

Welcome to the Hanns Eisler!



Beginning your studies:
Enrollment, German Course & Visa

Hochschule für Musik *Hanns Eisler* Berlin

OUTLINE

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GENERAL INFORMATION

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Your start at HfM Hanns Eisler

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VISA OR NO VISA?

How to apply for residence permit

ENROLMENT, EXAMINATION AND STUDENT ADVISING

Maria Leupold

studium1@adm.hfm-berlin.de

Voice | (Music Theatre) Direction, Production
Dramaturgy for Music Theatre | Lied Interpretation
for Pianists | Wind Instruments | Percussion |
Conducting | Correpetition | Chamber Music

Mandy Schulze

studium2@adm.hfm-berlin.de

Strings | Harp | Guitar
Piano | Composition

- Enrolment & Re-registration | Leave of absence & Part-time studies
- Student ID & Semester Ticket (only valid from 1 October, will be issued in person from end-September — to those who are already fully enrolled)
- Questions about the course of studies/guidance through the course of study
- Certificates & Transcripts

SERVICES AND INTERNATIONAL AFFAIRS

Peggy Bertaux

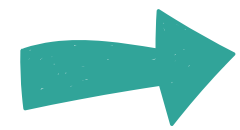
studium3@adm.hfm-berlin.de

Katja Ehrentreich

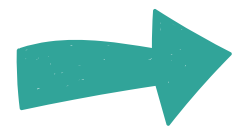
international@adm.hfm-berlin.de

- Credit Transfer and change of university
- Recognition of external artistic activities
- General Student Advising/Advising for prospective students
- Visa and residence permit
- Housing | studying & working
- Representative and advisor for students with disabilities and chronic diseases
- Study abroad/ERASMUS
- PROMOS scholarship
- DAAD-Preis/STIBET
- Encuentro de Música y Academia de Santander
- General Student Advising/Advising for prospective students
- German as a foreign language
- Online appointments for counselling

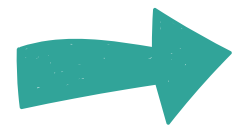
DOCUMENTS FOR THE IMMATRICULATION



Proof of health insurance



University entrance qualification



Copy of your passport/ID card

HEALTH INSURANCE

⇒ Contact a German health insurance and request the digital information “Meldegrund 10”

⇒ also applies to privately insured persons or EHIC card holders (EU member state/EEA state)



UNIVERSITY ENTRANCE QUALIFICATION

➔ School leaving certificate

STUDENTS WHO HAVE STUDIED AT UNIVERSITY LEVEL:

➔ Bachelor's and/or Master's degree certificate:

IMPORTANT for Master's and Konzertexamen degree programs:

If you do not yet have a certificate, submit a certificate from your university stating the date of graduation and, if applicable, the total number of semesters of study (in Germany)

➔ Transcript of Records or Diploma Supplement:

Overview of all academic achievements to date (in Germany or abroad)

➔ Certificate of exmatriculation from the last university attended

➔ With certificates from abroad: Proof of German language skills at level B2.2
(Common European Framework of Reference for Languages)

GERMAN COURSE

- ⇒ a course at HfM OR an external course is compulsory for bachelor students whose German language skills are below level B2.2 and optional for master's students

- ⇒
 - intensive online course during the semester break:
5 weeks / lessons every day (Mo – Fri)
 - starts on 26.2.2024
 - costs: 450,00 EUR plus materials
 - semester course: 2 times a week / on-site (except B2.2)
 - starts in the first lecture week
 - costs: 400,00 EUR plus materials

- ⇒ whether the required course level can be offered depends on the number of participants

UPCOMING EVENTS

28
FEB

11 A.M. Introduction to EISLER e-Campus

29
FEB

Deadline Registration for courses

www.hfm-berlin.de/studium/im-studium/anmeldung-der-kurse/


15
APR

tba

**Semester start!
Welcome meeting and get together**



Your Questions



**WE WISH YOU ALL A
GOOD START AT HANNES
EISLER AND A HAPPY
SEMESTER!**

VISA OR NO VISA?

Entry into Germany without visa and residence permit

Citizens of the EU, Iceland, Liechtenstein, Norway, Switzerland

(Swiss nationals enjoy a right similar to the right of free movement for EU citizens, but require a residence permit - Application at the National Immigration Office.)

VISA OR NO VISA?

Entry into Germany without visa but with a residence permit after 3 or 12 months in the country

Australia, Israel, Japan, Canada, New Zealand, South Korea, United States, Andorra, Brazil, El Salvador, Honduras, Monaco, San Marino, UK.



