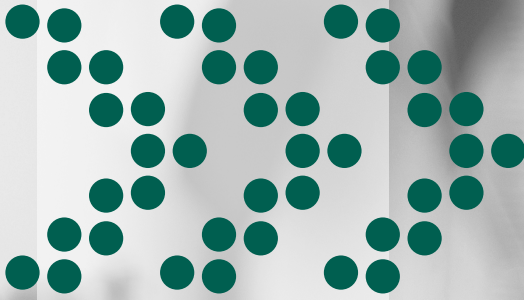




TECHNISCHE UNIVERSITÄT
IN DER KULTURHAUPTSTADT EUROPAS
CHEMNITZ

Zentrale Einrichtungen der Universität
Internationales Universitätszentrum



GUIDE for

International PhD-students Postdocs at TU Chemnitz

Foto: Steve Conrad Fotografie

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Introduction of the PhD-Assistance Team

Dear international PhD-students and Postdocs,

On behalf of the International Office (IUZ) and the PhD-Assistance team, we warmly welcome you to Chemnitz! We are glad that you have chosen Chemnitz University of Technology (TUC) for your academic career!

Due to the wide range of research fields, TUC is of great interest not only to German researchers, but also to many researchers from all over the world. TUC is also known for its international and cultural diversity. Thus, almost every 4th enrolled PhD-student and every 6th academic staff member came from abroad.

Moving to a foreign country and dealing with bureaucratic institutions is often challenging and difficult. Our aim as the PhD-Assistance team of the IUZ is to support you in any non-academic issues before your arrival in Chemnitz, during your stay there, and after your departure.

In order to help you to settle down in Chemnitz, we have created this welcome booklet for you! It gives you an overview on the first administrative steps you have to take as a new international in Chemnitz and provides you with additional information about your stay.

If you have any questions, don't hesitate to contact us via e-mail!
phd-assistance@tu-chemnitz.de

We are looking forward to helping you and wish you all the best for your stay in Chemnitz!

Your PhD-Assistance Team

First steps after your arrival in Chemnitz

This section contains information about the most important steps after your arrival in Chemnitz. We recommend following the given order since the individual steps are consecutive. If you want to make sure that you have done all the steps, you can look up our checklist at the end of this booklet.

In case you need further information or have any questions, please contact the PhD-Assistance Team or the International Office staff members.

2.1 Accommodation

When you arrive in a foreign country or a new city, it is important to have a roof over your head. In this section, we want to share some available accommodation opportunities in Chemnitz with you. Which one you choose is up to you!

Student residence

Residential Home	Person in charge	Room, Phone +49 (0)371	E-Mail
Reichenhainer Str. 35/37, Vetterstr. 70	Anja Thoma	room 4 phone: 5 62 88 75	anja.thoma @swcz.de
Vettersstr. 52, 54, 70, Thüringer Weg 3	Angela Todorovic	room 5 phone: 5 62 88 08	angela. todorovic @swcz.de
Vettersstr. 64, 66, 72 Reichenhainer Str. 51	Sabine Grund- schock	room 31 phone: 5 62 88 51	sabine. grund-schock @swcz.de

The **following documents** are required for your rental contract:

- Passport
- Letter of admission from TU Chemnitz
- Deposit of 380 € or a document of your deposit payment

If you need any further information regarding housing and rental costs in student dormitories, please check out the website of Studentenwerk or contact them.
<https://www.swcz.de/en/>

Private accommodation

You also have the option to search for a flat by yourself. In this case, you need to contact a landlord directly. The documents for the rental contract will be provided by them.

The amount of rent for any apartment varies depending on its location, size, and if it is a single or a shared one.

It is important to note that the total rent for housing in Germany usually includes the basic „cold“ rent for the place (Kaltmiete) and “warm” operating costs (Warmmiete). You pay cold operating costs for cold water supply, caretaker services, a lift and chimney sweeping. These costs are shared by all the tenants in the building. The warm operating costs include heating and hot water. Usually the payment for all operating costs together is made each month in advance and once a year a settlement of accounts takes place. Internet and electricity costs are not covered by the rent.

In Germany, there are some regulations regarding noise in rented accommodation. Between 10 p.m. and 6 a.m. is rest time, i.e. it should be silent and disturbance of other inhabitants in the building should be avoided.

