# CHECKLIST - First Steps in Chemnitz

The following list contains the most important steps before and after your arrival in Chemnitz. We recommend following the given order since the individual steps are consecutive. If you have any questions, please contact the Student Buddy Program, the International Office staff members or your buddy.

<table>
<thead>
<tr>
<th>What?</th>
<th>Where?</th>
<th>Documents required</th>
<th>OK</th>
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</table>
| Lease contract/ Accommodation at student residence | Studentenwerk Chemnitz-Zwickau Thüringer Weg 3, Room 4/5/31 09126 Chemnitz Opening Hours: Monday & Wednesday: 12 noon - 3 pm Tuesday: 9 am - 12 noon Thursday: 12 noon - 5 pm Friday: closed | Lease contract at student dormitories:  
• deposit € 380  
• passport  
• letter of admission from TU Chemnitz | ☐ |
| Residents’ Registration Office | Address: Düsseldorfer Platz 1, 2nd Floor 09111 Chemnitz Opening Hours: Monday & Friday: 8.30 am - 12 noon Tuesday & Thursday: 8.30 am - 6 pm Saturday: 9 am - 1 pm | Registration within 14 days after arrival!  
• passport  
• lease contract  
• confirmation of landlord: [http://vis.stadt-chemnitz.de/static/mam/vis_form/335041_wohnungsgeberbestaetigung.pdf](http://vis.stadt-chemnitz.de/static/mam/vis_form/335041_wohnungsgeberbestaetigung.pdf) | ☐ |
| Bank account | Cooperation with TU Chemnitz:  
• 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](https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html)  
* Please pay attention to the FAQ’s! | ☐ |
| Semester Fee | Transfer (online)  
OR Payment by German debit card at Student Service Point | Currently: 264.59 Euro (as of winter semester 2019/20)  
* Contribution should ideally be paid in advance before arrival! | ☐ |
| Health insurance | All statutory health insurance companies  
Cooperation with TU Chemnitz:  
• Techniker Krankenkasse (TK) | Compulsory health insurance for TUC or confirmation about sufficient insurance coverage from home country  
(certificate of insurance for immatriculation at a university)  
• passport  
• letter of admission from TU Chemnitz  
• bank account details | ☐ |
| Enrolment at the Student Service Point | Contact person: Verena Pietruschka Straße der Nationen 62, Room D44 09111 Chemnitz Email: admission@tu-chemnitz.de  
Opening Hours: Monday, Tuesday & Thursday: 8.30 am - 11.30 am 12.30 pm - 2 pm | Before your arrival in Chemnitz, please finish your online enrolment, as explained in your admission letter  
• 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 papers directly in the student service office | ☐ |
| Registration at the University Computer Center (URZ) | Online: [https://idm.hrz.tu-chemnitz.de/apps/register/student/](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. | ☐ |
| Registration in Student Residence | Online: [https://www.csn.tu-chemnitz.de/](https://www.csn.tu-chemnitz.de/) | | ☐ |
| Foreigners’ Registration Office/Residents Permits  
Citizens of non-EU countries need a residence permit | Address: Düsseldorfer Platz 1, 3rd floor (Information desk/letter box) 09111 Chemnitz Opening Hours: Monday & Friday: 8.30 am - 12 noon Tuesday & Thursday: 2 pm - 6 pm |  
• 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 | ☐ |