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| **Registration seat of residence in Germany**  
Register for being a new resident in Neu-Ulm/Ulm | • Passport or ID  
• „Wohnungsgeberbestätigung“ (confirmation of landlord) | **Bürgerbüro Neu-Ulm**  
(Registration Office Neu-Ulm for any nationality)  
Petrusplatz 15  
89231 Neu-Ulm  
Phone: 0731/705-077-7  
| Mon, Tues: 8am -5pm  
Wed, Fri: 8am - 1pm  
Thurs: 8am - 6pm  
Sat: 9am - 12pm |
| **German Health Insurance**  
Get a valid student health insurance in Germany | In order to take out Health insurance with AOK.  
In order to get your Foreign Health insurance approved, you’ll need:  
• Insurance policy  
(English version) | **AOK**  
(German Health Insurance Company)  
Jahnstrasse 6  
89312 Günzburg  
Contact: Mr. Moritz Ebner  
Email: moritz.ebner@by.aok.de  
Phone: 08221/94-369 |
| **Extension of Student Visa**  
Non EU students + Swiss students: extend your student visa to the exact period of stay and apply for a residence permit | • Registration proof of seat of residence  
• Passport or ID  
• Enrolment paper from the HNU  
• Health insurance proof or document ‘exemption from German health insurance’  
• Biometrical passport sized picture  
• Proof of financial means = 720€ per month of stay as a bank statement, parent’s bank statement or scholarship  
(English versions)  
• 100€ | **Landratsamt**  
(Office for Foreign Affairs in Neu-Ulm)  
Kantstraße 8  
89231 Neu-Ulm  
Phone: 0731/7040-0  
| Mon-Wed, Fri: 7.30am - 12.30pm  
Thu: 7.30am - 5.30pm |
| **Work Permission**  
for a student job: You have the right to work for 120 entire days or 240 half days during your stay without any additional permission | | | |
| **German Bank Account**  
Transfer HNU Student service fees and keep the receipt | • Passport or ID  
• Address in Neu-Ulm  
• Foreign Tax Identification Number (TIN) | **Sparkasse Neu-Ulm - Illertissen**  
Geschäftsstelle Wiley  
Edisonallee 1  
89231 Neu-Ulm  
Phone: 0731/709-0 | |