

5. Residence in Germany

Registration of residence (*Anmeldung*):

All students must register with the Meldebehörde (registration office) of their place of residence within one week of arrival, reregister if they move and unregister on finally leaving Germany.

Residence permit (*Aufenthaltsgenehmigung*):

Unless you are a citizen of an EU state you require a residence permit to study in Germany, which you must apply for as soon as you enter Germany. It is issued and extended by the Ausländerbehörde (foreigners' affairs office) at your place of residence.

Requirements:

The *Ausländerbehörde* checks:

- whether the approved purpose of residence is still valid (study programme)
- whether the course of study can be completed within an appropriate time (average duration of study + max. 3 semesters)
- whether sufficient funds are available to ensure the student's upkeep for the period applied for
- whether health insurance cover exists
- whether there are grounds (e.g. criminal offences) to refuse extension

It is therefore usually necessary to submit your passport, university registration certificate and proof of funding to the *Ausländerbehörde*.

Important! Proof of sufficient financial resources shows that a prospective student can finance his or her stay in Germany. This proof can take the form of presentation of a savings book for a blocked savings account, letter of covenant or a bank guarantee.

More detailed information is available at:
www.daad.de/deutschland/de/2.6.3.4.html

6. Changing courses - gainful employment

Changing courses:

We strongly recommend that you obtain advice from the IBZ before changing courses. In addition, you must apply for admission from the Zulassungsstelle (admissions office). The minimum requirement is that you are qualified for the new course and can demonstrate you made an effort on the previous course.

Legally, changing courses means a change in the purpose of residence. It must therefore be applied for in advance from the Ausländerbehörde. Failure to do so will invalidate the previous residence permit. It is usually approved within the first 18 months of study, thereafter only if the university certifies that the total duration of study will not be extended by more than 18 months. If this requirement is not met or if you attempt to change courses again, it may only be approved if the study programme can be completed within a total period of residence of ten years.

Casual employment while you are studying:

A distinction is made between non-EU and EU member state nationals:

The following applies to non-EU member state nationals:

- Employment not exceeding 90 working days or 180 half days per year (= up to 4 hours a day) and part-time student jobs (i.e. jobs in the university or in connection with the study programme) are exempt from the need to obtain a work permit, i.e. it is implicit in the issue of a residence permit.
- During the preparatory Germany course employment is only permitted at weekends or on statutory public holidays (up to a total of 90 working days or 180 half days per year permitted). Employment exceeding this time as well as self-employment are not permitted.

The following applies to EU member state nationals:

- Students who are citizens of the old EU member states may work as much as they want. A work permit is not required.
- Students who are citizens of the new EU member states (Estonia, Latvia, Lithuania, Poland, Slovak Republic, Czech Republic, Slovenia and Hungary) may work for up to 90 days or 180 half days per year (= up to 4 hours a day). Employment exceeding this time limit is subject to a work permit issued by the *Bundesagentur für Arbeit* (German Federal Employment Agency).

7. Insurance

Health insurance:

Foreign students must submit proof of health insurance cover which is at least equal to that provided by the German public health insurance when they register:

- Proof is provided by the public health insurances (*gesetzliche Krankenkassen*) (AOK, *Ersatzkassen*) in Germany.
- The student's compulsory statutory health insurance cover costs approximately € 47.- per month plus € 9.- for nursing care insurance.
- You are entitled to statutory health insurance cover until you are 30 or until your 14th semester. Thereafter it is advisable to continue the insurance on a voluntary basis.

Students registering for the first time after the age of 30 can only obtain private insurance. Private health insurance is also the only option during the German course. In this case, it is advisable to obtain several quotations and compare them.

If you are entitled to the services provided by health insurances in Germany due to European or bilateral laws, you do not have to take out a statutory health insurance in Germany:

- In which case you must bring your European Health Insurance Card (EHIC) from your home country. For non-EU member states with which a social security agreement exists, the E 11 / E 128 form is still valid.
- This health insurance card/insurance certification from the health insurance provider in your home country must be submitted to a public health insurance in Germany, which will then furnish you with the proof of insurance you require for registration.

Further details can be obtained from all German statutory health insurances (AOK, *Ersatzkassen*)

Accident insurance:

All properly registered students are automatically members of the statutory occupational accident insurance (without having to pay a premium). The statutory occupational accident insurance only provides cover for accidents that occur in the university or between the university and home (excluding accidents during students free time).

The *Studentenkanzlei* (student registration office) must be notified immediately of any accident.

