### Berlin Registration Office (Einwohnermeldebehörde)

**Details:** Registration of address and Identity with local authorities: residency certificate (Meldebescheinigung)

**Documents:**
- Passport (copy)
- Wohnungsgeberbestätigung (Landlord confirmation form) *for ALL STUDENTS*

### Bank Account

**Details:** Same applies to blocked accounts (students with visa)

**Documents:**
- Passport (copy)
- Proof of registration at “Einwohnermeldebehörde” (please bring your Tax ID Number, if applicable)

### Health Insurance

**Details:** Mandatory for matriculation for ALL Students

**Documents:**
- 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 or the “Health Insurance Card”; For private insured EU-citizen: an exemption document issued by a German insurance company of your choice is indispensable AND not revocable

**Documents:**
- Proof of health insurance specifically issued *for submission to the university* (“Versicherungsbescheinigung zur Vorlage an der Hochschule”)
- Original certificate & copy of your undergraduate/last academic degree (for example Bachelor Diploma)

### Documents for Foreigners Registration Office

For non-EU/EEA nationals, who must apply for a residence permit at the Foreigners Registration Office

**IMPORTANT DETAILS**
- 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

**Documents:**
- filled-out registration form *(provided by ASH, filled out the 1st day)*
- 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 (with name and birthdate written on the back)
- Proof of student registration *(provided by ASH)*
- Proof of registration at “Einwohnermeldebehörde” (copy)
- Proof of financial ability/support (copy)
  - Proof of scholarship (copy) + translation in GERMAN or ENGLISH, if needed **OR**
  - Proof of Blocked Account *(with the amount of 8.640 €) (copy) **OR**
  - Declaration of Obligation (“Verpflichtungserklärung”) **OR**
  - Proof of private sponsor *(parents or other) + support letter + coloured copy of their
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<th>passports + bank statements of the last 6 months (the bank statements’ currency has to be converted into Euros)</th>
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<td>A procession fee of 56 € (not applicable, if you have a scholarship from a <strong>German</strong> institution)</td>
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