Problem: the appointments are very difficult to get.



Advice: wake up early and refresh the page between 5 and 6 am....



2 solutions:

1. Visa anyway ➡ will be issued for one year ➡ then residence permit
2. After entry into Germany ➡ application for residence permit and hurry with the documents.

VISA OR NO VISA?

Entry into Germany only with visa


All other countries



Overview of visa requirements/exemptions for entry into the Federal Republic of Germany.

HOW TO APPLY FOR A VISA

- ▶▶ Apply in the German embassy of your living place and look into the website to see how to apply.
- ▶▶ Tourist or language visas cannot be subsequently converted into a visa for study purposes/residence permit.

 <https://www.auswaertiges-amt.de/de/service/visa-und-aufenthalt/visa/207794>

Example: If you are Chinese in UK ➡ German embassy in the UK.

ABOUT THE DOCUMENTS NEEDED

▶▶ Always consult the website ▶▶ hurry up for the appointment ▶▶ collect the documents

Proof of secure livelihood

- For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 10,872.00 euros (current amount in the year 2024) / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months
- For the extension: bank statements of the last six months



Information about blocked bankaccount:

<https://www.auswaertiges-amt.de/de/sperrkonto/375488>

ABOUT THE DOCUMENTS NEEDED

Health insurance

Certificate of enrolment or conditional approval for studying

- muvac admission letter
- if an admission letter with stamp is needed → contact your student advisor
→ Maria or Mandy

Proof of main residence in Berlin

- Certificate of registration at the main residence or
- lease and written confirmation of occupancy from the landlord or
- a confirmation of a booked room or
- a copy of your application for a student residence

HOW TO APPLY FOR RESIDENCE PERMIT

Download the application form

<https://service.berlin.de/dienstleistung/325475/en/>

Make an Appointment and prepare the documents:

<https://otv.verwalt-berlin.de/ams/TerminBuchen?>

[lang=en&termin=1&dienstleister=327437&anliegen\[\]=325475](https://otv.verwalt-berlin.de/ams/TerminBuchen?lang=en&termin=1&dienstleister=327437&anliegen[]=325475)



Purpose is 16 B



You will probably see this appears:



There are currently no dates available for the selected service! Please try again later!



Advice: wake up early and refresh the page between 5 and 6 am....

HOW TO APPLY FOR RESIDENCE PERMIT

Send the application and the documents at the Referat B

- ➔ 8/10 weeks before your visa expires
<https://www.berlin.de/einwanderung/ueber-uns/kontakt/formular.1279374.ph>
 - ➔ Don't forget any documents
 - ➔ A personal interview is still required
 - ➔ You will get a no reply email
 - ➔ This email is the extension of your visa (only if you send it before the visa expired) and you can stay in Germany
 - ➔ You will be contacted by the immigration office for an interview and you have to show up!
- ⊘ DON'T TRAVEL OUTSIDE GERMANY WITH THE EXPIRED VISA OR RESIDENCE PERMIT!**

YOUR RESIDENCE PERMIT HAS BEEN ISSUED

... Congratulations! The residence permit is issued for maximum 4 years

➡ After this time: Application for an **extension** is possible; condition is that the requirements for the residence permit are still fulfilled and that the student has properly and regularly studied. Studienprognose will be needed

➡ contact the student advisor: Peggy Bertaux / Studium3@adm.hfm-berlin.de

⚠ Special cases:

Change of study place ➡ Don't forget to register with the new office as soon as you changed your place of study.

Change of status: working ➡ study/ Study AND Working / what after graduation / Applying for german citizenship or stay in Berlin or Mariage, Children or refugees.

➡ contact the student advisor: Peggy Bertaux / Studium3@adm.hfm-berlin.de

IMPORTANT

- 1 Never leave Germany without a valid residence permit, you may not be able to come back.**
- 2 Always travel with your pass and your student card.**
- 3 Read the documents and always check your HfM mails. (Checklist Residence Permit for example)**
- 4 Don't hesitate to inform us if you have troubles.**



Your Questions

A photograph of a music rehearsal room with a teal overlay. The room features a wooden floor, several music stands with sheet music, and a harp in the background. The teal overlay is a large, semi-transparent shape that covers the right side of the image. The text is centered within this overlay.

**WELCOME AT THE HANNS EISLER,
WELCOME TO GERMANY,
WELCOME ON BOARD!**