

## Logistics: Accommodation and Registration in the German Year

### Study semester

1. German laws require students to register in the city. Students must register within max. 14 days of your arrival to Germany at the town hall (Rathaus). Students will also need to get a German student residence permit (if they don't hold a Jordanian passport and didn't apply for a visa to travel to Germany) at the immigration office (Ausländerbehörde). Useful tips for these processes are available on the DAAD website [www.study-in.de](http://www.study-in.de) under the heading "Plan Your Stay / Registration and Residence Permit."
2. Only students with an official address can follow up the Fintiba Process and activate governmental Health Insurance.
3. Nowadays, the accommodation situation in Germany is tensed. It is highly advised to follow the recommendation of the university regarding the accommodation (most universities don't have an influence on this topic). Late cancellation for accommodation will lead to further fees and fines with the tenants.
4. In case of any problems or issues during the whole Year in Germany, students have to turn to the IO at German University and the Project Office at HS Magdeburg-Stendal ([support.GY@german-jordanian.org](mailto:support.GY@german-jordanian.org)) +49 391 886 4704). These mentioned entities will always be offering you direct support in Germany. Please be informed that the Hashemite Kingdom of Jordan maintains an official embassy in Berlin that you can contact in emergencies too (+ 49-30- 36 99 600).

### Internship semester

1. Students must keep themselves registered at their host university during their internship semester (do not forget to pay the fees of the German university for the internship semester).
2. If a student moves to another city for the internship, students must de-register from the city of their study semester, and register again in the city where they will be doing their internship. The IO of the German university has to be informed about this, they provide internship-semester enrollment, so it is necessary to inform them.
3. At the end of stay in Germany, students should do the "Exmatrikulation" from the Host University as well as cancelling their insurance and paying any fees left. Students should also get a "Wohnungsgeberbestätigung" for cancelling the housing contract, and should do the "Abmeldung" from the city hall. Furthermore, students should close all accounts (banks, BahnCard, gym, phone contract, library etc.) and pay any fines to avoid future trouble with German/European Authorities.

**I hereby acknowledge that I have received and read this code of conduct and will comply with**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_