All prices in this brochure were valid in April 2006

8. Useful addresses

Akademisches Auslandsamt der Universität (AAA), *International Office*
Schlossplatz 3, room 1.026,
Phone: 85-24800/24801/25788, www.uni-erlangen.de/internationales/index.shtml

Allgemeine Ortskrankenkasse (AOK), *a major public health insurance*
(students' branch)
Universitätsstrasse 25,
Phone: 82615-10, www.unilife.de/baye/rd/index.htm

Arbeitsagentur Erlangen, *employment agency*
Strumpellstrasse 14,
Phone: 7110, www.arbeitsagentur.de

Arbeitsvermittlung für Studenten (Studenten-Servis), *student employment agency*
Feldstrasse 5,
Phone: 711-333 or 711-261

Ausländer/innenbeirat der Stadt Erlangen, *foreigners' council of Erlangen municipality*
Gebbertstrasse 1, room 121
Phone: 86 1338 or 86 1325

Ausländerbehörde der Stadt Erlangen, *foreigners' affairs office*
Rathausplatz 1, room 212/213,
Phone: 86 2879

Evangelische Studentengemeinde (ESG), *Protestant student chaplaincy*
Hindenburgstrasse 46
Phone: 22942, www.esg-erlangen.de/

Informations- und Beratungszentrum der Universität (IBZ), *university information and advice centre*
Schlossplatz 3, room 0.021
Phone: 85 23976, ibz@zuv.uni-erlangen.de,
www.uni-erlangen.de/studium/service/studberatung/index.shtml

Katholische Hochschulgemeinde (KHG), *Catholic student chaplaincy*
Sieboldstrasse 3,
Phone: 24146, www.khg-erlangen.de/

Meldebehörde der Stadt Erlangen, *registration office of Erlangen municipality*
Rathausplatz 1, room 216
Phone: 86 2924

Studentenkanzlei der Universität, *university registration office*
Halbmondstrasse 6, room 0.034
Phone: 85 24042

Studentenwerk Erlangen-Nürnberg, *student services*
hall of residence administration: Henkestrasse 38a,
Phone 8002-0
accommodation services: Langemarckplatz 4, Zimmer 021
Phone: 8002-0, www.studentenwerk.uni-erlangen.de

Studierendenvertretung, *students' representation*
Turnstrasse 7
Phone: 85 26695

Zulassungsstelle der Universität, *university admissions office*
Halbmondstrasse 6, room 0.031,
Phone: 85 24076

The Erlangen municipality on the Internet:
<http://www.erlangen.de/>

The university on the Internet:
www.uni-erlangen.de
Information from the Federal Government about living in Germany
(in 4 languages):
www.handbuch-deutschland.de/

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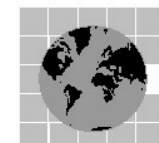
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Guide for foreign students studying in Erlangen

**Friedrich-Alexander-Universität
Erlangen-Nürnberg**



Foreword

Dear reader,

Nearly 3000 foreign undergraduates and around 1000 foreign graduates are currently studying at the Friedrich-Alexander University of Erlangen-Nuremberg. We are proud that so many students from other countries have chosen Erlangen as the place for their university education, the first step in their career.

It also shows us that despite the need to learn German and the cost of studying abroad, Germany, and Erlangen in particular, provide a good study environment.

You will, however, be faced with a number of formalities and administrative requirements before you can finally get started. To help ease that burden, we have brought out this brochure in the hope that it provides the help that you need.

We wish you a successful start here in Erlangen.

The editors

This brochure is also available in German.

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1. Admission to the university

Foreign university applicants and students have many questions at the beginning. You will find most of the answers on the Internet at:

www.uni-erlangen.de/studium/studium_international

This information page is particularly important for all full-degree applicants, that is, applicants who are seeking to complete an academic qualification in Erlangen and not merely studying at the university for one or two semesters as part of an exchange programme. The precise link is: www.uni-erlangen.de/internationales/incoming/regstud

Applying for a place at the university:

Before you can start studying, you will require a Zulassungsbescheid, or letter of admission, which is issued on successful application. For this you must send a Zulassungsantrag (admission application) to the university. You will find a link to this document on the information page "regstud" from where you can print it out. You can either apply for direct admission to study, or admission to study after completion of a German course lasting at least 1 semester or after completion of the one-year "Studienkolleg" pre-study preparatory course (in Munich). The latter is only required, if the qualifications so far attained, i.e. secondary school leaving certificate and further education, do not suffice for direct admission to a university degree programme. As you are applying for admission to study, you must take account of the degree courses offered by the university which can be called up at the following address:

www.uni-erlangen.de/internationales/incoming/regstud

Requirements for admission:

Educational requirements:

- at least the secondary school leaving certificate that would permit you to study in your home country and
- sufficient knowledge of German for the chosen study programme, see chapter 2.