In order to make your flat search easier, we have created a list of websites where you can find housing landlords according to your specifications and wishes. Please note that those are not to be taken as recommendations.

GGG - Grundstücks- und Gebäudewirtschafts-Gesellschaft m.b.H.
<https://www.ggg.de/studiwohnen>

Wohnen in Chemnitz
<https://www.wic.de/studiwohnen>

CAWG
www.cawg.de
http://www.cawg.de/de/Angebote_Specials/Campuszimmer_1344.html

SWG
www.swg-chemnitz.de

WG Einheit
www.wg-einheit.de

Chemnitzer Siedlungsgemeinschaft
<https://www.siedlungsgemeinschaft.de/wohnungsangebote.html>

Other websites:

<http://www.wohnfinder.de>

<http://www.wohnungsladen-chemnitz-und-umgebung.de/immobilien/>

<http://www.wg-gesucht.de/>

<http://www.wohnung-jetzt.de/>

<http://www.immobilienscout24.de/>

Short-term stay

If you are searching for a temporary stay, we have some suggestions on our website:

mytuc.org/jlkh

or you can check out these:

<https://www.deutsche-pensionen.de/pension-chemnitz>

<https://www.hihostels.com/>

<https://www.jugendherberge-sachsen.de/>

2.2 Residence registration

After receiving the tenancy agreement from the landlord, the next step is to register your residence officially. This must be done within **14 days after your arrival** in Chemnitz

The place you need to go is the **Civil Service Agency Am Wall** (Residence Registration Office).

Address:	Düsseldorfer Platz 1, 2nd Floor 09111 Chemnitz
Phone:	+49 (0)371/115
E-Mail:	buergeramt@stadt-chemnitz.de

The **following documents** are required:

- Passport
- Lease contract
- A filled out confirmation of landlord:

https://chemnitz.de/static/mam/vis_form/335041_wohnungsgeberbestaetigung.pdf

In case of any address change, this must be reported to the Residents' Registration Office within one week. Before leaving Germany, you need to go there and cancel your residence registration.

2.3 Residence permit

All students, from **Non-EU member** countries need a residence permit for their stay in Germany. This permit is granted by the Foreigners Registration Office.

Address:	Düsseldorfer Platz 1, 3rd floor 09111 Chemnitz
Phone:	+49 (0)371 488 3371
E-Mail:	auslaenderbehoerde@stadt-chemnitz.de

In case you need a consultation, please make an appointment.

If not, it is also possible to send your application with the required documents via email or to put it in the post box, which is located next to room no. 3.032

Required documents:

- Application form/or extension of the residence permit for students
- mytuc.org/sfvk
- Passport
- Certificate of enrollment at TUC
- Confirmation of the Residents' Registration Office
- Lease contract
- Proof of sufficient financial funding
- Residence permit: 110 € / * extension fee: 80 €

If you need general information regarding residence permits, you can check out the information sheet of the Saxon State Ministry of the Interior (Sächsischen Staatsministerium des Innern)

mytuc.org/dgfz

For additional information regarding the residence permit application procedure, please check out this document on the TUC website

mytuc.org/hkvy

In case your situation is not described here and you need individual consultation, please contact the Registration Authority directly.

2.4 Bank account

During your stay in Chemnitz it is highly recommended to open a bank account at a German bank. You will need it for transactions such as semester fees, rent, debit transfers or receiving your monthly income, if applicable. It is not advisable to use the bank account in your home country for money transfers, because this can cause high costs and complications.

In Germany there are many banks with different offers and conditions. Which one you choose is up to you. Please note that the example given below is not a recommendation and serves as an orientation.

Please get information about further steps from your chosen bank on their website.

Another option is to go to the office of your chosen German bank. Before you do that, please arrange an appointment. You must bring **the following documents**:

- Passport
- Letter of admission at TU Chemnitz or enrollment
- Document of your residence registration

Please note that a bank account and a blocked bank account are not the same thing. There are some differences in their terms and conditions depending on the country of origin!

In case you need further information regarding a **blocked bank account (Sperrkonto)**, please check out the website of TUC and of the German Federal Foreign Office.

mytuc.org/vphg

<https://www.auswaertiges-amt.de/en/sperrkonto/388600>

PhD students from **non EU countries** must additionally bring a **proof of valid residence title** (Aufenthaltsurlaubnis), which is your **residence permit**. In case you haven't received this document yet, bring your visa and application for a residence permit. However, the bank can decide if it accepts the application.

