



Checklist for PhD's at TU Chemnitz- First steps after arrival

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.

STEPS	CONTACT DETAILS	DOCUMENTS REQUIRED	OK
Accommodation at student residence	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	Lease contract at student dormitories: <ul style="list-style-type: none"> Deposit 380 € or voucher of your deposit payment Passport Letter of admission at TU Chemnitz 	<input type="checkbox"/>
Private Residence	In future residence with the landlord	Documents provided/required by the landlord	
Residents' Registration Office	Düsseldorfer Platz 1, 2 nd Floor 09111 Chemnitz Opening Hours: Monday & Friday: 8.30 am-12 pm Tuesday & Thursday: 8.30 am-6 pm Saturday: 9 am- 1 pm	Registration within 14 days after arrival! <ul style="list-style-type: none"> Passport Lease contract since November 2015 confirmation of landlord: http://vis.stadt-chemnitz.de/static/mam/vis_form/335041_wohnungsgeberbestaetigung.pdf 	<input type="checkbox"/>
Bank account	Cooperation with TU Chemnitz <ul style="list-style-type: none"> e.g. Deutsche Bank (There are also other banks!) 	Open and administer your bank account online: https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html <ul style="list-style-type: none"> Please pay attention to the FAQ's! If applicable submit account details to the Studentenwerk	<input type="checkbox"/>
Semester Fee	Paid via (online) transfer OR Via (German) debit card right at the Service Point	Amount: 264,59 Euro (as of winter semester 2019/20) * contribution should ideally be paid in advance with the remittance slip before arrival	<input type="checkbox"/>
Health insurance	<ul style="list-style-type: none"> Public health insurance e.g. TK Chemnitz (approx. 180€/month) OR <ul style="list-style-type: none"> Private health insurance e.g. Mawista (approx. 30€/month) OR <ul style="list-style-type: none"> Not necessary if employed at TUC OR <ul style="list-style-type: none"> Confirmation of insurance coverage from EU country 	Compulsory health insurance for TUC <u>or</u> confirmation about sufficient insurance coverage from home country <ul style="list-style-type: none"> Passport Residence registration certificate Letter of admission at TU Chemnitz Bank account details 	<input type="checkbox"/>
Matriculation at TU Chemnitz: Enrolment at the Student Service Point	Contact person 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	Before your arrival in Chemnitz, please finish your online enrolment, as explained in your admission letter <ul style="list-style-type: none"> print out the enrolment form "request for enrolment" and bring it with you along with the listed documents remit the semester fee (bank details are indicated on the enrolment form) you will receive your student ID card and enrolment 	<input type="checkbox"/>
Registration at the University Computer Center (URZ)	Online: https://idm.hrz.tu-chemnitz.de/apps/register/student/	You can only register with the computing centre and have internet access one day after your personal matriculation at the Student Service Point, i.e. after you received your Student ID.	<input type="checkbox"/>
Registration in Student Residence	Online: https://www.csn.tu-chemnitz.de/		
Foreigners' Registration Office/ Residents Permits Citizens of non- EU countries need a residence permit	Düsseldorfer Platz 1, 3 rd floor (Information desk/ letter box) 09111 Chemnitz Opening Hours Monday & Friday: 8.30 am-12 pm Tuesday & Thursday: 2 pm- 6 pm	<ul style="list-style-type: none"> Duly filled form „Application for/ extension of the residence permit for students’ Passport Certificate of enrolment at TU Chemnitz Confirmation of the Residents' Registration Office Lease contract Proof of sufficient financial funding * residence permit: 110 € / * extension fee: 80 €	<input type="checkbox"/>