Checklist for the First Steps after Arrival in Bielefeld

Step 1: Registration at City Hall (within 14 days of arrival)
- Have your landlord fill out and sign form confirming your address (Wohnungsgeberbestätigung; accessible online via [https://www.bielefeld.de/ftp/formulare/Wohnungsgeberbestaetigung0119.pdf](https://www.bielefeld.de/ftp/formulare/Wohnungsgeberbestaetigung0119.pdf))
- Register with the city at the infopoint in the university main hall between Sep. 30 and Oct. 18, Mon – Thu 9 a.m. – 3 p.m., Fri 9 a.m. – 1 p.m. OR go to City Hall (Bürgerberatung; Neues Rathaus/Bürgeramt, Niederwall 23, 33602 Bielefeld; appointments via [https://tempus-termine.com/termine/index.php?anlagennr=83](https://tempus-termine.com/termine/index.php?anlagennr=83))
  o Bring your passport and the Wohnungsgeberbestätigung ➔ receive your registration certificate (Meldebescheinigung)

Step 2: Health Insurance (within 30 days of your arrival)
- Check the validity of your current health insurance (particularly for citizens of the EU or countries with social security agreements)
- Please compare the terms and conditions of the different insurance providers in Bielefeld
- Have the homogeneity of your health insurance confirmed by a public health insurer (bring your insurance policy)
  OR take out new health insurance
  o Let your health provider know that you must be registered with the university in order to open a student bank account and will provide them with this information once your bank account is opened (see Step 4)

Step 3: Enrolment at Bielefeld University
- Enroll at the registrar's office (Studierendensekretariat), for Bachelor studies with Mrs. Dawkins (D0-102), for Master studies with Mrs. Rybak (C0-152) or Mrs. Schätzel (C0-156)
  o Required documents:
    - Completed enrolment form (online support accessible via: [https://ekvv.uni-bielefeld.de/sinfo/publ/Einschreibehilfe.jsp](https://ekvv.uni-bielefeld.de/sinfo/publ/Einschreibehilfe.jsp))
    - Certificate of health insurance
    - For non-EU citizens: Copy of your passport + residence permit
    - Your university admission letter
- Payment of your semester administration fees
- after approximately 3 days print your enrolment certificate (Immatrikulationsbescheinigung) from the university portal

Step 4: Open a Bank Account (Girokonto)
- please compare the terms and conditions of the different financial institutions in Bielefeld
- set an appointment with a bank to open a bank account
- bring your passport, Meldebescheinigung and Immatrikulationsbescheinigung
- If required hand in your new bank account details to the health insurance provider

Step 5 (non-EU citizens): apply for a residence permit (as soon as you have all necessary documents collected; at least 30 days before your visa or visa-waiver period expires)
- required documents:
  o Completed application form (accessible online via: [https://www.bielefeld.de/ftp/dokumente/Aufenthaltstitel.pdf](https://www.bielefeld.de/ftp/dokumente/Aufenthaltstitel.pdf))
  o Valid passport + one copy
  o Meldebescheinigung (see step 1) + one copy
  o Proof of financing + one copy
  o Proof of adequate health insurance (see step 2) + one copy
  o Immatrikulationsbescheinigung (see step 3)
  o one biometric photograph, not older than 3 months (This can be made in City Hall for 6,- €)
  o Application fee (100,- €) in cash or EC-Card (no credit card)
- go to the foreigner’s registration office (Ausländerbehörde; Neues Rathaus, Niederwall 23; 33602 Bielefeld) with these documents and apply for a residence permit.
  (Opening hours: Mon. + Tue. 8.00 a.m. – 12.00 p.m.; Thu. 8.00 a.m. – 12.00 p.m. + 2.30 p.m. – 6.00 p.m.; Appointments can be made via [https://tempus-termine.com/termine/index.php?anlagennr=54](https://tempus-termine.com/termine/index.php?anlagennr=54))