

## Checklist: When you arrive in Erfurt

Once you have arrived in Germany, there are a few formalities that you need to pay attention to:

1. Register at the local residents' registration office (Bürgeramt Erfurt)	
2. If applicable, register with the foreigners' registration office ( <b>Ausländerbehörde</b> )	
3. <b>German health insurance</b> (see "Checklist: Before you come to Erfurt")	
4. Take out <b>any other insurance you need</b>	
5. <b>German bank account</b> (current account)	
6. <b>Thoska</b> (student ID card)	
7. <b>International student ID (ISIC)</b>	
8. <b>SIM card</b>	

### Notes:

**1. Register at the local residents' registration office: "Bürgerservice"** at Bürgeramt Erfurt

**Within 2 weeks of your arrival**, it is mandatory for you to register at the local residents' registration office, located in the Bürgeramt. Elsewhere in Germany, this office is often known as the "**Einwohnermeldeamt**", but in Erfurt it is called the **Bürgerservice**. To register, you need to fill out an [application for the issue of a registration certificate](#).

**To register your residence in Erfurt, you will have to pay €8** (in cash).

You will need to show the following **documents**:

- **valid ID card or passport**
- **rental contract for your accommodation**
- housing confirmation – "[Wohnungsgeberbestätigung](#)"

### How to contact the Bürgerservice in the Bürgeramt

Bürgermeister-Wagner-Straße 1  
99084 Erfurt  
Phone: +49 361 655-5444  
Fax: +49 0361 655-7609

[Appointments at the Bürgerservice](#) (in the Bürgeramt) need to be made **online** in advance.

When you go to your appointment, make sure you take all the documents that you need (and if necessary and possible a German speaker). After making your appointment online, you are usually sent a ticket number. When your number appears on the screen, go to the office number shown.

## 2. Registration with the foreigners' registration office: "Ausländerbehörde" (for non-EU citizens)

**Students from non-EU countries only need to apply** for a residence permit at the **foreigners' registration office** if they are **studying in Germany for more than 90 days**. **This involves the following costs:** initial issue €100, renewal €93. Please note that the fees are generally to be paid in cash.

You will need to take **originals and copies** of the following **documents**:

- **valid passport**
- **current biometric passport photo** (no older than 6 six months)
- [form](#) "**Antrag auf Erteilung bzw. Verlängerung einer Aufenthaltserlaubnis**" ("Application for issue or prolongation of residence permit")
- confirmation of **health insurance**
- **certificate of Enrolment**
- **confirmation of registration ("Meldebescheinigung")** from the Bürgerservice
- [proof of financing](#) for the duration of your stay in Erfurt
- **proof of accommodation** (rental or purchase agreement with details of living space in square metres and total rent including incidental costs)

### **How to contact the foreigners' registration office (Ausländerbehörde)**

Bürgermeister-Wagner-Straße 1  
99084 Erfurt  
Phone: + 49 361 655-3830

**Appointments** with the **Ausländerbehörde** always need to be made **by email**.

To request an appointment, send an email to: [auslaenderbehoerde@erfurt.de](mailto:auslaenderbehoerde@erfurt.de).

When you go to your appointment, make sure you take all the documents that you need (and if necessary a German speaker to help you in the event of misunderstandings). After making your appointment online, you are usually sent a ticket number. When your number appears on the screen, go to the office number shown.

## 4. Take out any other insurance you need

You might also consider taking out the following additional insurance for your stay in Germany.

**"Haftpflichtversicherung"** (liability insurance) = insures you for all damages which you yourself cause to someone else.

**"Hausratversicherung"** (household contents insurance) = covers all your household contents against burglary, severe weather (storm, hail, etc.), fire, water damage and vandalism. This insurance might be worth considering if you own high-end electronics or a bicycle.

However, please note that some insurance policies have a **minimum term**. Check with your insurer whether such a minimum term exists and what its duration is.

## 5. German bank account (current account)

In Germany, small amounts tend to be paid in cash. Larger amounts are generally paid by debit or credit card. A debit card should generally be sufficient, but be aware that cashless payment is not always possible in Germany. However, you can use your debit or credit card to withdraw money from ATMs that belong to your bank or banking network. If you use other ATMs, you will often be charged for every transaction.

It is advisable to open a German bank account (current account) as soon as possible when you arrive in Germany. Of course it is possible to use your credit card for cashless payment, but this often incurs additional charges for every transaction and credit cards are not always accepted (e.g. by municipal authorities). In Germany, certain expenses, such as monthly rental payments, wages etc. are almost solely paid by bank transfer.

Make sure you compare the services on offer for students at various banks and remember to check whether they have a good network of ATMs. The documents you need to open a new account can vary from bank to bank, so please check with the bank in advance.

Some well-known German banks:

- [Commerzbank](#) (network of branches, no English website)
- [Deutsche Bank](#) (network of branches, no English website)
- [Deutsche Kreditbank \(DKB\)](#) (direct bank, no English website)
- [ING](#) (direct bank, no English website)
- [Sparkasse Mittelthüringen](#) (network of branches, English website and services)

These are only examples – of course you are free to choose your own bank.

## 6. Thoska card (student ID card)

The “Thoska” has multiple functions: student ID card, semester ticket for public transport, cashless payment in the university and Student Services, library membership card, photocopying in the library, and recording staff working times. You will find more information [here](#).

## 7. International Student Identity Card (ISIC)

You can use the [international student identity card](#) to prove your student status anywhere in the world. You will only need this for student discounts outside of Germany (e.g. in cultural institutions or public transport). Within Germany, your Thoska card is valid and completely sufficient.

## 8. SIM card

Contact your mobile provider in your home country to find out about using your smartphone in Germany and any extra charges that may be incurred.

It usually makes the most sense to buy a German SIM card so that you can communicate cheaply within Germany and the EU. If you use a SIM card from outside these zones, phone calls and text messages are often very expensive.

There are 2 options: you can either **sign up for a mobile phone contract** or **buy a prepaid card**.

- **Contract** = you commit for a certain minimum term + payment of a monthly basic fee + additional costs for services not included in your contract
- **Prepaid** = very flexible and no contractual commitment  
You buy some credit, e.g. €25, €50, etc., and can then use it to make phone calls, surf the Internet, send texts, etc. When you've used up your credit, you can top it up again online, by phone or with cards from supermarkets, kiosks or drugstores. A flat rate makes sense if you make a lot of phone calls or surf the internet (outside the Wi-Fi).

Compare various deals and ask about student rates/discounts.

**Within the EU and EEA (Norway, Liechtenstein and Iceland)**, you can use all the services on your smartphone without having to buy a new SIM card or take out an extra contract in each EU country. However, if you stay longer than 4 months in another European country, extra costs are incurred.