

- List of Documents to bring -

Type of registration	Details	Documents
Berlin Registration Office (Einwohnermeldebehörde)	Registration of address and Identity with local authorities: residency certificate (Meldebescheinigung)	<ul style="list-style-type: none"> • Passport (copy) • Wohnungsgeberbestätigung (Landlord confirmation form) for ALL STUDENTS
Bank Account	Same applies to blocked accounts (students with visa)	<ul style="list-style-type: none"> • Passport (copy) • Proof of registration at “Einwohnermeldebehörde” (please bring your Tax ID Number, if applicable)
Health Insurance	Mandatory for matriculation for ALL Students	<ul style="list-style-type: none"> • Passport (copy) • Proof of registration at “Einwohnermeldebehörde” • Bank account
Enrollment at the ASH	NOTE: EU-Citizens have to present the “E 111” form issued by a German health insurance company <u>or</u> the “Health Insurance Card”; <i>For private insured EU-citizen:</i> an exemption document issued by a German insurance company of your choice is indispensable AND not revocable	<ul style="list-style-type: none"> • Proof of health insurance specifically issued <u>for submission to the university</u> (“Versicherungsbescheinigung zur Vorlage an der Hochschule”) • original certificate & copy of your undergraduate/ last academic degree (for example Bachelor Diploma)
Documents for Foreigners Registration Office <i>For non-EU/EEA nationals, who must apply for a residence permit at the Foreigners Registration Office</i>	IMPORTANT DETAILS <ul style="list-style-type: none"> • You will also need to know the date + place of birth of your parents! • ONLY One-sided print and no stapling of the documents • Your passport needs to be valid for the length of your studies. Please also make sure to have enough space for your German VISA • The passports will be collected to a later date. You will be informed. • Once passports are collected, you will not have it for a period of max. 4 weeks (approx. the end of October until the end of November) 	<ul style="list-style-type: none"> • filled-out registration form (<i>provided by ASH, filled out the 1st day</i>) • Proof of health Insurance (valid for the whole length of your studies+ additional 3 months (recommendable)) • Valid passport + a coloured copy of passport + copy of visa and/or entry stamp • 1 identical up to date German standard biometrical passport photos (<i>with name and birthdate written on the back</i>) • Proof of student registration (<i>provided by ASH</i>) • Proof of registration at “Einwohnermeldebehörde” (copy) • Proof of financial ability/ support (copy) <ul style="list-style-type: none"> - Proof of scholarship (copy) + translation in GERMAN or ENGLISH, if needed OR - Proof of Blocked Account (<i>with the amount of 8. 640 €</i>) (copy) OR - Declaration of Obligation (“Verpflichtungserklärung”) OR - Proof of private sponsor (<i>parents or other</i>) + support letter + coloured copy of their

		<p>passports + bank statements of the last 6 months (<i>the bank statements' currency has to be converted into Euros</i>)</p> <ul style="list-style-type: none">• A procession fee of 56 € (<i>not applicable, if you have a scholarship from a German institution</i>)
--	--	--