

# Navigating Bureaucracy in Germany



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# Agenda

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## Online Enrollment

- By enrolling online, you indicate that you intend to accept the offer.
- Specific information about the process has been provided together with your offer letter.
- Complete the online enrollment in the Campus Portal during the **enrollment period. (check your admission letter)**

01.11.2024- Enrollment for **doctoral studies** via the **Campus Portal**  
31.03.2025

approx. **enrollment**

January - April  
2025

The dates for enrollment for master's degree programs and for international applicants can be found in the **admission letter** . You will receive this by email or in the campus portal after successful admission and it will indicate which documents you still need to submit.

For full information on dates and deadlines: <https://www.uni-passau.de/termine-fristen/>



- You must register in the **applications portal (Campus Portal)**. Once you have **self-registered**, you'll receive an email with your login details and further instructions.
- **Application Submission:** Use your credentials to log into the Campus Portal and start your application. You can monitor your application status through your profile on the portal.
- <https://www.uni-passau.de/en/apply/enrolment/>



**Offer of Admission:** Once your application status indicates "zulassungsfrei" (unrestricted access) or "Zulassungsangebot liegt vor" (offer of admission), proceed with the online enrolment in the Campus Portal by following the provided step-by-step instructions.



- If you're going to spend a semester at the University of Passau as an exchange student, then please contact [exchangestudents@uni-passau.de](mailto:exchangestudents@uni-passau.de) to sort out the formalities of enrolment with you.

## Required Documents

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Upload the necessary documents as PDF files in the designated sections of the Campus Portal.

- University entrance qualification (e.g., Abitur or equivalent).
- Proof of health insurance from a German statutory provider.
- For international students: Certificate demonstrating sufficient German language proficiency for the chosen program.
- If previously enrolled at a German university: "Studienverlaufsbescheinigung" (detailed transcript of academic records).
- Any obtained degree certificates.
- For doctoral candidates: Admission letter from the doctoral studies committee.
- For specific teacher training programs: Proof of passing the required aptitude test.





- Your admission letter contains all necessary information, including the required documents, and provides a step-by-step guide to the process.
- No need to send anything by post, unless asked specifically.
- For questions or issues, contact [studierendensekretariat@uni-passau.de](mailto:studierendensekretariat@uni-passau.de).





- **Await Confirmation:** Processing your online enrollment may take approximately two to three weeks.
- Once your status changes to "immatrikuliert" (matriculated) in the Campus Portal, you are officially enrolled.
- New students will receive their IT system login credentials ("ZIM-Kennung") via email.
- After that use ZIM Kennung to log on to Campusportal

- **CampusCard:** After enrolment, apply for your CampusCard, which serves multiple functions, including student ID, bus pass, library card, and payment card for campus dining facilities.
- Remember to validate your card at one of the terminals on campus to activate its functionalities.

## Health Insurance:

- **Proof Submission:** Obtain proof of health insurance from a German statutory provider. Local branches in Passau include AOK, Barmer, Die Techniker (TK), and DAK-Gesundheit. [University of Passau](#)

## Orientation:

- **Orientation Weeks:** Participate in the orientation programs offered by the university to familiarize yourself with the campus, resources, and academic life.

For any questions or assistance during the enrolment process, contact the Student Registration Office at [registry@uni-passau.de](mailto:registry@uni-passau.de) or call +49 851 509 1127.

You are required to [register in Passau as a resident](#) within two weeks of moving into your new accommodation if the duration of your stay exceeds three months.

We will provide further information during the Orientation Programme.



- Radio Tax
- Tax ID
- Sozialversicherungsnummer
- De-registration from the city, if moving out of Passau

### **Semester related**

- Semester re-registration
- “Urlaubsemester”

- If you are not an EU national in addition to your registration as a resident, you require a residence permit ('Aufenthaltstitel'), which you have to apply for from the City of Passau's Ausländeramt (Immigration Office) around three months **before your visa expires**.
- Details on the process are provided during the Orientation Programme or later on request by the International Support Services.

### **Know which category you are in:**

- **Visa-Free Entry Countries:** European Union (EU) and European Economic Area (EEA) Member States
- **Other Visa-Exempt Countries** applying for residence permits on arrival
- **Visa Countries** applying for residence permits before their visa expires
- **Non-Recognized Passports**

The Visa Navigator helps you to quickly and easily find the visa you need to enter and stay in Germany.

Answer a few questions about the purpose of your entry and get sound information on how and where to apply for the relevant visa.

<https://digital.diplo.de/navigator/en/visa>

- Extensive paperwork
  - not meant to cause stress but rather a way for authorities to maintain a structured and legal process.
- No need to feel anxious
  - We understand that these processes might be very different from what you're used to, and experiences with authorities can vary across countries.
  - However, in Germany, there is a foundation of mutual respect between authorities and civilians. There's no need to feel anxious—while the bureaucratic process may be extensive, it is well-structured and entirely manageable.



- **Personal Experiences..**

# Thank you...

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