

Your Path to TU Dortmund University

Enrollment & first steps at your future university

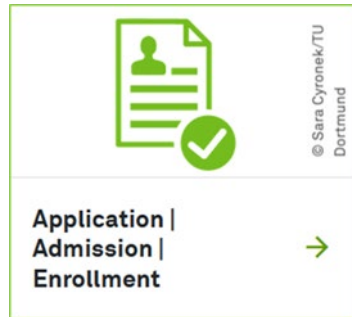


Who is there today?

Admissions and Enrollment Office

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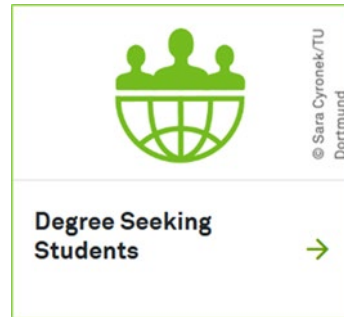
Head of Subject Area: Sonja Breiholtz



International Degree Seeking Students

Wasila Al-Dubai (Social Counseling)
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Frederik Löffler (Accommodation, Welcome Services)

Head of Subject Area: Julia Pehle



Organizational matters | Organisatorisches



Language: English



Presentation and Q&A
→ „Chat“ is deactivated
→ Use Q&A function – topic

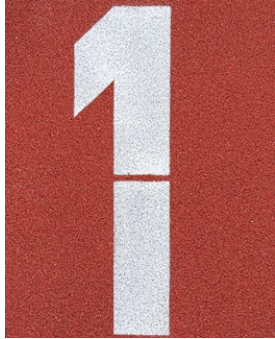


Camera & Sound



Presentation → online
<https://international.tu-dortmund.de/en/enrollment>

First steps for enrollment



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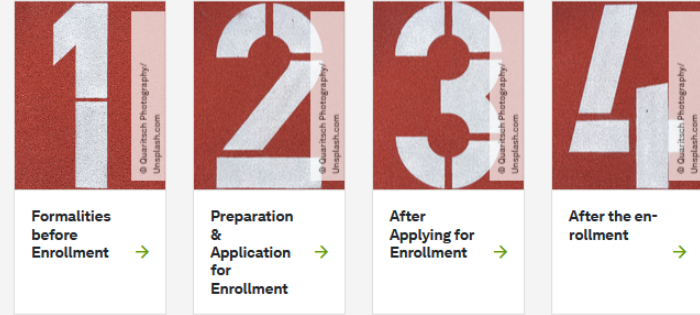
<https://international.tu-dortmund.de/en/enrollment>

Enrollment

Have you received a letter of access or admission and would like to enroll? Here you can find out what to do next and how to enroll.

We are delighted that you have decided to study at TU Dortmund University!

Before you start your studies, you need to take care of a few organizational matters. Below you will find important information regarding immigration and residence, the necessary health insurance, information on opening a bank account and, of course, how to apply for enrollment.



STEP 1

Formalities before Enrollment

- Visa & Entry
- Registration of Residence & Residence Permit
- Health Insurance
- Bank Account

No Chat
Use Q&A!

Formalities before Enrollment



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- **Checklist for arrival** in Dortmund:

1. Visa
2. Accommodation
3. Entry

- Do I need to **apply for a visa**?

- Citizens from Non-EU countries: yes
- Citizens of the EU: no

- **Checkliste zur Ankunft** in Dortmund:

1. Visum
2. Unterkunft
3. Einreise

- Muss ich ein **Visum beantragen**?

- BürgerInnen aus Drittstaaten: ja
- EU-/EWR-BürgerInnen: nein

More on our services here: <https://international.tu-dortmund.de/en/incomings/degree-seeking-students/counseling>

Who needs a Visa to enter Germany: <https://www.make-it-in-germany.com/en/visa-residence/procedure/do-i-need-visa>

Visa

What do you need for a visa application?

- Visa application form
- Passport photos
- Valid passport
- Official letter of admission
- Proof of financial means:
- Blocked account with at least **€ 11,904** OR
- a declaration of commitment OR a scholarship
- Proof of health insurance: Proof of valid health insurance for your stay in Germany is required. (starts with Semester start)



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Was braucht man für einen Visumantrag?

