

# Info-Sheet: Important documents

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

- passport
- for rental contracts with Studierendenwerk Thüringen:
  - enrollment / letter of admission of the university
  - 300 € for the deposit

## **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 be handed in later.)

## **For Enrollment:**

### 1) In case of direct admission (with or without obligations):

- passport photo (in color) for the student ID (jpg format)
- proof of health insurance  
(Document not mandatory, usually sent directly to the university by the health insurance company.)

### 2) In case of an admission with language condition:

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

### 3) In case of an admission with condition "Feststellungsprüfung":

- all documents needed in case of direct admission (see 1<sup>st</sup> case)
- Confirmation of the passed assessment test

## **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 (not always mandatory)

## **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>)