More detailed information can be obtained in individual cases from the Zulassungsstelle (admissions office), if you bring your certificates and state your chosen study programme. If admission to the chosen study programme is granted, attendance of a preparatory German language course is possible if your knowledge of German is not yet sufficient. The additional problem of limited places on many degree programmes at the university means you may still be denied admission to a degree programme or German course.

Application dates:

by July 15 for admission for the following winter semester
by January 15 for admission for the following summer semester

Further information:

- For general advice for university applicants and students: the Informations- und Beratungszentrum, IBZ (university information and advice centre)
- For advice about admission: the Zulassungsstelle (admissions office)
- For advice about registration: the Studentenkanzlei (student registration office)
- Pastoral advice: the Akademisches Auslandsamt, AAA (International Office). <http://www.uni-erlangen.de/internationales/aaa>

Special rules:

Applicants wishing to study in Erlangen as **exchange students**, either as part of the **ERASMUS programme** or as part of a co-operation agreement between the University of Erlangen-Nuremberg and their home university, and **scholarship holders** (DAAD, KAAD, Fulbright, DPJW, DFJW, Robert-Bosch-Stiftung, Böll-Stiftung, KAS, FES, Rotary, etc.) should contact the Akademisches Auslandsamt directly. The application deadlines are June 30 for the following winter semester and December 15 for the following summer semester.

2. Competence in German

For initial registration you must provide proof of proficiency in the German language, which can be obtained by sitting the following examinations:

- "Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber" (DSH). The examination result achieved must be Level 2.
- "TestDeutsch als Fremdsprache" (TestDaF). In this examination, you must attain Level 4 in all four sections of the examination.
- The German language part of the assessment test at a German Studienkolleg (one-year pre-study preparatory course)

Presentation of one of the following certificates exempts the holder from the German tests listed above:

- *Kleines* or *Großes Deutsches Sprachdiplom* of the Goethe-Institute
- *Zentrale Oberstufenprüfung* of the Goethe-Institute
- *Sprachdiplom der Kultusministerkonferenz* (previously Level II)
- German language test II of the *Sprach- und Dolmetscherinstitut München*

The University of Erlangen-Nuremberg in particular has eased the formal requirements regarding proficiency in German. The current regulations are given on the university's homepage. The following rules currently apply:

- A pass in the TestDaF examination is sufficient for all courses of study provided that Level 3 is attained in no more than one section. This grade must be compensated for by attainment of at least one Level 5 in the remaining sections.

For some university subjects the above language test stipulations have been eased further as follows:

- to study subjects offered by the Faculty of Natural Science I (mathematics, physics) and the Technical Faculty, a pass in the TestDaF (at least Level 3 in all four sections) or a pass in the DSH, i.e. DSH-1, is sufficient.
- to study subjects offered by the Faculties of Natural Science II and III, a pass in the TestDaF with attainment of Level 4 in three sections and Level 3 in one section, or written DSH-2 and oral DSH-1 is sufficient.

If a university applicant cannot yet produce proof of proficiency in German by any of the means stated above, knowledge of German to approximately Mittelstufe level (approximately 600 hours of instruction) must be proved on application:

- university applicants are then requested to sit the DSH examination which takes place shortly before the semester starts
- this is preceded by an examination preparatory course which takes place shortly before the examination (costs: €95.- for course and examination, €45.- for examination only)

Another opportunity is provided by the pre-study preparatory German courses at the university. These courses prepare prospective students for the DSH (see above) and take one semester:

- Requirements of the course: university conditions for admission to German course met (see 1).
- Assessment test: prospective students must pass this test before they can be admitted to the course. The test takes place at the beginning of April and at the beginning of October. The fee for the assessment test is €20.- (the Evangelische Studentengemeinde, for example, offers preparatory courses for this exam, see also Chapter 4)
- Application dates: 15.07. for the following winter semester, 15.01. for the following summer semester, the application applies to admission to study after completion of a German course, see chapter 1.
- Fees: the tuition fee is €500.- per semester and course

In addition to the German courses provided by the university, private institutions in Erlangen and Nuremberg also offer German courses. More detailed information can be obtained, for example, from the Informations- und Beratungszentrum (IBZ) (university information and advice centre).

