

# WELCOME

**FIRST STEPS IN WEIMAR**

*ERSTE SCHRITTE IN WEIMAR*

Bauhaus-Universität Weimar  
SoSe  
2025

International Office

*Dezernat Internationale Beziehungen*

Summer semester 2025



# WELCOME

## WE ARE DELIGHTED...

that you will soon start your studies at Bauhaus-Universität Weimar. We hope that you will have a great and successful time at our university. In order to help you, especially if this is the first time for you to study (or even to be) in Germany, we created this booklet for you. This is a step-by-step-guide to Weimar!

Your *welcome-team* from the  
Bauhaus-Universität Weimar



## BEFORE DEPARTURE

1

If you're a student coming from a non-EU and non-EEA country you may need to apply for a GERMAN STUDENT VISA.

2

APPLY FOR A ROOM in a student dormitory or search for private housing.

3

Take out a German health insurance  
(can also be organised in Weimar)

4

Pay the semester contribution via bank transfer (for the summer term 2025: 277,80 €) and the fee for your student ID (20,00 €) = 297,80 € in total.

! International bank transfer can be charged with fees. In some countries, international transfers are not possible. Payment is also possible in Weimar, but only with a German bank account. Only pay when arrival on time is certain (no visa issues).

5

Prepare enrolment. If everything is organised in advance, you can send the documents by E-mail, otherwise on site.  
(can also be organised in Weimar)

6

Plan your arrival.

## HELPFUL LINKS AND INSTRUCTIONS

- Check out at the [Federal Foreign Office](#), if you need an entry visa.
- Then contact the German Embassy of your home country and check out the requirements.

- [Student Housing](#) of the "Studierendenwerk Thüringen"
- [Message Board](#) of the university
- further information on private housing: p. 5

### EU citizens

- validate your EHIC by a German insurance company
- Non-EU citizens**
- please apply online for a German health insurance
- further information: p. 7

### Bank details

BIC: HELA DE FF 820  
IBAN: DE52 8205 0000 3001 1113 13

"Verwendungszweck" / intended purpose:  
name and application number

- further information: p. 7

- Your admission letter

- proof of health insurance
- receipt of payment of semester contribution
- 1 passport photo
- proof of language skills
- proof of passed aptitude test
- APS or other certificates

*if required  
in your  
letter of  
admission*

- further information: p. 8

- best option is to arrive within the international welcome days (24 March - April 1st)
- check the weather forecast
- connect over social media
- take part in [pre-arrival online events](#)
- be aware that you may need some cash money during your first weeks

## FIRST STEPS IN WEIMAR

## REQUIRED DOCUMENTS

1

Sign your rental contract, ask for the landlord's confirmation of residency form (»Wohnungsgeberbestätigung«), arrange the keys.

- letter of admission
- rental contract

2

Register your residence with the city authorities and receive a certificate of residence registration.  
For appointments please follow the instructions of the welcome team after your arrival.

- rental contract / current address
- passport / visa
- letter of admission
- »Wohnungsgeberbestätigung« (the landlord's confirmation of residency form)

3

Open a german bank account.

- rental contract / current address
- passport
- certificate of residence registration
- letter of admission

4

Pay the semester contribution via bank transfer (for winter term 2024/25: 277,80 €) and the fee for your student ID (20,00 €) = 297,80 € total.

**Bank details**  
BIC: HELA DE FF 820  
IBAN: DE52 8205 0000 3001 1113 13  
"Verwendungszweck" / intended purpose: name and application number

5

Take out a German health insurance (see map no. 29, 30, 31).

**EU citizens**

- validate your EHIC by a german insurance company

**Non-EU citizens**

- rental contract / current address
- passport / visa
- letter of admission
- bank account

6

Enrol at the Campus.Office and get your enrolment certificate, Thoska (student ID) and your login.

- original letter of admission
- proof of health insurance
- receipt of payment of semester contribution
- 1 photo
- proof of language skills
- proof of passed aptitude test
- APS or other certificates

*if required  
in your  
letter of  
admission*

7

Apply for a residence permit at the Immigration Office. Please follow the instructions of our welcome team after your arrival - there are priority appointments for students.

- rental contract / current address
- passport / visa (+1 copy of your visa)
- completed residence permit application form
- 1 biometric passport photo
- proof of health insurance
- certificate of residence registration
- certificate of enrolment
- proof of finance (992,00€ per month)
- fee for electronic residence title (100–110 €)

8

Pick up the student ID (Thoska) at the Campus.Office.