- Antragsformular
- Passfotos
- Gültiger Reisepass
- Zulassungsbescheid
- Finanzierungsnachweis:
- Sperrkonto mit **mindestens 11.904 €** ODER
- Verpflichtungserklärung ODER
- Stipendium
- Krankenversicherungsnachweis für die Dauer des Aufenthalts

Do not pursue
with the
enrollment
before you get
your visa!

More on this: <https://international.tu-dortmund.de/en/visa>

Bank account



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There are two types of accounts:

1. Checking account
2. Blocked account

EU/EEA citizens:

- Opening an account in Germany is easy.
- Documents required: Passport/ID card and proof of student status.
- Same conditions as German citizens.

Es gibt zwei Kontenarten:

1. Girokonto
2. Sperrkonto

EU-/EWR-Bürger*innen:

- Kontoeröffnung in Deutschland einfach möglich.
- Benötigte Unterlagen: Pass/Personalausweis und Studierendennachweis.
- Gleiche Konditionen wie deutsche Bürger*innen.

Link to our website: <https://international.tu-dortmund.de/en/bank-account>

Who needs a Visa : <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visabestimmungen-allgemein>

Bank account



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Non-EU/EEA citizens:

- Required: Blocked account (for visa) and current account.
- Blocked account:
 - Transfer 11,904 €
 - Withdrawals: Up to 992 €
- Checking account:
 - Check conditions, fees, required documents and restrictions.
- **Student job or similar** is not an alternative to blocked account!

Job-allowance / no alternative to blocked account! – check out the extra Links on our websites!

Nicht-EU-/EWR-Bürger*innen:

- Erforderlich: Sperrkonto (für Visum) und Girokonto.
- Sperrkonto:
 - Überweisen Sie 11.904 €
 - Abhebungen: Bis zu 992 €
- Girokonto:
 - Überprüfen Sie Konditionen, Gebühren, benötigte Dokumente und Einschränkungen.
 - **Studentenjob** keine Alternative zum Sperrkonto!

Arbeitserlaubnis!– Schauen Sie sich die zusätzlichen Links auf unseren Webseiten an!

Link to our website: <https://international.tu-dortmund.de/en/bank-account>

Further information: <https://www.auswaertiges-amt.de/en/sperrkonto-388600>

Arrival and registration



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Non-EU/EEA Students:

- Obligation: You **must register their accommodation within two weeks of arrival.**
- Registration Process: Book an appointment online to avoid long waiting times. Required documents are listed on the City of Dortmund's Public Order Office website.
- **Visa extension during your studies!**
- Changes, Work, internship, free semester, any other plans! Inform the immigration office!
- Visa extension and certificate of study progress

Nicht-EU/EWR-Studierende:

- Pflicht: Man **muss seinen Wohnsitz innerhalb von zwei Wochen nach Ankunft anmelden.**
- Anmeldeverfahren: Buchen Sie online einen Termin, um lange Wartezeiten zu vermeiden. Erforderliche Dokumente sind auf der Website des Ordnungsamtes aufgeführt.
- **Visumverlängerung während Ihres Studiums!** Änderungen, Arbeit, Praktikum, freies Semester, andere Pläne! Informieren Sie das Ausländeramt!
- Visaverlängerung sowie Studienprüfbescheinigung

Link: <https://international.tu-dortmund.de/en/incomings/degree-seeking-students/residence-and-visa/after-arrival/>

Health Insurance



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Do not register
for a health
insurance before
you receive your
visa !

No Chat
Use Q&A!

Do you need health insurance?

- International students must hold either a statutory or a private health insurance during their studies.
- Choice 1: Statutory Health insurance > Electronic proof of health insurance to the university.
- Choice 2: private Health insurance > exemption from the statutory health insurance.
- Students on preparatory courses, over 30 years of age or doctoral students must be exempt from the statutory health insurance.
- Electronic proof of health insurance or exemption must be requested from the health insurance company in good time after admission or arrival in Germany.

Braucht man eine Krankenversicherung?

