# 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.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>CONTACT DETAILS</th>
<th>DOCUMENTS REQUIRED</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation at student residence</td>
<td>Studentenwerk Chemnitz-Zwickau Thüringer Weg 3, Room 4/5/31 09126 Chemnitz</td>
<td>Lease contract at student dormitories:</td>
<td></td>
</tr>
</tbody>
</table>
|                                                      | Opening Hours Monday & Wednesday: 12noon - 3 pm Tuesday: 9 am-12 noon Thursday: 12 noon - 5 pm | • Deposit 380 € or voucher of your deposit payment  
• Passport  
• Letter of admission at TU Chemnitz |    |
|                                                      | In future residence with the landlord                                          | Documents provided/required by the landlord                                      |    |
| Private Residence                                    |                                                                                |                                                                                   |    |
| Residents’ Registration Office                       | Düsseldorfer Platz 1, 2nd Floor 09111 Chemnitz                                 | Registration within 14 days after arrival!                                       |    |
|                                                      | Opening Hours: Monday & Friday: 8.30 am-12 pm Tuesday & Thursday: 8.30 am-6 pm Saturday: 9 am-1 pm | • Passport  
• Lease contract  
• since November 2015 confirmation of landlord: http://vis.stadt-chemnitz.de/static/mam/via_form/335041_wohnungsgeberbestaetigung.pdf |    |
| Bank account                                         | Cooperation with TU Chemnitz 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-studienten1.html  
• Please pay attention to the FAQ’s! If applicable submit account details to the Studentenwerk |    |
| 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 |    |
| Health insurance                                     | • Public health insurance e.g. TK Chemnitz (approx. 180 €/month) OR  
• Private health insurance e.g. Mawista (approx. 30 €/month) OR  
• Not necessary if employed at TUC OR  
• Confirmation of insurance coverage from EU country | Compulsory health insurance for TUC or confirmation about sufficient insurance coverage from home country  
• Passport  
• Residence registration certificate  
• Letter of admission at TU Chemnitz  
• Bank account details |    |
| 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 | 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 |    |
|                                                      | Opening Hours Monday, Tuesday & Thursday: 8.30 am-11.30 am & 12.30 pm-2pm |                                                                                   |    |
| 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. |    |
| Registration in Student Residence                    | Online: https://www.csn.tu-chemnitz.de/                                      |                                                                                   |    |
| Foreigners’ Registration Office/ Residents Permits   | Düsseldorfer Platz 1, 3rd floor (Information desk/ letter box) 09111 Chemnitz  | 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 € |    |
|                                                      | Opening Hours Monday & Friday: 8.30 am-12 pm Tuesday & Thursday: 2 pm-6 pm |                                                                                   |    |