Submit your account details to the Studentenwerk or your landlord in order to pay the rent!

2.5 Semester fee

For a successful enrollment at TUC, each student must pay a semester contribution.

It includes the following contributions/fees:

- Student Services
- Student Association (incl. semester ticket, Students' Council)
- TUC card deposit (multifunctional student ID).

It is highly recommended to pay the semester fee in advance before your arrival in Chemnitz because this helps you to get your student card as soon as possible and you will be able to use all TUC services. There is a possibility to make the payment via online transfer or via (German) debit card right at the Service Point, if applicable.

As a PhD student you have a student status. This means you have the equal privileges and rights as a regular student. With your semester ticket, you are able to use the public transport in the whole Free State of Saxony for free and to buy meals for favorable student prices at the dining halls (Mensa).

2.6 Health insurance

In Germany each student is obliged to have health insurance until the age of 30. Otherwise a successful registration at the university is not possible. As mentioned in the previous section, PhD students have a student status and that means they belong to this category as well. However, there are some differences in the conditions and procedure depending on the country of origin.

Students from the European Union can use their European Health Insurance Card (EHIC) as a proof of sufficient health insurance coverage. They have to get a confirmation (Versicherungsbescheinigung) of a German health insurance company in order to be able to register at TUC. Once you have an employment contract in Germany (e.g. internship or a part-time job), you are obliged to apply for a German health insurance.

Students from non-EU countries most likely will have to take out a health insurance in Germany as German health insurance companies cannot always confirm sufficient coverage from third country insurances. Students can choose between private and statutory/public health insurance companies.

In both cases, the **following documents** are required:

- Valid passport
- Bank account details
- Letter of admission from Chemnitz University of Technology/certificate of study
- Working contract, if applicable
- Residence registration
- Residence permit

Statutory health insurance

If you have signed a working contract with The Chemnitz University of Technology as a PhD student or a guest researcher you can get only statutory health insurance. It has a duration of 14 semesters or it expires at the age of 30. The monthly contribution fee is approx. 105 Euro

Private health insurance

Some countries have NOT signed a health care agreement with Germany and this means that the health insurance from those foreign countries is NOT accepted in Germany. In this case a private health insurance is required. Its period can be maximum 24 months. Usually companies offering this service refund all medical charges after providing the bill/receipt of your doctor's visit.

As a PhD student you can take out private health insurance without having an employment contract with TUC. Please note that once you take out private health insurance you cannot revert to a public one!

Further information regarding health insurances in Germany can be found on the website of Deutsches Studentenwerk.

http://www.internationale-studierende.de/en/on_arrival/health_insurance/

2.7 Online enrollment

For a successful enrollment at TUC it is important to finish your online enrollment procedure, as explained in your admission letter. The following steps are required before your arrival in Chemnitz.

- Print out the enrollment form "request for enrollment" and bring it with you along with the listed documents
- Remit the semester fee (the bank can be found on the enrollment form)
- You will receive your student ID card and enrollment

If you have any questions or need further information regarding the enrollment procedure, please contact the student service:

Verena Pietruschka
Straße der Nationen 62, Room 044
09111 Chemnitz
E-mail: admission@tu-chemnitz.de

Opening Hours
Monday, Tuesday & Thursday:
8.30 am-11.30 am & 12.30 pm-2pm

2.8 University Computer Center (URZ)

The University Computer Center (Universitätsrechenzentrum - URZ) is the central IT service provider at TUC.

It offers a variety of services that can be useful and supportive for your research (e.g using the university network and VPN Service for having access to academic papers). The URZ provides an extensive range of applications and software that can be used directly in the computer pools at any time free of charge. In addition, licence access of programs or hardware enquiries can be made for procurement.

Before you get access to the URZ services, you must activate your account online through the portal of The Integrated Identity and Service Management System (IdM Portal), using the following link: mytuc.org/mhdz

Please, note that registration is possible and active one day after your personal matriculation at the Student Service Point, i.e. after you received your Student ID.

In case you need any technical support or a licence access for a software, you can contact the URZ via email: support@hrz.tu-chemnitz.de

If you are living in a student dormitory you have to connect your personal computer to the campus network of TUC. In order to do this, please go to the website of the Chemnitzer StudentenNetz (student network): mytuc.org/ymbn

Scholarships and funding

Funding options and programs are essential for the implementation of research projects.

