Check List
Exchange Students at the THR

First Steps - Necessary Formalities
● Enrollment at the THR (=> Matriculation Certificate; Student ID)
  ▪ Matriculation certificate is necessary for the city offices, the bank, and insurance
● Registration with the Foreigner Department of the city administration in Reutlingen
  ▪ Address: Rathaus, Erdgeschoss des Gebäudes Oskar-Kalbfell-Platz 21, Zimmer 600.
    Telephone: 07121/303-5665    Fax: 07121/303-2278
    E-Mail: auslaenderbehoerde@reutlingen.de
  ▪ Necessary documents: ID card/passport, matriculation certificate from the THR
● Opening a bank account: necessary documents
  ▪ ID card/passport
  ▪ Registration confirmation from the Foreigner Department
  ▪ Matriculation certificate from the THR
  ▪ Telephone/cell phone number (=> buy a prepaid card for a cell phone)
● Finalize a telephone/cell phone contract:
  ▪ Provide a bank account number
● Finalize health insurance

Paying fees for offices
● Registration fees for the Foreigner Department - different prices depending on the nationality (US-citizens: 50 euro)
● Study fee for Tuebingen University (80 euro per semester)
● Health insurance (single, with spouse, or family): between 90-100 euro per month
● Working visa if intending to receive paid work (100 euro)
● Student train pass ($85 per semester)

Additional costs for rent in the THR Student Residence
● Security deposit for the apartment: 150 euro
● Security deposit for the apartment keys: 30 euro
● Internet (can be shared with a roommate or another apartment): 30 euro per month
● Radio/TV charges: 211 euro for the year
● Printing/copying fees (receive a login code from the secretary)
● Laundry tokens (receive from the secretary): .50 cents each

Helpful websites
● Reutlingen School of Theology (THR): [http://www.th-reutlingen.de](http://www.th-reutlingen.de)
● Tuebingen University: [http://www.uni-tuebingen.de/](http://www.uni-tuebingen.de/)
● Reutlingen Foreigner Department: [https://www.reutlingen.de/13015](https://www.reutlingen.de/13015)