

Welcome at the TU Ilmenau

Your checklist for your start in Ilmenau

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Welcome at the TU Ilmenau! It's great that you have decided to study at our university. This checklist should help you with the first steps after your arrival and your start of studies.

Some items on this list refer to our arrival website. It is a collection of information with all details about the preparation, arrival, formalities and studying in Ilmenau. You can find the website at www.tu-ilmenau.de/arrival or by scanning the QR code on the left.

If you have any questions or are unclear about anything, we recommend our online welcome sessions. If you can't or don't want to attend, you can of course also contact us directly via e-mail at we4you@tu-ilmenau.de.

We wish you a successful study and a great time in Ilmenau!

Your we4you team

☐ Inform yourself *

Inform yourself about all important things concerning your start of studies. For example, your travel route to Ilmenau, possible public holidays, shopping opportunities, opening hours of the university, authorities and stores. Prepare important documents that you will need during your arrival in printed and digital form.

☐ Health insurance: *

You must have health insurance if you study on-site in Germany. Which insurance you can take depends on your type of admission and your age. You can find detailed information on this subject on our arrival website and on the health insurance leaflet. As part of the enrollment process, a health insurance company must report your insured status to the university. This is done electronically. However, you must contact a health insurance company to do this. More information about this can be found on our arrival website in the section "enrolment".

Participants in an exchange or double degree program should contact incoming@tu-ilmenau.de.

☐ Matriculation *

→ Students with direct admission use the online matriculation via the [Campus Portal](#).

→ Students with direct admission with obligations use the online matriculation via the [Campus Portal](#).

→ Students with an admission with language condition email to info@tu-ilmenau-service.de, take a placement test, sign a learning agreement and then use the online matriculation.

→ Students with an admission with condition „Feststellungsprüfung“ turn to the [Studienkolleg](#) in Nordhausen and after passing the assessment test to registration@tu-ilmenau.de

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You can find detailed explanations on our arrival website.

☐ Payment of the semester fee (*):

When enrolling online, you will receive information on payment as a document in the application portal. Payment is only possible by bank transfer, cash is not accepted. When transferring money, please make sure to use the given payment reference, otherwise the money cannot be assigned. The enrolment can only be completed after the money has been credited to the university's account.

You can also give the money to friends and ask them to transfer it for you.

☐ Lease contract: (*)

Make an appointment with your landlord/landlady to sign the lease for your apartment or room. After that, get a „*Wohnungsgeberbescheinigung*“ (= certificate) from your landlord/landlady.

☐ Internet:

For internet in university buildings, connect your devices to the "eduroam" WiFi. If you have already been connected to eduroam in your home country, the connection should also work automatically in Ilmenau. If you are connecting for the first time, you will usually have to define manual settings. Instructions for this can be found in the we4you Cloud (linked on the arrival website).

The internet in the dorms is provided by a voluntary association, the FeM e.V.. To get internet access you have to become a member of this association and register your devices. To do this, you can contact your responsible admin (contact information in the staircase of your dormitory). We recommend that you connect your laptops, PCs, etc. via LAN cable.

☐ Activation of your university account for the university IT services (e-mail, Wi-Fi, Moodle, etc.): *

The university computer center (UniRZ) will send you an email with information to the address you entered in the applicant portal. After you have completed your enrolment, you can register at <https://service.tu-ilmenau.de/boarding>. Please confirm the terms of use and the privacy policy. Afterwards you will receive your login credentials for your university account. They are valid for numerous IT-services.

The university email is the official communication medium at TU Ilmenau. Please use it for all official communication (e.g. with us) and read it regularly (at least once a day). The university (presidium, examination offices, etc.) will send you important information exclusively via your university e-mail.