In Germany there are numerous foundations and organisations that offer research funding, but sometimes it is not so easy to find the relevant information. Additionally there are many details and criterias to consider during the application process.

For those reasons, the International Office of the TU Chemnitz provides information and assistance for international PhD students and Postdocs regarding the application procedure for scholarships and funding.

On our website you can find **funding opportunities**:

mytuc.org/tlyx
mytuc.org/bgtv
mytuc.org/pwkt
mytuc.org/mcjz

If you have any questions or need counselling, please do not hesitate to contact the International Office (iuz@tu-chemnitz.de).

In case you are searching for other funding options and programs for your research project, check out the following websites:

- German Federal Ministry of Education and Research. for PhD students
- <https://www.research-in-germany.org/en/research-funding/funding-programmes/overview-phd-students.html>

- for Postdocs

<https://www.research-in-germany.org/en/research-funding/funding-programmes/overview-postdocs.html>

- EURAXESS - research funding and job offers
- <https://www.euraxess.de/germany/jobs-funding>

Broadcasting fee (Rundfunkbeitrag)

You have probably already received a letter from „ARD ZDF Deutschlandradio“. It informs you that all residents of Germany must pay a broadcasting fee. This includes also internationals regardless of the personal media use or your German skills.

The broadcasting fee is an obligatory monthly contribution for public radio, television and internet services that ensures the media production is not influenced by the government.

The current fee is 17.50 euros per month for private households. If you live in a dormitory or in a shared flat it is possible to split the costs with your roommates. For more details about the regulations you can find more information here: https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

Waste separation

In Germany, waste must be disposed of separately. The picture shows the container types and the corresponding waste to each one.



Glass jars and bottles must be disposed of in different waste containers and must be separated by their colour (e.g. green ones in the green container “GRÜN”).

First steps in Chemnitz

The following list contains the most important steps after your arrival in Chemnitz. We recommend following the given order since the individual steps are consecutive. If you have any questions, please contact PhD-Assistance Team or the International Office staff members.

Before your arrival

Online enrollment

Contact details

The online enrollment can be completed via the application portal of Chemnitz University of Technology: <https://campus.tu-chemnitz.de>

Documents required

Your enrollment at our university can only be done after your arrival in Germany. You can find further information at „After your arrival in Germany“.

- Login with login details (provided in your admission letter)
- Please click on button: „my application“ and then on „enrollment“
- If you do not already have a valid proof of health insurance, please choose „exempted“.
- Finish your online enrollment by clicking on the button „Save data to print your enrollment request“
- Save your request for enrollment and print it out.

Application for student dormitory

Contact details

Studentenwerk Chemnitz-Zwickau
Thüringer Weg 3, 09126 Chemnitz

Overview of the dormitories:
<https://www.swcz.de/en/student-housing/our-halls-of-residence/>

Documents required

Online application: <https://www.swcz.de/wohnheimbewerbung/#admission>

After your arrival

☐ Accommodation at student or private residence

Contact details

Studentenwerk Chemnitz-Zwickau
Thüringer Weg 3, Room 4/5/ 31
09126 Chemnitz
Opening Hours
Monday & Wednesday: 12noon - 3 pm
Tuesday: 9 am-12 noon
Thursday: 12 noon - 5 pm

Private Residence: In future residence with the landlord

Documents required

Lease contract at student dormitories:
Deposit 380 € or voucher of your deposit payment
Passport
Letter of admission at TU Chemnitz

Private Residence: Documents provided/required by the landlord

☐ Residents' Registration Office

Contact details

Düsseldorfer Platz 1
09111 Chemnitz

Address:
Düsseldorfer Platz 1 09111 Chemnitz
Tel: +49 371 115
Fax: +49 371 488 3394
Email: buergeramt@stadt-chemnitz.de

To ensure protection against infection, an appointment previously arranged by telephone is always required.

Documents required

Registration within 14 days after arrival!

Please bring the following documents with you when attending the previously arranged appointment:

- Passport
- Lease contract
- Confirmation of landlord (given out by Student Dormitory or landlord)

Bank account (Students from Non-EU countries)*

* Bank in which you opened your blocked account.

Contact details

General information about bank account or blocked account can be found on the following website: mytuc.org/vphg

Please note that it is up to you which German banking company you choose.