- Internationale Studierende müssen während ihres Studiums entweder eine gesetzliche oder eine private Krankenversicherung haben.
- Gesetzliche Krankenversicherung > Elektronischer Nachweis der Krankenversicherung an die Universität.
- Private Krankenversicherung > Befreiung von der gesetzlichen Krankenversicherung.
- Studierende in Vorbereitungskursen, über 30 Jahre alt oder Doktoranden müssen von der gesetzlichen Krankenversicherung befreit werden.
- Der elektronische Nachweis der Krankenversicherung oder die Befreiung muss rechtzeitig nach der Zulassung oder Ankunft in Deutschland bei der Krankenkasse beantragt werden.

More on this here:

<https://www.tu-dortmund.de/en/students/during-your-studies/organization-of-studies/health-insurance-and-pension/>

Accommodation



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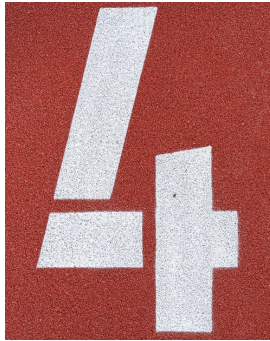
- Three options:
 1. Student dormitories
 2. Municipal rental
 3. Private housing market
- When should you look for a place to stay?
- **As soon as possible**, the housing market is quite competitive
- What to look out for to spot potential scams?
 - **No advance payments** without inspection
 - Check offers for authenticity
 - Use official platforms
 - Protect personal data
 - Beware of **offers that are too cheap**
- Drei Optionen:
 1. Studentenwohnheim
 2. Städtische Vermietung
 3. Privater Wohnungsmarkt
- Wann sollte man mit der Wohnungssuche beginnen?
- **So bald wie möglich**, da der Wohnungsmarkt umkämpft ist
- Worauf bei Verdacht auf Betrug achten?
 - **Keine Vorauszahlungen** ohne Besichtigung
 - Angebote auf Echtheit prüfen
 - Offizielle Plattformen nutzen
 - Persönliche Daten schützen
 - Vorsicht bei **zu günstigen Angeboten**

Find out more: <https://international.tu-dortmund.de/en/accommodation>

First steps for enrollment



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<https://international.tu-dortmund.de/en/enrollment>

STEP 2

Preparation & Application for Enrollment

You have successfully applied to TU Dortmund University and have received a letter of admission and would now like to apply for enrollment? Your letter contains important information on how to apply for enrollment and the enrollment period. Please read it completely and save it.

Before applying for enrollment, please check the following checklists to make sure you have all the necessary documents available.

- Required enrollment documents for a Bachelor's degree program
- Required enrollment documents for a Master's degree program
- Required enrollment documents for doctoral qualification program / doctoral studies
- Required enrollment documents for a preparatory German course
- Required enrollment documents for exchange students (study/interhip)

Apply for enrollment. This is how it works:

You can only apply for enrollment by [e-mail](#). Please refrain from sending in documents by post. Please note the deadline for applying for enrollment stated in the letter of admission.

Recipient: Address your e-mail to international.enrollment@tu-dortmund.de

Subject: Please specify your applicant ID and, if available, your student ID number from TU Dortmund University

Required information in the e-mail text

- Your full name (as given on your passport/ID card)
- Specification of the degree program or subjects for which you are applying for enrollment
- Specification of the degree objective (Bachelor's, Master's, doctorate, preparatory German language course, short-time studies) for which you are applying for enrollment

E-mail attachments: The attachments vary depending on the type of degree. Please refer to the checklists above and your letter of admission.

Important note: Please make sure that we have an electronic notification from a statutory health insurance company about your insurance status by the time we process your application for enrollment at the latest! Full enrollment can only take place if an electronic notification of your insurance status is available.

Cross-semester Admission

Some Master's degree programs offer the option of cross-semester admission. Applicants who have received a letter of admission after a successful application can enroll in the semester they applied for or in the following semester without reapplying.

Please refer to the following website for further information.