9

Enjoy the welcome.lounge, get to know your peers and settle into Weimar.

## STUDENT DORMITORY

### Description of dormitories

You can find information on Student dorms here: [www.stw-thueringen.de](http://www.stw-thueringen.de)

### Online application

This is the link to the [application form](#).

### Sign a rental contract at Studierendenwerk Weimar

Sybille Küttner ([sybille.kuettner@stw-thueringen.de](mailto:sybille.kuettner@stw-thueringen.de))

Corina Zündel ([corina.zuendel@stw-thueringen.de](mailto:corina.zuendel@stw-thueringen.de))

### Pick up your keys

The janitor of your dormitory will hand out your keys during his office hours. If you arrive beyond the janitor's office hours or at the weekend in Weimar, your dorm tutor can organise your keys before your arrival. Please inform the Studierendenwerk beforehand.

### Dorm tutors

Students who assigned to help you with residence matters. International tenants receive the contacts of the residential tutors responsible for their residential home when they sign their contract.

You can find more information on the [website](#) of the "Studierendenwerk Thüringen".

### Please note!

1. If you don't have a german bank account yet: You can pay the first rent in cash or by credit card and pick up the key to your room.
2. Hand in your bank account data later.
3. Hand in your certificate of enrolment later.

## PRIVATE ACCOMODATION

### Message board »Wohnen« on the university's [website](#)

\_ flat sharing offers and furniture sale

### »Weimarer Wohnstätte«: municipal housing society, [www.weimarer-wohnstaette.de](http://www.weimarer-wohnstaette.de)

\_ offers also low priced accommodation

\_ usually takes longer

\_ some of the rooms are not refurbished

### GWG: Housing cooperative »Wohnungsgenossenschaft«, [www.gwg-weimar.de](http://www.gwg-weimar.de)

\_ housing society who owns an entire district within Weimar

\_ deposit: you must pay cooperative shares

**Estate Agent:** helps to find an appropriate flat for you (deposit of 2 or 3 times the basic rental charge)

### Alternative websites:

\_ [www.wg-gesucht.de](http://www.wg-gesucht.de)

\_ [www.housinganywhere.com](http://www.housinganywhere.com)

\_ [www.meinestadt.de](http://www.meinestadt.de)

\_ [www.studentenwohnenweimar.de](http://www.studentenwohnenweimar.de)

\_ [www.uni-apartments.com](http://www.uni-apartments.com)

**Others:** Infotake (at the foyer of Mensa am Park), pinboards, newspaper, postings

2

## Register your residence with the city authorities and get a certificate of residency

- rental contract / current address
- passport / visa
- letter of admission
- the landlord's confirmation of residency form (»Wohnungsgeberbestätigung«)

### RESIDENCE REGISTRATION + RESIDENCE PERMIT

When moving to Germany you must register your address with the authorities. International students register their address with the Immigration Office (Ausländerbehörde).

For priority appointments for students please follow the instructions given by the welcome team after your arrival or in our information e-mails.

**Subject:** SoSe 25 city registration / Betreff: SoSe 25 Wohnsitzanmeldung

**Text:** Dear Sir or Madame/ *Sehr geehrte Damen und Herren,*

please kindly provide me with an appointment for the city registration and if necessary the application for the residence permit at the city of Weimar. */ bitte senden Sie mir einen Termin zur Anmeldung und falls erforderlich der Beantragung der Aufenthaltserlaubnis bei der Stadt Weimar zu.*

**Please include:** surname; first name; date of birth; nationality; entry visa (yes/no); expiry date of visa; entry date; intended duration of stay; Are you living in a student dorm?; address.

You will then be given an appointment.

When leaving Germany one must deregister again.

3

## Open a German bank account

- rental contract / current address
- passport
- certificate of residence registration
- letter of admission/ enrolment certificate

**!** You can find a selection of banks on the map (number 24-28).

## Pay the semester contribution

- Landeshauptkasse Thüringen  
BIC: HELA DE FF 820  
IBAN: DE52 8205 0000 3001 1113 13  
"Verwendungszweck"/ intended purpose: name and application number

The fee needs to be paid at the beginning of each semester via bank transfer in order to be (re-) registered as a student. The semester fee cannot be paid by cash!