Documents required

After you enter Germany, you need to activate your blocked account. It is usually done online. Please get information about further steps and required documents of your chosen bank on their website.

Semester Fee

Contact details

Paid via (online) transfer.

You can find the bank details for the transfer on your request for enrollment.

Documents required

* contribution should ideally be paid in advance with the remittance slip before arrival

Health Insurance

Confirmation of a German statutory Health Insurance company necessary.

Contact details

Public health insurance (approx. 180€/month) **OR** Not necessary if employed at TUC **OR** Confirmation of insurance coverage from EU country

Here is a list of statutory Health Insurance companies: <https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

Please note that it depends on you which Health Insurance company you will choose in Germany!

Documents required

For confirmation/recognition of insurance from your home country or conclusion of a new health insurance policy, you will need the following documents:

- Passport
- Letter of admission from Chemnitz University of Technology
- Health insurance policy from home country /
- German bank details

The health insurance company will provide or send you an insurance certificate for enrollment at the university. You will need this for your enrollment at Chemnitz University of Technology.

Enrollment at TU Chemnitz

Contact details

Contact person
Verena Pietruschka / Katja Stolpe

Straße der Nationen 62, Room 044
09111 Chemnitz
E-mail: admission@tu-chemnitz.de

Tel.: 0371-531-37697 or 0371-531-35586

Documents required

Please send the following documents by post:

- Print out the “request for enrollment” and send it with the other relevant enrollment documents to our office by post.
- Transfer the semester contribution – the bank details are provided on your re-quest for enrollment.
- Once we received your complete documents by post as well as your semester contribution, we will send your Student ID and enrollment documents to your German address by post.

Registration at the University Computer Center (URZ)

Contact details

Online: mytuc.org/mhdz

Registration for internet in the student dormitory/university grounds/Login for SB-ser-vice/Registration for courses: mytuc.org/ymbn

Documents required

With your enrollment documents, we will send you a Service-Code (you can find it in the data control sheet). You can then use this to apply for your login yourself online.

The application for the student login is only possible one day after enrollment, i.e. after you have received your enrollment documents by post.

Foreigners´Registration Office/ Residents Permits*

**Citizens of non- EU countries need a residence permit.*

Contact details

Düsseldorfer Platz 1, 09111 Chemnitz
Tel: +49 371 488 3371, Fax: +49 371 488 3499
Email: auslaenderbehoerde@stadt-chemnitz.de

To ensure protection against infection, an appointment previously arranged by telephone is always required.

Counselling Service of Studentenwerk

If you need help and advice for any situation do not hesitate to contact the counselling services of Studentenwerk Chemnitz-Zwickau.

Depending on your concern you can use the following services free of charge:

- Social Counselling Service for International Students
- Legal Counselling Service
- Psychological Counselling Service

Please note that these services are only available for enrolled students at TU Chemnitz!