- ☐ **Receipt of the student ID card (ID card / Thoska card):**
Approximately 1 to 2 weeks after paying the semester fee, you will receive your student ID ("Thoska") by mail if you have your place of residence in Germany. Otherwise you can pick up the thoska at the ASC during the opening hours. The Thoska is not only your student ID, but also the ticket for the semester ticket in Thuringia, the library card and a payment and key card. Details about the different functions can be found on our arrival website.
- ☐ **Residency Registration:**
Register your new address officially with the city of Ilmenau. To do this, you must come during the opening hours to the Einwohnermeldeamt (Ilmenau Town Hall, Am Markt 7, <https://www.ilmenau.de/de/buergerservice/leben-und-wohnen/einwohnermeldewesen/>) and bring all the necessary documents with you (→Info sheet "Important documents"). Important: If you live in a dormitory of the Studierendenwerk, only register the address of the house and not the number of your room. Otherwise there could be problems with the broadcasting fee.
- ☐ **Obtaining the tax identification number**
The German tax identification number will be sent to you automatically by mail within about one month. If you need it before then, please contact the Residents' Registration Office (contact as above) or the Ilmenau Tax Office (e-mail: poststelle@finanzamt-ilmenau.thueringen.de; telephone: +49 361 57 3638 900).
- ☐ **Opening of a bank account (*):**
You have the option of opening an account either at an online bank or at a branch in Ilmenau. Some banks offer free accounts for students, so make sure you know the conditions of your chosen bank before you open the account. Some banks do not open accounts for people from certain countries. If this is the case, please try again at another bank. We apologize for their behavior. Detailed information about banks and accounts can be found on our arrival website.
- ☐ **Registration to pay the public broadcasting fee ***
The broadcasting fee is a contribution for the offers of the German public broadcasting (TV, radio, internet). It must be paid by every person living in Germany. Therefore, register your apartment at www.rundfunkbeitrag.de. Tip: In a shared flat (WG) you can share the contribution with your flatmates. This is also possible in some dormitories for entire corridors. For this it's best if you get a certificate from the Studierendenwerk. You can find more information on our arrival website.
- ☐ **Registration in the library**
To use the university library, you have to register there. First register on the website of the university library (www.tu-ilmenau.de/ub → "Learn & Work"). Then you have visit the university library with your ID, passport or registration certificate and complete your registration.
- ☐ **Participation in study introduction week / days**
If possible, take part in the study introduction or the Master's information days. There you will get to know your tutor. Tutors help you get started in your studies. Meet them so that you can get in touch with the other students in your seminar group.
- ☐ **Drawing up the study plan / participation in (online) courses (*)**
→ All non-APC students have to put together their own timetable using the "Opentimetable" course catalogue. This is not so easy the first time and there are some stumbling blocks. During the Erstiwoche, your tutors will help you with this. There are also instructions on our arrival website.
→ APC students receive their curriculum...
... with a language APC from TU Ilmenau Service GmbH (info@tu-ilmenau-service.de).
... with a Master APC from the Central Institute of Education (ZIB) (apc@tu-ilmenau.de).
→ Participants in an exchange or double degree program should contact incoming@tu-ilmenau.de.
- ☐ **Sign up for we4you mailing list: ***
Subscribe to the we4you info mailing list at www.stura.eu/we4youinfo for current and important information. Feel free to follow us on Facebook and Instagram.
- ☐ **Registration for the we4you-Buddy-Program: ***
For start-up support from volunteer, experienced students, find out more and sign up for our buddy program: <https://www.tu-ilmenau.de/en/international/service/we4you-student-service/buddies>
- ☐ **Visa extension / residence permit application:**
Your visa is only valid for a limited period. Therefore, it is essential to apply for a residence permit before the visa expires. Make the application in time, about 8 weeks before the visa expires.
 - ☐ **1. Make an appointment with the Foreigner's registration office:**
Ask for an appointment at the Foreigners' Registration Office at the latest eight weeks before your visa expires. To do so, write an e-mail to abh@ilm-kreis.de.
 - ☐ **2. Application for residence permit:**
You will receive an email from the Foreigners' Registration Office with links and a list of all the necessary documents for the extension. You can get the application form for a residence permit from us or online via the link in the email from the Foreigners' Registration Office. Fill out the form and bring all necessary documents (see info sheet "Important documents") to the appointment.

Hints: * You can already do these points before your arrival in Ilmenau.
 (*) These points you can partly already do before your arrival in Ilmenau.