**Currently, every new student has to pay 297,80 €.**

NEWS: The semester contribution now includes the "Deutschlandticket".

<https://www.uni-weimar.de/en/university/studies/student-services/studierendenbuero-student-office/semester-contribution/>

<https://www.stw-thueringen.de/en/student-financing/deutschlandticket/>

### Please note!

 You are expected to pay the semester fee by yourself; you will not receive a reminder or demand for payment! Please check the university's website at the end of each semester or ask at the Campus. Office for the current amount (it may vary) and the deadline for payment. If you pay too late, you will be blocked and only be reregistered after paying fine of 20 €.

## Take out a German health insurance

 One prerequisite for your enrolment is a proper health insurance. The health insurance companies send this proof ("M10") directly to the university.

### Checklist for Non-EU citizens

- current address (can be provided later)
- passport
- letter of admission
- bank account (can be provided later)

### Links to the most chosen insurances by our students:

- [www.aok.de](http://www.aok.de)
- [www.tk.de](http://www.tk.de)
- [www.barmer.de](http://www.barmer.de)

### Proof of insurance

\_ Students from an EU- or EEA-country can validate their EHIC (European Health Insurance Card) by a German insurance company and request the "M10" - notification for the university.

\_ Students from a non-EU and non-EEA country take out a German student health insurance. The insurance company will send a notification confirming your insurance status (M10) directly to the university.

\_ Students older than 30 years take out private health insurance.

e.g. [www.vela.insure](http://www.vela.insure). If you are staying for a longer period, we recommend the "VELA optimal" tariff. Please validate your private insurance by a public German health insurance company and request "M 10" - notification for the university.

### Contributions

\_ varies from 80 to 140 € depending on your age and status (student, postgraduate, etc.)  
\_ will be debited from your bank account every month

## Enrolment at the Campus.Office

The summer term 2025 starts on 1st of April, as do lectures and courses. A general late arrival option is not possible in the summer term. In case you have Visa related issues and can not arrive in time you can also start your studies in October '25 - your admission is valid for 2 semesters.

The International Welcome.Lounge opens on March 24, 2025. It is recommended that you enrol by April 1st 2025 latest. As for enrolment a proper health insurance and the payment of the semester contribution is mandatory it is up to you to decide, if you want to do this in Germany after your arrival or before departure in your home country. Your decision depends on your expected arrival date. If you come to Germany close to April 1st, you may not have enough time to organise it. If you decide to pay the semester contribution in advance, please notice that the university cannot save the amount for the next semester in case you will not be able to arrive in time and start your studies in the summer term!!

So please do only pay the semester contribution, when you got your visa and definitely booked your travel to Germany.!!

- Your admission letter
- A copy of your passport
- A passport photo for your student ID (Thoska)
- A receipt of the payment of the semester contribution
- The confirmation of your health insurance is sent directly to the university, please request "M 10"- notification from your insurance company
- Any other document stated in your admission letter

### Enrolment of Bachelor and Master Students

E-mail: [studium@uni-weimar.de](mailto:studium@uni-weimar.de)

### Enrolment of PhD-Students

E-mail: [service-international@uni-weimar.de](mailto:service-international@uni-weimar.de)

## Application for residence permit

- rental contract / current address
- passport / visa
- completed application form
- 1 biometric passport photo
- proof of health insurance
- certificate of residence registration
- 1 copy of your visa and first page of your passport
- certificate of enrolment
- proof of finance
- 100–110 € processing fee
- 1 copy of all documents



Please make an appointment via e-mail: [auslaenderbehoerde@stadtweimar.de](mailto:auslaenderbehoerde@stadtweimar.de) and follow the instructions on page 6 (RESIDENCE REGISTRATION + RESIDENCE PERMIT). You will get an appointment for both concerns at the immigration office ("Ausländerbehörde")

## RESIDENCE PERMIT

All foreigners from outside the EU who wish to remain in Germany for longer than three months must obtain a residence permit.

### **Please note!**

In order to apply for residence permit or extend it at the Immigration Office, you need your latest certificate of enrolment with a stamp and signature from the International Office. Please bring your printed certificate of enrolment before your appointment at the Immigration Office to the International Office (Campus.Office, Geschwister-Scholl-Straße 15, office hours: Tuesday - Thursday 10 am-1 pm)

Immigration Office Weimar

Phone: +49 (0) 36 43 /76 22-22

E-mail: [auslaenderbehoerde@stadtweimar.de](mailto:auslaenderbehoerde@stadtweimar.de)

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## Pick up your student ID at the Campus.Office

You will get your student ID card »Thoska« after your enrolment at the Campus.Office.

