

## Information on Matriculation for international Students at the University of Freiburg in the 2017/18 Winter Semester

Dear future student,

Now that you have received your letter of acceptance, you can matriculate at the university and begin your studies in Freiburg. This informational leaflet includes important information on matriculation and on your first steps in daily life as a student. Please read the entire leaflet carefully.

We, the staff of the Student Service Center – International Admissions and Services, would be happy to help you out with any additional questions or problems you might encounter. Just contact the person named on your letter of acceptance.

We warmly welcome you to the University of Freiburg and wish you a good start with your studies.

Your Student Service Center – International Admissions and Services

### **Matriculation at a glance**

*What documents do you need to bring with you to matriculation?*

- your letter of acceptance
- a certificate providing evidence of German statutory health insurance coverage or an exemption from the health insurance requirement
- a receipt confirming payment of your student fees and administrative fees; you can pay the fees directly with an EC card (with PIN) when you matriculate
- 1 passport photo
- if you have already studied in Germany: course transcript booklet from your former German university (exmatriculation certificate) and any certificates you earned from examinations at that university
- matriculation form (full time or short time); you will receive this form from us when you come to matriculate
- If any other documents are mentioned in your letter of acceptance, such as a certificate from a student orientation test or a language certificate, please don't forget to bring them with you!
- if you are a non-EU citizen: your passport with a valid visa

- You may matriculate from 18 September to 12 October 2017 at the Student Service Center – International Admissions and Services, Sedanstr. 6, 79098 Freiburg, on the first floor. Matriculation for the state examination programs in Human Medicine, Dentistry and Pharmacy ends on 5 October 2017. The **office hours for matriculation** are Mon., Tues., Wed., and Thurs. from 9 a.m. to 12 noon and Thurs. from 2 to 4 p.m.
- Please come to the Student Service Center in person during the matriculation period and bring along all of the documents listed above. There is an information desk for international students at the Student Service Center, where you can receive help on all matters concerning matriculation.

#### German Language Test (DSH):

- Your letter of acceptance informs you whether you will have to take the DSH before matriculating. If this is the case, you cannot matriculate until you have received your score for the DSH (at least DSH-2). The University of Freiburg's Language Teaching Centre (SLI) offers the DSH for a fee of 100 euros. The written part of the test will be held at lecture hall 2004 in Collegiate Building II (KG II) at 9 a.m. on 21 September 2017. The oral part of the test will be held on 27 and 28 September 2017.
- The SLI is also offering a preparatory course for the DSH from 11 to 20 September 2017. The course fee is 80 euros for students who have received a letter of acceptance from the University of Freiburg.
- More information is available online at [www.sli.uni-freiburg.de/home-en?set\\_language=en](http://www.sli.uni-freiburg.de/home-en?set_language=en)

#### Student orientation test

- Applicants for undergraduate degree programs at the University of Freiburg (bachelor or state examination) must submit proof that they have taken a test to help them choose the right field of study. This is an online test that you can take from the comfort of your own home. It is not a test you can "fail." You just need to confirm that you have taken it. To do so, just take the test online and print out the certificate of participation, which is generated automatically when you finish the test. If you didn't include the certificate of participation with your application documents, please bring it with you when you matriculate. Here is a list of available student orientation tests: [http://www.studium.uni-freiburg.de/documents/studienbewerbung/Infoblatt\\_Studienorientierungsverfahren/view](http://www.studium.uni-freiburg.de/documents/studienbewerbung/Infoblatt_Studienorientierungsverfahren/view)

## Visa and residency permit

Now that you have received your letter of acceptance, you can organize the formalities of your trip to Germany. Please apply for a visa at an agency of the German government in your native country. Most applicants receive a "Certificate to Present to Embassies and Consulates of the Federal Republic of Germany" (a "Sichtvermerk") along with their letter of acceptance to simplify the application process. Applicants from China, Vietnam, and Mongolia must first contact the APS ("Akademische Prüfstelle").

If you are not an EU citizen, you must apply for a residency permit at the Immigration Office of the City of Freiburg before your visa expires (or, if you live outside of Freiburg, at the immigration office of the "Landratsamt," i.e., district administrative office). Please make sure to take your passport, your letter of acceptance, passport photos, and evidence of adequate financial means.

**A piece of advice from us: Please do not enter Germany with a tourist visa or a Schengen visa for visiting or business purposes!**

Upon arrival in Freiburg, you must register as a resident at the Resident Registration Office of the City of Freiburg (or, if you live outside of Freiburg, with the local authorities of your municipality).

