Welcome to Reutlingen University! We know that the first few days and weeks of your semester in Germany are an exciting and challenging time, so we in the RIO office have put together this checklist to guide you through your next steps. To complete this checklist, use the “Information A-Z” list on our website. Click on a task and read through all the information carefully to find out exactly what you need to do. Please stop by if you have any questions or concerns; we are always happy to help!

Register with the city

This must be done within 14 days of moving in. If you are taking one of the intensive German courses, you will do this together with members of the RIO on “orientation day”. If not, you can get a copy of the Stadtanmeldung form online or from the Bürgeramt.

Get your health insurance documents checked / purchase health insurance

Depending on your situation, you will either be required to buy German health insurance or you will receive an exemption. ** Health insurance from non-EU countries should provide UNLIMITED coverage otherwise, you may have to purchase German health insurance **

Fill out your university registration forms “Einschreibung”

Please ask your study program coordinator for assistance. In addition, you will need to include a passport photo, proof of health insurance, proof of enrollment at your home university, and all fees required.

Pick up your ID card & put money on it, set your password, and activate your accounts

Use the log-in information sheet that comes with your student ID to create a custom password and set up your campus Wi-Fi, E-Mail, RELAX, and BSCW accounts. For students participating in the intensive language courses, the RIO hosts a special help session for you on “orientation day”.

Buy bedding (optional)

If you live in one of the student dorms on campus, you may buy a bedding set (with pillow, sheet, and duvet) for €35 from the RIO intern. Please send an E-Mail to praktikant.rio@Reutlingen-University.DE and set up an appointment with the intern if you are interested.

Open a bank account (optional)

To make things easier for everyone and to avoid any expensive transfer fees, we recommend opening a German bank account. Most banks offer free checking accounts (Girokonto) to students.

Buy the NALDO semester ticket (optional)

The NALDO semester ticket makes transportation easy and will allow you to explore Reutlingen and the surrounding cities from the comfort of a bus or train. Make sure you have a NALDO “Bescheinigung” or confirmation of enrollment before you try to buy a ticket.