WHEN IN AACHEN...



THINGS TO DO ONCE IN AACHEN (Detailed)

Getting yourself up and running:

1. **Health Insurance**
2. **Registration at the University**
3. **Registration with Stadt Aachen**
4. **SIM Card**
5. **Letter stating the requirement of blocked account**
6. **Blocked account with a Bank**

Health Insurance:

For registration at the University, students need to present a copy of a valid health insurance policy. For more info on Barmer health insurance can be found on page 2.

RWTH Registration

With all the documents gathered, students need to complete their university registration. At RWTH, every student must pay a semester fee that ranges between 250-300€. If you already have funds in your German account, you can choose to do a bank transfer. Alternatively, you can visit any Sparkasse branch and deposit the money directly in RWTH's account with specific comments as asked by the university so that they can identify fee payment against your enrolment. Remaining paperwork for RWTH must be completed at International Office, 5th floor Super C. **Please book online appointment for registration at <https://ecampus.rwth-aachen.de/units/io/termine/SitePages/Homepage.aspx#&panell1-1>**

→ Documents required:

- Health insurance copy
- Any other documents pending in your application

→ Place: RWTH International Office, 5th floor, SuperC, Templergraben, 57.

→ Office Timings: Monday-Friday – 9.30am to 12.30pm
Additionally on Wednesdays – 1.30pm to 4.30pm

Registration with Stadt Aachen (City Registration):

Every person staying in Germany on a permanent basis needs to register himself/herself with the city in which they are staying. Likewise, when new residents move to Aachen, they need to inform the city council that they are here and have a place to live currently.

→ Documents required:

- Passport
- Mietvertrag/Untermietervertrag (Tenancy contract) or any other document stating your current address in Aachen and when did you move here

→ Time frame: Must be done within 15 days of arrival in Germany

→ Place: **Citizens Service Office, Hackländerstraße 1**

→ Office Timings: Monday, Wednesday – 8.30am to 4pm
Tuesdays, Thursdays, Fridays – 8.30am

to 12.30pm

SIM card:

- Several prepaid and post-paid options are available based on your choice and requirement. Just drop in to any of your chosen carrier's store and they will be happy to assist you.

Tip – Some carriers offer a student discount. Make sure to ask if there is one to avail.

Letter stating the requirement of blocked account:

- People who have blocked accounts with Deutsche Bank can skip steps 2 and 3. Those who intend to open a blocked account with any other bank after coming to Germany, need to obtain a letter from Ausländeramt (Foreign Citizens Office) stating that they need a blocked account for Residence Permit. This letter is a requirement from the bank to open the blocked account. The letter can be obtained from Ausländeramt at Super C 2nd floor, Templargraben 57 or Ausländeramt, Hackländerstraße 1.

Blocked account with a bank:

- All students need to have a blocked account in which they receive their mentioned amount. Some banks charge a certain one-time fee (Sparkasse charges 100€) for the same. Students just need to visit any of their chosen bank branch with the below mentioned list of documents and request someone to assist with opening a new account. It would also be a wise idea to inform the bank representative that you're a student and need a Sperrkonto (blocked account). Normally, the bank would open two accounts namely, a Girokonto (current account)/Sparkonto (savings account) and a Sperrkonto. All the funds transferred to Germany go your Girokonto from which Sperrkonto receives mentioned amount/month to cover your monthly expenses.

→ Documents required:

- Passport
- Letter stating that you need of blocked account from Ausländeramt (which can be collected from Super C 3rd floor no need to take token)
- Anmeldebestätigung that you receive from Stadt Aachen upon city registration

→ Place: Specific to the chosen bank

→ Office Timings: Specific to the chosen bank

With the above bank details, you can initiate the process of transferring funds from your home bank account to your new German Bank account.

NOTE:

In Germany, every individual has the option to sign a SEPA-Mandate with every service provider (like your Barmer, cellular service provider etc.). In a nutshell, SEPA-Mandate authorizes the vendor to debit certain amount owed to them from your account on a regular basis (normally on monthly basis). Once you have the bank details, you can register for this facility with all the service providers by signing the SEPA-Mandat.

City Registration Procedure

- Your registration appointment (Anmeldung) is the most important step when relocating to Germany, as it provides you with your registration certificate (Anmeldebescheinigung). You will need this for all kinds of administrative tasks in the country, for instance applying for a residence permit, opening a bank account or finding a job.
- When you register, you will also automatically receive your tax ID (Steuerliche Identifikationsnummer). This separate document is a unique number provided to you by the Federal Central Tax Office. Your employer will need it to work out what rate of income tax you should pay. It may also be required for taking out health insurance

Documents needed to register:

- Valid passport or ID card (not a driving licence).
 - Visa (if applicable).
 - Proof of residence certificate (Wohnungsgeberbestätigung).
 - Completed registration form (if someone is attending on your behalf; otherwise, the registration form will be filled out by the official at your appointment).
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- **Proof of residence certificate (Wohnungsgeberbestätigung)** – Once you start renting a room or apartment, it is important to ask your landlord for a proof of residence certificate (Wohnungsgeberbestätigung). A rental contract will not suffice.
 - **Penalties for not registering** – Registering is compulsory for all citizens by law. Remaining unregistered, giving incorrect details or registering late are not permitted. If you do not register correctly, you could be fined up to 1.000 euros.
 - **Registering for a short stay** – If your stay in Germany will be less than three months but you are working or studying, you will need a registration certificate and / or a tax ID, which means you will still need to register at your local citizens' office.
 - **Changing address** – If you change your address in Germany you will need to go through the same process again to register at your new address within 2 weeks. You do not need to de-register from your old address.
 - **De-registering** – If you are leaving Germany permanently, you also need to de-register at the citizens' office within two weeks of moving out. You are not allowed to de-register more than one week before you move away.