

Useful Information for Overseas Exchange Students

Winter Semester 2015

1) Visa application

- Students from Australia, Canada, Israel, Japan, New Zealand, South Korea and the United States do not need to apply for a visa before entering Germany. Nevertheless, they have to apply for a stay permit at the alien authority in Nuremberg within 3 months after arrival > see topic “stay permit”
- All other overseas students have to apply for a study visa at the German embassy/consulate in their home countries.

Documents you usually need to submit along with your visa application

- A valid passport
- Completed visa application forms available at the German embassy/consulate
- Letter of acceptance from “Technische Hochschule Nürnberg”
- Financial proof
- Proof of health insurance

Financial proof

In order to meet study visa requirements, all overseas students have to demonstrate access to sufficient funds to finance the entire period of stay in Germany. Currently, the amount required is Euro 659 per month. For example, if you will be an exchange student at “TH Nürnberg” for 5 months, you need to show 3.295 € as financial evidence for the whole period of stay in Nuremberg. Generally speaking, one of the following methods is accepted as financial evidence:

- Scholarship awarded
- A recent bank book showing adequate sum of savings or a recent bank statement on fixed deposit, both supported by appropriate financial guarantee from parents
- An official sponsorship letter “Verpflichtungserklärung”
- A blocked account with one of the German banks in Germany.

It is highly recommended to submit the required financial proof for the entire period of stay. Please ask the German embassy/consulate about the documents you need to submit. It would save a lot of trouble when applying for the stay permit in Nuremberg.

- If you have submitted all the required documents, it will take some weeks for the application process. Then you will be issued an entry visa for Germany (**national visa**) which is usually valid for 3 months.
- Within these 3 months after your arrival, you have to apply for a stay permit for the rest of the time until your departure.

2) Stay permit

Your visa is usually valid for a period of 90 days. Within its validity, you have to apply for a stay permit for the rest of the time until your departure. This will be done at the alien authority in Nuremberg (“Auslaenderbehoerde”).

Documents you will need to submit along with your application for the stay permit

- Completed application form

- Enrolment confirmation of “Technische Hochschule Nürnberg”
- Proof of health insurance
- Up to 130 € in cash as administrative fee to the alien authority
- Biometrical photo > which has to be taken in a German photo shop
- Rental contract for accommodation
- Financial proof for the rest of your stay

The International Office will explain the process to you during our orientation days and will help you filling in the application form. Please inform International Office in due time about the expiration date of your visa (at the latest 1 month in advance).

Financial proof for stay permit

If the German embassy/consulate in your home country accepts the financial proof for the whole period, the alien authority will automatically be informed and at the time of the application of your stay permit, no further financial proof is required.

If the financial proof you have submitted is not convincing enough, the German Embassy/Consulate will only accept your financial evidence for the time of your visa validity and will acknowledge the alien authority in Nuremberg accordingly.

Depending on the exchange duration, you have the following options:

1. If you stay only for one semester, you can get 3 exceptional months of stay without financial proof from the date of visa expiration
2. If you stay for 2 semesters, you need to open a **blocked bank account** in Germany (a so-called “Sperrkonto”) and deposit the total amount to this account for the remaining months (659 Euro per month)

Remarks for students who do not need an entry visa (Australia, Canada, Israel, Japan, New Zealand, South Korea, United States of America):

- *Although you do not need an entry visa for Germany, you will have to apply for a stay permit within three months after your arrival*
- *Please go to the German embassy before your departure and organise, if possible, a so-called “formal obligation” (“Verpflichtungserklärung”) for the time of your stay in Germany. This formal obligation is your financial proof. If the formal obligation is not accepted by the embassy, you will have to open a blocked bank account in Germany (see above).*

Travelling with your national visa/stay permit

With your national visa or stay permit respectively, you can travel in the Schengen area:

Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland

For all other countries, you have to ask the respective embassies/consulates about entry regulations and visa requirements.

3) Insurances

Health Insurance

It is statutory for all enrolled students in Germany to have health insurance.

In order to enrol at Technische Hochschule Nürnberg, you are required to subscribe a **statutory health insurance with one of the health insurance companies in Germany**. This will be done directly during the Orientation Days. **Please note: No other international health insurance policy will be accepted for your registration at THN.**

The insurance premium for students is fixed, hence the rate with every insurance company is the same which is approx. 78 € per month.