Admissions & Enrollment Office



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- You can find detailed information about **enrolling** on our website:
<https://international.tu-dortmund.de/en/international-applicants/enrollment/>
- The **semester fee** must only be transferred after receipt of the provisional certificate of enrollment. We do not require a confirmation of payment.
- **Cross-semester admission and enrollment:**
<https://international.tu-dortmund.de/en/international-applicants/enrollment/cross-semester-admission-and-enrollment/>
- Informationen zur **Immatrikulation** finden Sie auf unserer Internetseite:
<https://international.tu-dortmund.de/studienbewerber/-innen/einschreibung/>
- Der **Semesterbeitrag** muss erst nach Erhalt der vorläufigen Immatrikulationsbescheinigung überwiesen werden. Wir benötigen keine Zahlungsbestätigung.
- **Semesterübergreifende Zulassung und Einschreibung:**
<https://international.tu-dortmund.de/studienbewerber/-innen/einschreibung/semesteruebergreifende-zulassung-und-einschreibung/>

After Enrollment / Nach der Einschreibung

No Chat
Use Q&A!

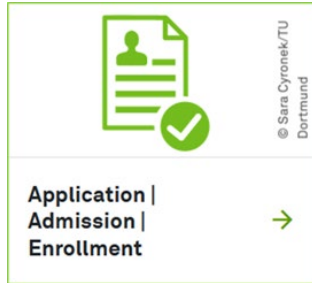


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- Semester ticket
<https://international.tu-dortmund.de/en/international-applicants/after-enrollment/>
- Activation Uni-Account
All students are provided with a UniAccount upon enrollment. With this account you will not only receive your personal UniMail e-mail address, but also have access to important online functions that TU Dortmund University provides to its students. You will receive your personal access data with your provisional certificate of enrollment.
- Departmental Academic Coordinators
... are teaching staff at a department who know all about the respective study and exam regulations and the possibilities a program offers.
<https://www.tu-dortmund.de/en/students/advising-counseling/departmental-advisory-service/>

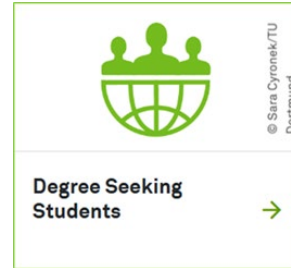
- Semesterticket
<https://international.tu-dortmund.de/en/international-applicants/after-enrollment/>
Freischaltung Uni-Account
Allen Studierenden wird mit ihrer Immatrikulation ein UniAccount zur Verfügung gestellt. Mit diesem erhalten Sie nicht nur Ihre persönliche UniMail-Adresse, sondern haben auch Zugriff auf wichtige Online-Funktionen, die die TU Dortmund ihren Studierenden bereitstellt. Ihre persönlichen Zugangsdaten erhalten Sie mit Ihrer vorläufigen Immatrikulationsbescheinigung.
- Studienfachberatung
Studienfachberater*innen sind Lehrende einer Fakultät, die sich sehr gut mit der jeweiligen Studienordnung, der Prüfungsordnung und den Möglichkeiten des Studiums auskennen.
<https://www.tu-dortmund.de/en/students/advising-counseling/departmental-advisory-service/>

Contact us! | Kontaktieren Sie uns!



Admissions and Enrollment Office
Application, Admission and Enrollment

Website: www.international.tu-dortmund.de/en/application
E-Mail: admission.inquiries@tu-dortmund.de



Degree Seeking Students
Counseling and Information (visa, accommodation etc.)

Website: www.international.tu-dortmund.de/degree-seeking-students
E-Mail: social.counseling@tu-dortmund.de
Accommodation: accommodation@tu-dortmund.de

Follow us on Instagram www.instagram.com/tudo_international/

Instagram Q&A: Save the date!

In addition to today's information session, you can visit our Instagram account **@tudo_international** on **Thursday, 20 February 2025** for another chance to ask questions on the topics of enrollment and first steps.

Follow us on Instagram www.instagram.com/tudo_international/

Now is the time for (more of) your questions!

Please raise your hand if you wish to ask a question verbally, you will then be called upon.

Since we won't be able to answer all questions verbally, you can continue to ask your questions via the Q&A function. Your questions will then be answered in writing.

Please refrain from asking the same questions again if they have already been answered before and please also refrain from asking parallel questions verbally and in the Q&A section, as we will then answer them twice.

Breakout room / Networking

Thank you for your attention and your questions!

We look forward to welcoming you to TU Dortmund University and wish you all the best and every success with your studies!