

Welcome to the Hanns Eisler!



Beginning your studies:
Enrolment, German Course & Visa

Hochschule für Musik *Hanns Eisler* Berlin

OUTLINE

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GENERAL INFORMATION

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VISA OR NO VISA?

How to apply for residence permit

ENROLMENT, EXAMINATION AND STUDENT ADVISING

Maria Leupold

studium1@adm.hfm-berlin.de

Voice | (Music Theatre) Direction, Production
Dramaturgy for Music Theatre | Lied Interpretation
for Pianists | Wind Instruments | Percussion |
Conducting | Correpetition | Chamber Music

Mandy Schulze

studium2@adm.hfm-berlin.de

Strings | Harp | Guitar
Piano | Composition

- Enrolment & Re-registration | Leave of absence & Part-time studies
- Student ID & Semester Ticket
- Questions about the course of studies/guidance through the course of study
- Certificates & Transcripts

SERVICES AND INTERNATIONAL AFFAIRS

Peggy Bertaux

studium3@adm.hfm-berlin.de

Katja Ehrentreich

international@adm.hfm-berlin.de

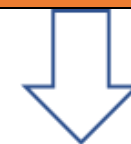
- Credit Transfer and change of university
- Recognition of external artistic activities
- General Student Advising/Advising for prospective students
- Visa and residence permit
- Housing | studying & working
- Representative and advisor for students with disabilities and chronic diseases
- Study abroad/ERASMUS
- PROMOS scholarship
- DAAD-Preis/STIBET
- Encuentro de Música y Academia de Santander
- General Student Advising/Advising for prospective students
- German as a foreign language
- Online appointments for counselling

DOCUMENTS FOR THE IMMATRICULATION

- ➔ **Proof of health insurance**
- ➔ **University entrance qualification**
- ➔ **Copy of your passport/ID card**
- ➔ **Letter of Admission**

HEALTH INSURANCE

Insurance with a statutory health insurance company in Germany	Private health insurance company in Germany	You have a European health insurance Card (EHICard)	You are from a non-EU country that has a social security agreement with Germany	You are from another Non-EU country
	<p>You can be exempted from compulsory insurance.</p> <p>Please ask the statutory health insurance company for detailed advice on the consequences of the exemption from compulsory insurance before the exemption certificate is issued. Because if you claim the exemption, it is valid for the entire duration of your studies and cannot be revoked.</p>	<p>You can be exempted from compulsory insurance.</p>	<p>You must provide proof of insurance coverage from your home country. >> You can be exempted from compulsory insurance.</p>	<p>You must provide proof of insurance coverage from your home country. >> You can be exempted from compulsory insurance.</p>



Please ask the statutory health insurance company for the digital information „Meldegrund 10“!

UNIVERSITY ENTRANCE QUALIFICATION

➔ **School leaving certificate** or equivalent

STUDENTS WHO STUDY/HAVE STUDIED AT UNIVERSITY LEVEL:

➔ **Bachelor's and/or Master's degree certificate:**

IMPORTANT for Master's and Konzertexamen degree programmes:

If you do not yet have a certificate, submit a certificate from your university stating the date of graduation and, if applicable, the total number of semesters of study (in Germany).

➔ **Transcript of Records or Diploma Supplement:**

Overview of all academic achievements to date (in Germany or abroad)

➔ If you have already attended university in Germany before: **Certificate of exmatriculation** from your last university

➔ **Multiple enrolment** must be indicated (submission of certificate of enrolment/study certificate)

➔ With certificates from abroad (only for BA): **Proof of German language skills** at level B2.2 (Common European Framework of Reference for Languages)

GERMAN COURSE

➔ A course at HfM is compulsory for Bachelor students whose German language skills are below level B2.2 and optional for Master's students

- ➔
- intensive online course during the semester break:
5 weeks/lessons every day (Mo – Fri)
 - costs: 450,00 EUR plus materials
 - semester course: 2 times a week/on-site (except B2.2)
 - starts in the first lecture week
 - costs: 400,00 EUR plus materials

➔ Whether the required course level can be offered depends on the number of participants

IMPORTANT TIPS FOR YOUR LIFE IN BERLIN

- ➔ Registration at the citizen centre (within 14 days)
- ➔ Tax identification number
- ➔ Public broadcast services fee
- ➔ Bank account
- ➔ Liability insurance
- ➔ Registration at a doctor's practice

UPCOMING DATES | EVENTS

**25
JUL**

**Deadline payment of the semester fee |
submission of documents for enrolment**

**21
AUG**

11 AM

**Information about the curriculum,
structure and organisation of your studies**

**22
AUG**

11 AM

**Information about Eisler eCampus,
technical questions on course registration at the EislerCampus, Asimut a.o.**

**31
AUG**

**Deadline Registration for courses
www.hfm-berlin.de/en/studies/during-your-studies/module-registration**

**6
OCT**

**Semester start!
Welcome Day: Welcome Reception for freshman and get together**



Your Questions



**WE WISH YOU ALL A
GOOD START AT THE
HANNS EISLER AND A
GREAT SEMESTER!**

VISA OR NO VISA?