Important Remarks: Please note that the German health insurance will only be valid from the beginning of the semester onwards (which means 15th of March for the summer semester and 1st of October for the winter semester).

If you arrive in Nuremberg before the semester starts, please make sure that you will take out health insurance on your own which cover the period till the beginning of the semester. (Please note that for the visa application some German embassies/consulates may require the health insurance from the time of departure till the beginning of the semester).

Personal Liability insurance

During your stay in Germany, we advise you to take out a personal liability insurance that will protect you from injury or damage that you personally cause to third parties. You certainly may not find it necessary or think "It can't happen to me". But please keep in mind that accidents do happen and anyone can be sued for accidental injury and damages caused to someone. Without such insurance, you may have to pay a big bill that you can't afford (unfortunately, we experienced such cases during the last semesters). The personal liability insurance is optional for you. Nevertheless, we highly recommend it to you. The costs would be approximately 24 € - 45 € for 6 months (depending on the chosen type of insurance) and 48 € – 90 € for one year. If you decide to take out personal liability insurance, you will get further information during our orientation days.

4) Accommodation

All exchange students can be allocated a room in one of the student residence halls through a recommendation from our International Office. Application has to be submitted online. For more information, please refer to: <http://www.th-nuernberg.eu/home/studies-and-programs/international-focus/international-office/our-service-and-programs/international-exchange-students/accommodation/page.html>

Please be reminded that your room in the student residence hall will be available on the first day of the month as concluded in the rental contract. It could be possible that you can move in one or two days earlier. Your assigned buddy can find out this for you and will inform you in due time.

5) Semester dates

Our winter semester will start on 1st October 2015 and run officially till 14th March 2016. However, students can leave as soon as the exams are over (usually around the end of February).

6) Arrival

Exchange students are requested to arrive in Nuremberg by 31st August 2015 (if you participate in the German Intensive Course) or by 30th September 2015 (if you do not participate in the German Intensive Course) (please see number 8).

7) German intensive course prior to the beginning of the semester

We offer German intensive courses to exchange students who want to acquire or improve their German language proficiency before the semester starts. The courses are scheduled to commence on **2nd September and run till 24th September 2015**. If you wish to take part in the language course, please complete the registration form and return it by fax before **15th June 2015** or send it via email to your exchange coordinator. Once you are registered, course attendance is obligatory. Course fees will be waived for exchange students from partner universities.

8) Orientation

For the winter semester 2015, the Orientation Events are scheduled **on 1st September** (for participants of the German Intensive Course) **and on 1st October 2015** (for students who do not participate in the German Intensive Course).

Exchange students are expected to arrive in Nuremberg in time to attend the orientation, which is mandatory for all exchange students. During the Orientation Event, we will give you all relevant study and cultural information, assist you to enrol at the University, settle formality matters, purchase a health insurance etc.

9) Exchange Student Buddies

Our Exchange Student Buddies are assigned to help new incoming exchange students on their arrival and during the first weeks. You will be informed about the contact details of your buddy whom you can contact prior to your arrival (**at least one week in advance**). Knowing your arrival details, your buddy will pick you up in Nuremberg, either at the railway station or at the airport. If you are arriving outside Nuremberg (e.g. Frankfurt or Munich), please be informed that no pick-up service will be provided.

10) Persons you can contact in the International Office

► Exchange coordinators overseas:

Ms Wai Ying Fargel (Asia, Australia, South Africa): E-mail: waiying.fargel@th-nuernberg.de

Ms Renate Zehetbauer (North, Central and South America; Eastern Europe):

E-mail: renate.zehetbauer@th-nuernberg.de

► Exchange coordinator EU-countries

Ms Semsi Colak: E-mail: semsi.colak@th-nuernberg.de

► Orientation, formality issues, cultural programmes:

Ms Anastassia Knor, E-mail: anastassia.knor@th-nuernberg.de

► Accommodation: Ms Dorothee Cramer, E-mail: dorothee.cramer@th-nuernberg.de

More exchange information at www.th-nuernberg.de, click for English, International Office, service and programs, International exchange students

Lectures conducted in English: <http://www.th-nuernberg.eu/home/studies-and-programs/international-focus/international-office/our-service-and-programs/international-exchange-students/academic-matters-and-ects/page.html>