Thoska serves you as:

### **Student-ID**

- \_ proves your university membership and your status as a student
- \_ serves as »electronic key« for computer pools and workspaces, needs to be activated by SCC or faculty staff

### **Library Card**

- \_ is necessary to borrow books, magazines, DVDs, etc. from the university libraries
- \_ the identification number on the back of the card allows you to order books via telephone or email
- \_ contains the status of your library loans

### **»Semesterticket« (bus and train ticket)**

Allows free travel with buses in Weimar, Erfurt, Jena and the surrounding area (more information on the [area of applicability](#) on the university's website) and within Thuringia with the following trains of Deutsche Bahn (DB):\*

- \_ Regionalexpress (RE) and Regionalbahn (RB)
- \_ **not valid in the following trains: Intercity (IC), Intercity Express (ICE)\***

 **Attention!** Check validity date of your Thoska before you use the public transport!

*\*If you use the wrong train or an invalid Thoska, you might have to pay a fine of 60 Euros!*

### **Cash Card**

- \_ to pay for food in the Mensa cafeterias
- \_ to pay for the university sport courses (no cash accepted!)
- \_ to pay for workshops of the career centre
- \_ to pay for library fees, fines and inter-library loan
- \_ to pay for plots, prints, copies (and to charge your print account at SCC)

### **Please note!**

If you destroy or lose your Thoska card you have to pay 10 € to get a new card!

You will find your login on your enrolment certificate.

### Login

Every student at the Bauhaus-Universität receives a login and a university e-mail address in order to use university computers, the university webmail account, the library catalogue, WiFi etc.



**Username:** is set by SCC and cannot be changed (please remember it!)

**Password:** is pre-set and must be changed later by the user

**Context:** shows your affiliation to one of the four faculties (»a« for architecture, »b« for civil engineering, »g« for design, »m« for media)

**Attention:** You must set the right faculty context in order to register!



### E-mail address

Every member of the Bauhaus-Universität Weimar receives a personal e-mail address.

- \_ access to your email account via the university's website or via [webmail.uni-weimar.de](http://webmail.uni-weimar.de)
- \_ login with username and password
- \_ needs to be unlocked and configured when using it for the first time (see webmail starting page)
- \_ works like every other email account with lots of useful features
- \_ available until 3 months after your exmatriculation (removal from the student register)



### Please note!

Many professors and staff accept university e-mail addresses only. They will not answer to private addresses (such as sweetdarling@anywhere.com).

### SCC (Service Center for Computer Systems and Communication)

Steubenstraße 6a, right behind the university library, first floor

Opening hours: Monday to Friday 8 am–6 pm

(May vary during semester break, check online pinboard »Piazza«)

SCC hotline: +49 (0) 36 43/58 24 24 and e-mail: [hotline@scc.uni-weimar.de](mailto:hotline@scc.uni-weimar.de)

### Organising your studies online with the BISON portal

In BISON portal you can download your enrolment certificates, manage your university schedule and find contact persons: [www.uni-weimar.de/bison](http://www.uni-weimar.de/bison).

- \_ download and print enrolment certificates of the present semester
- \_ change your contact data: name, address, phone, email etc.
- \_ check exam results, grades, print records, find calendars and events, people, telephone numbers, etc.

