



**INTERNATIONAL
OFFICE TUHH**

Guideline for Exchange Students

**The International Office
says**

“Welcome”

TUHH

Hamburg University of Technology

Welcome to TUHH and welcome to Hamburg!

Dear student,

we want to provide you with important information on the relevant administrative issues around accommodation. We hope with this “Guideline for Exchange Students” you will have a “smooth landing” here.

We are looking forward meeting you!

Accommodation Office Team

To do list

after arrival

1. Residency Registration/Anmeldung at Kundenzentrum Harburg

Within two weeks after your arrival you need to register as a resident in Hamburg. During enrollment at TUHH you will receive a timeslot for your personal residency registration.

Please note: This timeslot is reserved for YOU only.

In your own best interest it is absolutely necessary that you keep this appointment.

FOR YOUR APPOINTMENT

Please be on time and don't forget to bring these items!

- Your ID-Card or Passport
- The enrollment certificate as TUHH student
- Completed registration form (To be handed out during enrollment)
- Your rental contract and the „Wohnungsgeberbescheinigung“ your landlord/landlady gave you
- Registration fee of 12 € in cash

2. Open a Bank Account/Bankkonto (compulsory for Non-European students)

Please bring the following documents:

- ID-Card or Passport
- Rental contract
- Residency registration certificate you got at *Kundenzentrum Harburg*
- Your university certificate of admission (*Immatrikulationsbescheinigung*)

3. Health Insurance/Krankenversicherung (compulsory for non-European students)

Choose one of the health insurance companies that are listed in the brochure „*Student's Guide to Health Care*“. Make an appointment there to contract your health insurance.

4. Apply for the Residence Permit (Aufenthaltstitel)

Only non-EU-students: During enrollment at TUHH you will receive an appointment at *Kundenzentrum Harburg* to apply for your residence permit.

Please note: All students who have their **accommodation NOT in Harburg** (e.g. in Hamburg or the surrounding counties) must make an appointment at the provided Welcome Centers of Hamburg/the counties for the residence permit (in German often also “Bürgerbüro”/“Bürgerservice”).

Broadcast fees

ARD ZDF Deutschlandradio Beitragsservice

Dear student,

usually one or two months after you have done your residency registration you might find a letter similar to this one in your mail box.

What does this mean ?

This letter is a default summons for the “Rundfunkbeitrag” (German Broadcast Contribution Service) and BEITRAGSSERVICE has chosen you to pay the fee for your whole apartment.

The fee, a flat-rate contribution, is charged to every apartment so that, in principle, every household in Germany has to pay 17,50 € monthly – and this is irrespective of whether any devices in a household are available and/or used. This law ensures that all types of use (TV, radio, computer) are covered, even a car radio. The fee must be submitted in three-month payments (i.e. a total of 52,50 € all three months).

Why me?

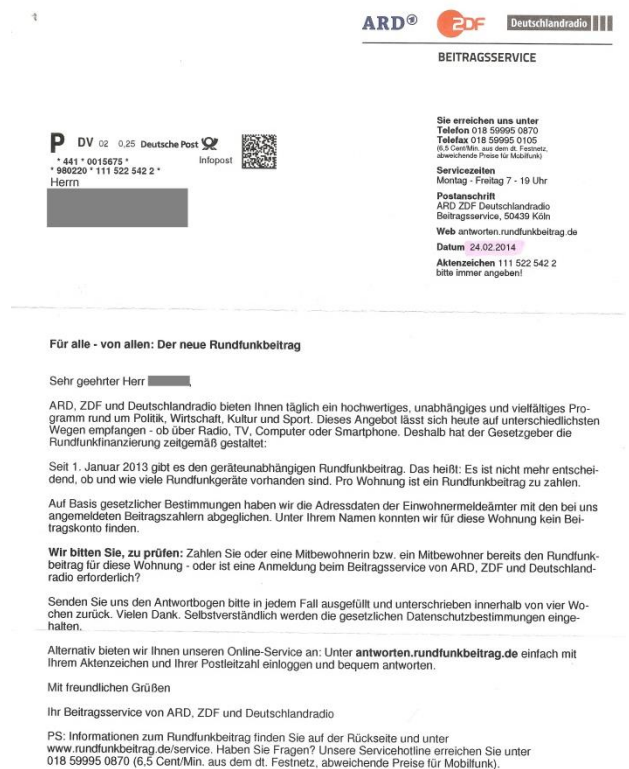
In fact nobody knows how BEITRAGSSERVICE chooses the tenant who must pay in a shared apartment or hall of residence. So, just call it coincidence and don't worry about this fact any more.

What must/should you do?

When you receive such letter you don't have a choice, you have to pay the contribution fee. Should you have heard that not-paying was the thing to do, I strongly advise you to decide against this option. We know of cases where BEITRAGSSERVICE arraigned people after years. So please fill in the attached document and send it back to BEITRAGSSERVICE or you register online (www.rundfunkbeitrag.de).

But what you can do before you even have been requested to pay is sign an internal contract wherein all tenants of your apartment agree to share the monthly contribution fee. It is best to do this shortly after you moved in because at that time no tenant knows yet if he or she will be the one who has to pay. That way there won't be any hard feelings. Furthermore this solution is only fair: if you live in an apartment of 4 everyone has just to pay 4,40 € per month. That really doesn't hurt.

For your convenience I add a blueprint for such an internal agreement.



Agreement about the Sharing of the German Broadcast Contribution Fee

With my signature I agree to share the broadcast contribution fee (Der Rundfunkbeitrag) which has to be paid all three months by one of the tenants in my apartment.

The sum is 52,50 € all three months.

This sum is divided through the number of tenants residing in our shared apartment.

The sum for each tenant is _____ € monthly.

- 1) If I am chosen by "Beitragservice" to pay I herewith bind myself to transferring the requested sum regularly into the account of "Der Beitragservice".

(Signature of the tenant who has been chosen by Der Rundfunkbeitrag)

- 2) If I am **not** chosen to pay I herewith bind myself to refund the tenant who has to pay the fee with _____ € monthly.

(Signatures of the tenants who are NOT chosen to transfer the fee)

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Personal Notes:

