

Admitted to studies at Ansbach University of Applied Sciences?

Congratulations!

Let's check in the following what the next steps are to prepare your stay in Germany:

After admission:

1. Visa (if required)

As soon as you receive your admission letter (= *Zulassungsbescheid*), start with the visa process, if you need visa for your stay in Germany.

As the enrolment certificate cannot be downloaded from PRIMUSS earlier than at the beginning of the semester, your admission letter is fully sufficient for the visa application.

Further information on visa can be found here under "[Visa & Residence permits](#)"

2. Health insurance

You need a valid health insurance not only for a proper enrolment at the university but also for your visa.

Further information on health insurance you will find either in your admission letter or on the website under "[Health insurance](#)"

Through expatrio, Fintiba, or allyWays, you can take both – health insurance as well as blocked account.

3. Blocked account or another proof of financing (for visa applicants)

Students who need visa also need a proof of financing for the visa application. Mostly students decide for a blocked account (which can be taken through expatrio, Fintiba, or allyWays together with health insurance – see above).

For information on other proofs of financing, please inform yourself at the German embassy.

4. Accommodation

Finding accommodation is getting more difficult in each university city and Ansbach is not an exception. Therefore, start with searching for accommodation as soon as you receive your admission letter. Here under "[Accommodation](#)" you will find further information as well as many links / websites / groups with accommodation advertisements.

Students must look for accommodation on their own. Ansbach University of Applied Sciences does not provide accommodation.

Our advice: When contacting a landlord / dormitory who / that offer free rooms / flats, please introduce yourself and send some relevant information about yourself. You can also send a picture of you and offer a video meeting (when you are still in your home country) to make a positive and serious first impression.

Short replies to advertisements as "Hi, I'm interested" without any relevant information do not make a serious impression and are often deleted automatically without any answer.

Important: When applying for a room / flat in Germany, applicants often must fill out a tenant self-disclosure form (= *Mieterselbstauskunft*). There are a lot of examples on the internet. Sometimes a SCHUFA report (= *SCHUFA-Auskunft*) is also required, although most international students do not have this. In this case, it is worth having a letter of reference from a previous landlord, which should be translated accordingly.

Be prepared that the rental contract, handover certificate (see below under “Before arrival – rental contract”) as well as the tenant self-disclosure form can often be issued only in German language.

Good to know:

- Most flats in Germany are rented unfurnished. Rooms in shared flats (= *WG; Wohngemeinschaft*) can be furnished.
- You also must differentiate between cold (= *Kaltmiete*) and warm rent (= *Warmmiete*):

Cold rent: Includes only the mere provision of the living space.

Warm rent: Includes the additional costs that make a property habitable (= *Nebenkosten*).

Additional costs (= *Nebenkosten*): Costs related to the use of the rented flat, such as heating, electricity, and hot water costs. They also include costs for the caretaker, snow removal, garden maintenance, fees for sweeping, water and sewage, general electricity in the stairwell and laundry room, and TV fees.

5. Liability insurance

General information on liability insurance can be found here under “[Liability insurance](#)”

It can also be required by the landlord who will be offering you a room / flat.

6. Valid identity card or passport

Please check the validity of your identity card or passport in advance as it may take several weeks for a new identity document to be issued.

7. Online enrolment in PRIMUSS

Please follow the instructions in your admission letter so that you can complete your online enrolment in good time.

Before arrival:

1. Rental contract (also relevant at arrival)

A rental contract (= *Mietvertrag*) only comes into being when the landlord and tenant (= you) both sign the rental contract. After arriving in your new accommodation and handing over the keys with the landlord (= *Schlüsselübergabe*), you will also fill out a handover certificate (= *Übergabeprotokoll*).

Please read the rental contract thoroughly. A deposit (= Kaution) is common apart from the rent and can be a maximum of three net cold rents (= Nettokaltmiete) (regulated by law).

2. Housing provider confirmation (also relevant at arrival)

When handing over the keys, your landlord must sign the housing provider confirmation (= *Wohnungsgeberbescheinigung*), which you need for the city registration. You can find it [here](#) (only relevant for rooms / flats in Ansbach). The housing provider confirmation may be different in other cities!

3. Changing enough money

In Germany, it is still not common to pay by card everywhere. You also must visit your bank first to activate your bank account (blocked account). Then you get your girocard (= debit card; *Debitkarte*), which you can pay and withdraw money with. You will get further information at the bank. It is therefore recommended to have enough cash with you at the beginning.

4. Train and bus connections

For train and bus connections, we recommend you to download the [app of Deutsche Bahn](#). You can also buy tickets through the app. For bus connections in Ansbach, you can also download the [app of VGN](#).

The university does not offer semester ticket yet.

5. Information regarding studies

Approximately two weeks before the start of the semester, you will receive your login data for the digital university services by email. You will also receive further information about the CampusCard with the email. Therefore, check your mailbox regularly and follow the instructions in the email, as you will need both your login data and the CampusCard for your entire studies.

After arrival:

1. Information on the Buddy Programme and Orientation Week

The International Student Advisory Service organises the Buddy Programme and Orientation Week before the start of each semester.

For capacity reasons, the Buddy Programme cannot take place in the summer semester 2023 as usual. Nevertheless, you will be assigned a Study Buddy shortly before the start of the semester, who you can contact if you have any questions.

The Orientation Week will take place digitally – you will receive a link for orientation videos (approx. February 2023), which are important for your start at Ansbach University of Applied Sciences.

2. Appointment at the Citizens' Office

City registration must be done within the first two weeks after your arrival.

For the registration, you need the signed housing provider confirmation as well as your passport / identity card. You can find more information as well as the contact details and address [here](#).

Students with residential address in Ansbach (main residence) can also apply for the "Ansbach-Bonus" of 104 euros. Further information and application can be found [here](#).

Important: Do not forget to update your address in PRIMUSS as soon as you have one in Ansbach.

3. Appointment at the Immigration Office (if visa holder)

For residence permit (= *Aufenthaltserlaubnis*), you need an appointment at the Immigration Office. You can find more information as well as the contact details and address [here](#).

4. Bank appointment

You need to go to the bank if you would like to open a bank account (= *Girokonto*) or if you need to activate your blocked account. Some banks only offer digital account opening and management and have no branches / offices.

5. Registration for the license fee for radio and television

The license fee for radio and television (= *Rundfunkbeitrag*) is obligatory and must be paid by all people living in Germany. The license fees are charged per housing unit, not per resident.

The contribution must also be paid if the flat is exclusively occupied by foreign students, and they do not have television or radio.

If you live in a shared flat (WG), the monthly fee is divided among all roommates.

You can find out more about the license fee [here](#). There you can also register your flat as soon as you move in.

6. Registration for electricity

You must register your flat for electricity as soon as you move in or even shortly before (see above under "Accommodation - additional costs"). [Here](#) you will find the contact details of "Stadtwerke Ansbach", where you can register for electricity.

If you are moving into a shared flat (WG), ask your roommates for further information on electricity.

Important: Even without registration, there is electricity in your flat. However, this is the basic supply, which is much more expensive than if you register the flat. Therefore, do not forget it!

For the registration, you will need the meter number (= *Zählernummer*) of the meter reading (= *Zählerstand*), which can usually be found in the basement. For further information, ask the landlord / caretaker.

7. Internet contract, if necessary

Internet is not automatically available in the flat, so you should find out which providers have lines in the house when you sign the contract.

If you are moving into a shared flat (WG) or dormitory, ask your roommates / caretaker for further information on the internet.

8. Mobile phone contract / prepaid SIM card, if necessary

There are many providers and tariff plans in Germany. At the university, you can use WLAN for free.

Start of the semester:

1. Visiting information sessions

Do not miss the first introductory events of your study programme as you will get important information on your studies as well as meet your fellow students there.

2. Information on student groups and activities

There are WhatsApp groups for each study programme as well as for international students.

International Study Group: link will be sent before the start of the semester

Furthermore, the student council (= *Fachschaft*) is one of the important student groups which organises events, parties, sports, cinema, and much more. They also have working groups, for example AG Internationalisation. Here you can also get involved!

Fachschaft on Instagram: [fachschaft_hsansbach](#)

University cinema on Instagram: [kinox.an](#)

3. Getting familiar with schedule, campus, etc.

We know that the start at a new university / in a new country can be overwhelming but getting involved as much as possible will help you manage your studies and enjoy your student life.

Cultural fact: In Germany, it is expected to take the initiative, to actively ask questions, to inform oneself independently. Therefore, do not wait to be approached, but leave your comfort zone and approach people first!

The International Student Advisory Service wishes you a great start at the university!

study@hs-ansbach.de