

# Info-Sheet: Important documents

Version: 01.03.2023



## **For concluding a rental contract:**

- passport
- for rental contracts with Studierendenwerk Thüringen:
  - enrollment / letter of admission of the university
  - 300 € for the deposit (in cash if possible)

## **For concluding a health insurance:**

- passport
- letter of admission from the university
- rental contract / address
- certificate of enrollment, if you already have it
- bank account number (IBAN) (Can also handed in later.)

## **For Enrollment (all documents to be sent by email to registration@tu-ilmenau.de):**

### 1) In case of direct admission without conditions

- application for enrollment (from the applicant portal under "my documents", filled out and signed)
- passport photo (in color) for the student ID (jpg format)
- passport
- visa or residence permit, if already available
- letter of admission for the current semester
- proof of health insurance:  
(Document not mandatory, usually sent directly to the university by the health insurance company.)
  - for students arriving at the semester start in presence in Ilmenau:  
certificate of an existing, suitable health insurance (→ see health-insurance leaflet)
  - students taking online-classes and arriving later:  
letter of a German statutory health insurance, that you are currently not subject to compulsory insurance in the statutory health insurance (→ see health-insurance leaflet or arrival website)

### 2) In case of an admission with conditions (language requirement)

- all documents needed in case of direct admission (see 1<sup>st</sup> case)
- either C1 language certificate (condition is then fulfilled) **or** "Study agreement with the APC" for participation in the language course

### 3) In case of an admission with conditions (subject-related study preparation)

- all documents needed in case of direct admission (see 1<sup>st</sup> case)
- "Study agreement with the APC" for participation in subject-related study preparation

## **For registration in Ilmenau at Einwohnermeldeamt (city registration office):**

- passport with valid visa or residence permit
- "Wohnungsgeberbescheinigung" from landlady / -lord (confirmation that s/he rents a flat to you)
- certificate of enrollment, if you already have it

## **For opening a bank account:**

- passport
- certificate of registration of the city registration office in Ilmenau
- for students' benefits: certificate of enrollment or student ID
- German tax ID number (can usually be handed in max. 30 days later)

## **For residence permit by Foreigners' Authority (Ausländerbehörde):**

A binding list of necessary documents will be sent by them via email after you contacted them (→ see checklist).

- filled and signed application form for residence permit („Antrag auf Erteilung der Aufenthaltsgenehmigung“)
- passport
- certificate of enrollment or student ID
- certificate of registration in Ilmenau (Meldebescheinigung)
- proof of health insurance
- rental contract
- proof of financial situation (e.g. proof of scholarships, bank statements, etc.)  
note: Your bank statements must not be older than a week.
- biometric ID photo  
(for features see here: <https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf>)