



Theologische Hochschule  
Reutlingen  
School of Theology

## 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](mailto: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>
- Tuebingen University: <http://www.uni-tuebingen.de/>
- Reutlingen Foreigner Department: <https://www.reutlingen.de/13015>