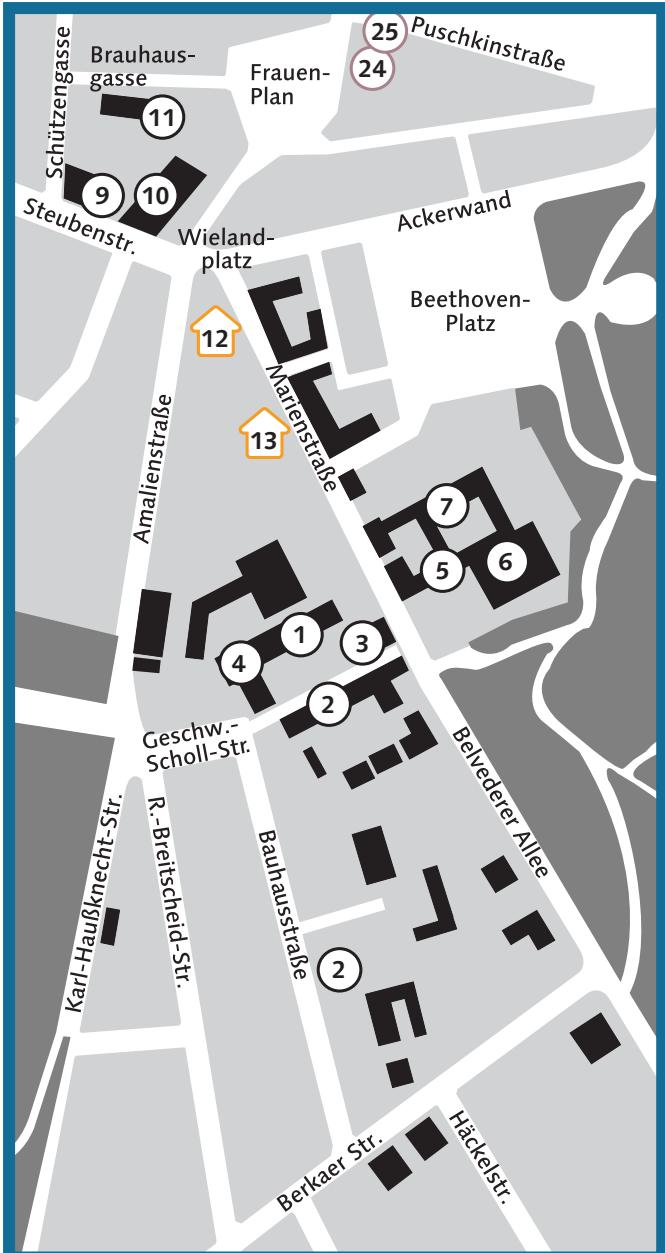
What you will **not** find in the BISON portal, but need to pick up at the Campus Office:

- \_ english enrolment certificate
- \_ exmatriculation certificate
- \_ enrolment certificates of former semesters

BISON hotline: +49 (0) 36 43/58 22 31 and e-mail: [bison@uni-weimar.de](mailto:bison@uni-weimar.de)



- from March 1st | Pre-Arrival Online -> Register now! More information on the university website's section about [Welcome Events](#).
- from March 24 | Welcome.Lounge in Weimar: The starting point for internationals at the Campus. Office Geschwister-Scholl Straße 15
- from April 1st | Faculty Welcome and start of lectures



- 1 Campus.Office / International Office
- 2 University Main Building / Faculty of Architecture and Urbanism
- 3 Student Club »m18«
- 4 Faculty of Art and Design
- 5 Studentenwerk Weimar
- 6 Mensa am Park
- 7 Faculty of Civil Engineering
- 8 Faculty of Media
- 9 University Library – Limona
- 10 University Library – New Building / Audimax
- 11 SCC – »ZuseMedia Centre« Steubenstraße 6a
- 12 Student Dormitory Amalienstraße 1/3
- 13 Student Dormitory Marienstraße 4/6
- 14 Student Dormitory Schützengasse 2
- 15 Student Dormitory Hummelstraße 2
- 16 Student Dormitory Jakobsplan 1
- 17 Student Dormitory Am Herrenrödchen 1a-d
- 18 Student Dormitory Leibnizallee 10/10a
- 19 Student Dormitory Leibnizallee 10b
- 20 Student Dormitory Carl-Ferdinand-Streichhan-Straße 4/4a
- 21 Student Dormitory Belvederer Allee 21a
- 22 Student Dormitory Merketalstraße 48
- 23 Student Dormitory Windmühlenstraße 31/33
- 24 Sparkasse Mittelthüringen
- 25 Deutsche Bank
- 26 Sparkasse Mittelthüringen
- 27 Postbank
- 28 Targobank
- 29 Health Insurance AOK PLUS
- 30 Health Insurance Techniker Krankenkasse (TK) Heinrich-Heine-Straße 5
- 31 Health Insurance BARMER GEK Goetheplatz 5
- 32 Immigration Office (Ausländerbehörde) and Registration Office (Meldeamt)
- 33 Language Centre (Sprachenzentrum)
- 34 Sport Centre Jakobsplan
- 35 Sport Centre Falkenburg