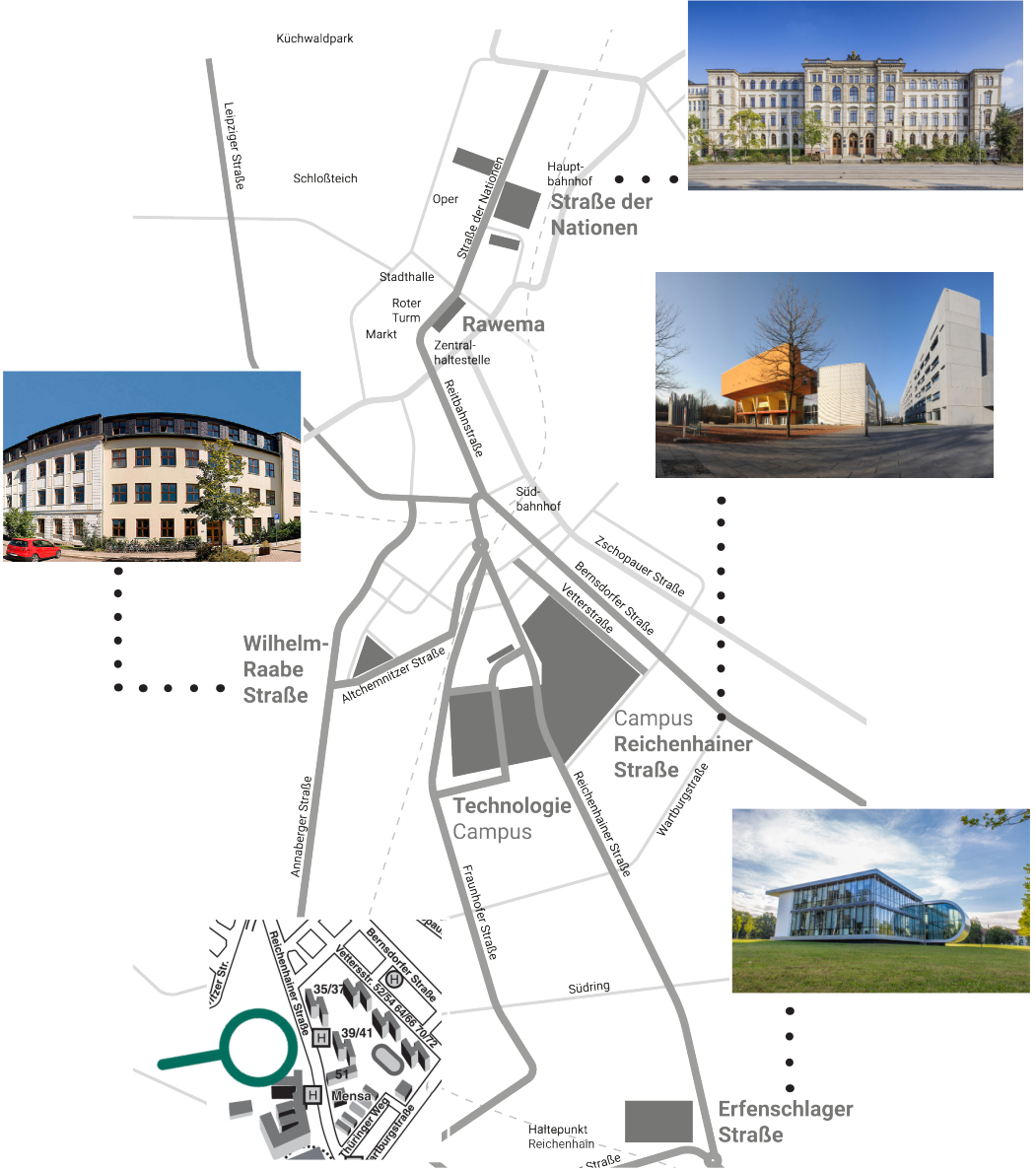
For further information and contact date, please visit the website of Studentenwerk: <https://www.swcz.de/en/social-services/advice-for-any-situation/>

Emergency phone numbers

Police	110
Fire and ambulance service	112
Citizens' service telephone	115
Crisis counselling service	0800 1110111 0800 1110222
Children's and adolescents' emergency service	0371 300455
Psychological Emergency and Counseling Hotline for Corona Crisis at TUC	0371 243 599 42 0371 243 599 43 (Mo - Fr: 9 a.m. - 5 p.m.)
Intervention and coordination office for cases of domestic violence and stalking	0371 9185354
Victims' counselling service RAA Sachsen	0371 4819451
Medical emergency service	116117
Poisoning emergency service	0361 730730

0371 Phone code of Chemnitz
0049371 With country code 0049
+49371 With german country code

Campus map of the TU Chemnitz



Fotos: Jacob Müller, Christian Schenk, Jürgen Löse

English speaking doctors in Chemnitz

In case you need some medical help, check out this list of English speaking doctors in Chemnitz: mytuc.org/lqvy

Abbreviations

AV	Arbeitslosenversicherung (unemployment insurance)
EG	Erdgeschoss
GEZ	Broadcasting fee (Rundfunkbeitrag)
IdM-Portal	The Integrated Identity and Service Management System
inkl.	inklusive (included)
IUZ	Internationales Universitätszentrum
Krhs	Krankenhaus
KV	Krankenversicherung (Health insurance)
NK	Nebenkosten
OG	Obergeschoss
PV	Pflegeversicherung (long-term care insurance)
RV	Rentenversicherung (Pension insurance)
TUC	Technische Universität Chemnitz / Chemnitz University of Technology

Technische Universität Chemnitz
Internationales Universitätszentrum
Bahnhofstraße 8
09111 Chemnitz, Deutschland

 International Office - TU Chemnitz

 tuc.international

 TU Chemnitz

Kontakt:
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German Academic Exchange Service



Auswärtiges Amt