

First steps in Germany

Residence Registration:

(mandatory, within 14 days after arrival)

- 1) book an appointment at the City Town hall (Bürgerzentrum)
go to www.qtermin.de/stadt-pforzheim, select “**Wohnung Anmeldung (Zuzug von außerhalb Pforzheims)**” and select “**Weiter zur Terminauswahl**”
- 2) new appointments daily from 9 am - check regularly for last-minute slots
- 3) bring your passport/ID card and contract/landlord’s confirmation with you



Make an appointment

Residence Permit:

Applicants from the certain countries may enter Germany without a visa.
For stays over **90 days**, a residence permit is required.

Apply for residence permit if you are from

Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Republic of Korea, Monaco, New Zealand, San Marino, USA, United Kingdom.

Single point of contact is assigned to you based of the first letter of your last name.
This contact will handle matters related to immigration, work permits and other related issues.
Please make an appointment for your application with your SPoC.



Scroll to see the Foreigners' Office contact list

Required documents for your application:



- Certificate of Enrollment
- Proof of funding (blocked account, scholarship, etc.)
- Proof of health insurance
- Valid passport
- Current passport photo
- Residence registration certificate

Welcome Voucher:

All you need is:

- Confirmation of residence registration
- Certificate of enrollment

Tourist-Information Pforzheim
Schloßberg 15-17
75175 Pforzheim

Bring these documents to the Tourist Information Office in Pforzheim, and receive a Welcome Voucher worth 100€. It can be used in many local shops, cafés and restaurants.



Emergency Numbers in Germany

112 – Fire and Rescue
for fires, serious accidents, or medical emergencies

110 – Police
Police emergency number

116 117 – Medical Service
non-life-threatening health issues outside regular doctor’s hours – they can also help you find a doctor

First steps in Germany

Hospitals

Siloah St. Trudpert Klinikum

Address: Wilferdinger Str. 67, 75179 Pforzheim

Phone: 07231/4980

Helios Klinikum

Address: Kanzlerstraße 2 – 6, 75175 Pforzheim

Phone: 07231/9690

How to find a doctor in Pforzheim:

What to bring to the doctor:

- Health insurance card (EHIC is accepted)
- Passport/valid ID
- Student ID (Pforzheim University)
- Vaccination card (if available)

Language Support:

- Many doctors in Pforzheim speak English (ask before booking)
- Translation apps
- If possible, bring German-speaking friend

Doctolib ([doctolib](https://www.doctolib.de))



arztsuche-bw.de



Ways to get around:

Use your **student ID** as a ticket for Pforzheim and the surrounding area (VPE area).

If you want to travel throughout Germany, you have the option of either the Deutschlandticket or the JugendBW Ticket (Intercity Express, ICE, not included). Both are monthly subscriptions, and the only two differences are their price and the fact that the **JugendBW Ticket can be cancelled after one year**, while **the D-Ticket can be cancelled monthly**.

Click on "bestellen", register and order your ticket. Don't forget to cancel it before you leave! Cancellation possible until 10th of each month, effective at month's end.



Rundfunkbeitrag (licence fee)

The Rundfunkbeitrag is a mandatory public broadcasting fee in Germany that every household must pay. It is charged per apartment, not per person, and applies even if you don't use TV or radio. After registering your address, you may receive a letter asking you to pay or confirm that someone else in your household already pays. The current fee is **18.36 euros** per month.



Any questions? Contact the International Programs Office!

 incoming@hs-pforzheim.de



**Go to our website
for more
information!**