3. Registration

For initial registration (**Einschreibung, Immatrikulation**), **applicants must go to the Studentenkanzlei (student registration office) in person and submit the following documents:**

- Letter of admission (*Zulassungsbescheid*) from the university
- Proof of having passed the DSH or an equivalent test (cf. Chapter 2)
- Passport with an entry visa and (provisional) residence permit (*Aufenthaltsgenehmigung*) for study purposes
- Original copies of all school and university certificates must be provided. For documents not in German, English or French, a certified translation must also be provided
- Semester registration fee: currently €85.-
- Proof of health insurance cover
- Passport photo

Registration date:

You will be notified of the date for registration with your letter of admission.

Re-registration:

Registration at the university is valid for one semester at a time. All students must re-register for the next semester before the current semester's lectures come to an end. Re-registration (*Rückmeldung*) is usually effected simply by paying the semester registration fee. A form for the bank transfer for the following semester will be posted or handed to you with the documents for the current semester.

Examinations and credits obtained outside Germany:

Examinations you have passed and credits you have acquired at universities outside Germany can be accredited if they are equivalent to German qualifications. You must make a written application to the examination office responsible for the study programme. The relevant certificates must be attached along with certified German translations.

Special rules:

ERASMUS students, exchange students and scholarship holders (see Chapter 1) register during their orientation courses (Orientierungskurse) (see Chapter 4).

4. Pastoral care of foreign students

Induction events

The *Informations- und Beratungszentrum* (IBZ) (university information and advice centre) organises introductory events for foreign students starting at the university at the beginning of each semester, in some cases together with the *Akademisches Auslandsamt* (International Office).

These events are intended to inform new international students about the university, the registration and attendance record procedure, study programmes and insurance, especially health insurance.

Orientation courses

For ERASMUS students, exchange students, and scholarship holders, the *Akademisches Auslandsamt* (AAA) and the Büro für Internationale Beziehungen (international relations office of the Faculty of Social Sciences, Nuremberg) organize orientation courses (Orientierungskurse) held at the start of each semester before lectures begin. Assistance with formalities is provided at these courses.

Pastoral programme

During the semester, the *Akademisches Auslandsamt* runs a pastoral programme for foreign and German students. It includes, for example, seminars on Germany and German culture, evening events and excursions, and visits to the theatre and concerts. If necessary, tutorials can also be offered for groups of foreign students. www.aaa-tutoren.uni-erlangen.de

You can sign up to receive a two-weekly newsletter on the Akademisches Auslandsamt's homepage. This provides regular information about interesting events in the Erlangen-Nuremberg region. The Akademisches Auslandsamt no longer has the funds to support needy foreign students. Grants can be applied for from the Ministry of Education to support the completion phase of a degree, provided the ministry continues to provide such grants.

The Katholische Hochschulgemeinde (KHG)

is open to foreign students of all nations, denominations, and religions. It extends an invitation to the most varied cultural, religious and social events. The KHG regularly meets on Tuesday evenings from 7:15 p.m. For more details and up-to-date information, see the semester programme at www.khg-erlangen.de. The KHG also advises foreign students and supports them with their problems and difficult situations of personal need. Dr. Monika Tremel (chaplain) is available for a personal talk at any time.

The Evangelische Studentengemeinde (ESG)

offers students of all religions a place for conversation, coming together, and commitment. For more details, see www.esg-erlangen.de/. Throughout the year it offers prayers, inter-faith and international events, excursions and seminars on development policy. Pastoral care and counselling is also offered by Pastor Christine Heilmeier. Ahead of exams and in emergencies, the ESG can help you to obtain financial help. For inquiries and appointments please contact: viebig@esg-erlangen.de. Students committed to development policy can apply for grants. Moreover, basic level German courses are offered (preparation for the university's German language assessment test).

The Islamische Gemeinde in Erlangen (IGE)

was founded over 20 years ago by students. Today, students still make up 50% of its members. The community seeks to promote spiritual and religious coherence of Muslims in Erlangen and peaceful relations with fellow citizens, organizational bodies, and members of other faiths. Amongst other things, the IGE offers the five daily ritual prayers and Friday prayers, as well as German courses, an Arabic school for children and a sports programme. For more information go to www.moschee-online.de or contact Dr. Habib Lejmi.