ENROLLMENT INFORMATION

International students register at the International Center of the Christian-Albrechts-University zu Kiel (Westring 400, ground floor) on the days mentioned in the letter of admission. Please come at 9 a.m. on one of the enrollment days in order to receive your enrollment number. After this we will assist you with settling the necessary formalities.

Please bring the following documents to the information program:

- Your LETTER OF ADMISSION
- Copy of your passport
- 1 passport photo

1. PAYMENT OF THE SOCIAL FEES

Students have to pay a social fee in the amount of EUR 113,50 EUR including the fee for public transfer:

Studentenwerk Schleswig-Holstein
Westring 385, Mensa I, first floor
Monday – Friday 10:00 – 14:00 hrs
or
Information of the Studentenwerk
Mensa I, next to the book shop Weiland
Monday – Thursday 09:00 – 15:00 hrs

When paying the social fee, please state your enrollment number which you will receive at the information program. Please bring your receipt of the social fees to the enrollment office.

2. HEALTH INSURANCE PROOF

International students can apply for an exemption from the statutory health insurance scheme if they present proof that the health insurance from their home country is valid in the Federal Republic of Germany and that it provides the same coverage as a German statutory health insurance scheme. The AOK student services (Westring 389)
Monday + Tuesday 08:00 – 16:00 hrs
Wednesday + Friday 08:00 – 15:00 hrs
Thursday 08:00 – 18:00 hrs

will decide about exemptions. For this purpose, students have to present their letter of admission. If the insurance coverage is not sufficient, students have to enroll in a public health insurance of their choice at a special student rate. Insurance has to be presented at the registration.

3. REGISTRATION AT THE REGISTRATION OFFICE

Foreigners and German citizens have to inform the appropriate Residents Registration Office about their address immediately. In Kiel you have to register at

Einwohnermeldeamt der Stadt Kiel
(Residents Registration Office of the City of Kiel, City Hall, room 176)
Monday + Tuesday 08:00 – 16:00 hrs
Wednesday 08:00 – 12:00 hrs
Thursday 08:00 – 18:00 hrs
Friday 07:00 – 12:00 hrs
For registration, you have to present a registration sheet as well as the rental contract. The City Hall is located in the center of Kiel at the “Kleiner Kiel” and can be reached by bus no. 62 or 91. The corresponding bus stop is located directly in front of the International Center (opposite side of the “Westring”). Further information will be provided during the orientation program.

4. PASSPORT AND RESIDENCE PERMIT

Not later than one or two weeks before their visa expires, international students, who do not hold a citizenship of an EU member state, have to contact the Foreigners Registration Office (Ausländerbehörde) in order to renew their visa. The Office is located at:

Ordnungsamt der Stadt Kiel
Ausländerangelegenheiten
Fabrikstraße 8, 1st floor, room no. 3

Office hours:
Mon, Tue, Thu, Fri 08:30 – 13:00 hrs
and Thursday 14:00 – 16:00 hrs
Wednesday: closed

Please present the following documents:

- passport
- letter of admission
- proof of sufficient funds
- for scholarship holders: The German authorities will issue a residence permit only if the student shows sufficient proof from which institution and about which amount he / she is receiving the grant
- health insurance
- 1 (2) photos

The Foreigners Registration Office can be reached via a short walk (5 minutes) from City Hall (direction: upon leaving the City Hall turn east facing the fjord and pass Fleethörn > Hafenstraße > Fabrikstraße)