# List of Offices and Institutions in Charge

## Neu-Ulm

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<th>Task</th>
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<th>Address and Office Hours</th>
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| **Registration seat of residence in Germany**
Register for being a new resident in Neu-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  
Email: buergerbuero@neu-ulm.de  
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, please contact Mr. Ebner. 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 = 853€ per month of stay as a bank statement, parent’s bank statement or scholarship (English versions)  
• 100€ (non-Erasmus students)/30€ (Erasmus students) for the electronic residence permit | **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**
Open a student bank account free of charge. | • 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 |