Entry into Germany without visa and residence permit

- ➡ Citizens of the EU, Iceland, Liechtenstein, Norway, Switzerland
(Swiss nationals enjoy a right similar to the right of free movement for EU citizens, but require a residence permit — application at the National Immigration Office.)

VISA OR NO VISA?

Entry into Germany without visa but with a residence permit
after 3 or 12 months in the country

➡ Australia, Israel, Japan, Canada, New Zealand, South Korea, United States, Andorra, Brazil, El Salvador, Honduras, Monaco, San Marino, UK.

2 Options:

1. Visa anyway ➡ will be issued for one year ➡ then residence permit
2. After entry into Germany ➡ application for residence permit and hurry with the documents.

VISA OR NO VISA?

Entry into Germany only with visa

➔ All other countries



Overview of visa requirements/exemptions for entry into the Federal Republic of Germany.

HOW TO APPLY FOR A VISA

- ➡ Apply in the German embassy of your living place and look into the website to see how to apply.
- ➡ Tourist or language visas cannot be subsequently converted into a visa for study purposes/residence permit.



<https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visa/207794>

Example: If you are Chinese in UK ➡ German embassy in the UK.

ABOUT THE DOCUMENTS NEEDED

➡ Always consult the website ➡ hurry up for the appointment ➡ collect the documents

Proof of secure livelihood

- For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 11,904.00 EUR (this means a monthly amount of 992 euros that can be taken from the blocked account) / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months
- For the extension: bank statements of the last six months



Information about blocked bankaccount:

<https://www.auswaertiges-amt.de/de/sperrkonto/375488>



Information about commitment by third party (Verpflichtungserklärung):

<https://service.berlin.de/dienstleistung/326540/>

ABOUT THE DOCUMENTS NEEDED

Health insurance

Certificate of enrolment or conditional approval for studying

- muvac admission letter
- if an admission letter with stamp is needed ➡ contact your student advisor
➡ Maria or Mandy

Proof of main residence in Berlin

- Certificate of registration at the main residence or
- lease and written confirmation of occupancy from the landlord or
- a confirmation of a booked room or
- a copy of your application for a student residence

HOW TO APPLY FOR RESIDENCE PERMIT

Only apply here

<https://service.berlin.de/dienstleistung/305244/en/>

HOW TO APPLY FOR RESIDENCE PERMIT

Upload the documents one by one and send the application

- ➡ 8/10 weeks before your visa expires
<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1279374.ph>
- ➡ Don't forget any documents
- ➡ A personal interview is still required
- ➡ You will get a no reply email
- ➡ This email is the extension of your visa (only if you send it before the visa expired) and you can stay in Germany
- ➡ You will be contacted by the immigration office for an interview and you have to show up!

⊘ DON'T TRAVEL OUTSIDE GERMANY WITH THE EXPIRED VISA OR RESIDENCE PERMIT!

YOUR RESIDENCE PERMIT HAS BEEN ISSUED

... Congratulations! The residence permit is issued for maximum 4 years

- ➡ After this time: Application for an **extension** is possible; condition is that the requirements for the residence permit are still fulfilled and that the student has properly and regularly studied. Studienprognose will be needed.
- ➡ Contact the student advisor: Peggy Bertaux studium3@adm.hfm-berlin.de

⚠ Special cases:

Change of study place ➡ don't forget to register with the new office as soon as you changed your place of study.

Change of status: working ➡ study/ Study AND Working / what after graduation / Applying for german citizenship or stay in Berlin or Mariage, Children or refugees.

- ➡ Contact the student advisor: Peggy Bertaux studium3@adm.hfm-berlin.de

IMPORTANT

- 1 Never leave Germany without a valid residence permit, you may not be able to come back.**
- 2 Always travel with your pass and your student card.**
- 3 Read the documents and always check your HfM mails. (Checklist Residence Permit for example)**
- 4 Don't hesitate to inform us if you have troubles.**



Your Questions



**WELCOME AT THE HANNS EISLER,
WELCOME TO GERMANY,
WELCOME ON BOARD!**