**Office hours:****Resident Registration Office of the City of Freiburg (Bürgeramt):**

Baslerstraße 2, service desk, 79100 Freiburg

Monday, Friday: 7:30 a.m. – 12:30 p.m.

Tuesday, Wednesday, Thursday: 7:30 a.m.– 6 p.m.

Saturday: 9:30 a.m. – 12:30 p.m.

Phone: +49 (0)761 201-0

E-Mail: buergeramt@stadt.freiburg.de

<http://www.freiburg.de/pb/,Lde/205252.html>

**Immigration Office of the City of Freiburg (Ausländerbehörde):**

Berliner Allee 1, 79114 Freiburg

Service desk office hours:

Mon., Tues. & Fri.: 7:30 a.m.–12:30 p.m., Wed.: 7:30 a.m. – 5:30 p.m., Thurs.: 7:30 a.m. – 4:00 p.m.

E-Mail: auslaenderbehoerde@stadt-freiburg.de

<http://www.freiburg.de/pb/,Lde/205368.html>

**Municipal authorities (if you live outside of Freiburg):**

Please inquire with the municipal authorities or the town hall of the city in which you live to find out their office hours.

**Immigration Office of the District Breisgau-Hochschwarzwald (if you live outside of Freiburg):**

Stadtstraße 2, 79104 Freiburg

Monday and Friday: 8 a.m. – 12 noon

Wednesday: 2 – 4 p.m.

## Health insurance

During the matriculation procedure, we make sure that you have health insurance coverage.

If you are from an EU country or one of several other European countries and have a “European Health Insurance Card” (EHIC), you do not need to apply for additional insurance in Germany. However, you must take your EHIC to a statutory health insurance agency upon arrival in Freiburg and request a certificate confirming that you are exempt from the health insurance requirement. You have to provide this certificate at matriculation.

If you have a private insurance policy in your native country, you must also obtain a certificate from a statutory health insurance agency in Freiburg confirming that you are exempt from the health insurance requirement. You are required to submit this document at matriculation. This also applies to recipients of DAAD scholarships who are insured over the DAAD.

The exemption from the statutory health insurance requirement is binding for your entire course of study in Germany. This means that you may not decide to switch from a private to a statutory health insurance agency during your studies.

Please note: Under German law, holders of the EHIC generally only receive care that is necessary from a medical standpoint in the case of illness.

## Student Fees

You have to pay administrative and student activity fees as well as a student government fee to the amount of 155 euros when you matriculate (short-term students: 148 euros). Erasmus students and students who are participating in an exchange program coordinated by the International Office pay 78 euros per semester.

The government of the state of Baden-Württemberg implements student fees amounting to 1.500 Euro per semester from winter semester 2017/18. Affected will be students who are not citizens of a membering state of the European Union, or from Norway, Iceland or Liechtenstein, and who wish to undertake a Bachelor, Master or State Examination degree program. Enclosed is a separate payment request (notification of fees)

along with your admission letter and detailed information regarding possibilities for being exempt from paying fees.

*How can you pay the fees?*

- with an EC card from a German Bank account (girocard) directly when you matriculate. (You need a PIN for your card!)
- at the university's Financial Transactions Office ("Unikasse") in the administrative building (Fahnenbergplatz, 79098 Freiburg, 1<sup>st</sup> floor, room 01008); office hours: Mon., Tues., and Thurs. from 8:45 to 11:45 a.m. ([www.zuv.uni-freiburg.de/service/barschalter](http://www.zuv.uni-freiburg.de/service/barschalter))

## Living in Freiburg

In contrast to many other countries, you must find a place to live on your own if you want to study in Freiburg. This is not always easy at the start of the semester, so we recommend beginning your search as early as you can. Several ways to find a room or apartment are through classified ads, the apartment search service offered by the Studierendenwerk, or the private apartment database offered by the International Office: [www.international.uni-freiburg.de/wohnen](http://www.international.uni-freiburg.de/wohnen).

In addition, you can apply to the Studierendenwerk for a room at a student dormitory. For more information, please visit the Studierendenwerk website (<https://www.swfr.de/en/residence/student-residence/info/>).

## Courses and Departmental Academic Advising

In the 2017/18 winter semester, courses (e.g., lectures, seminars, exercise courses) normally begin on 16 October 2017. You need to decide which courses you wish to take in your first semester no later than one week before the beginning of the teaching period. You can find out what courses are being offered in the university's course catalog: <http://uni-freiburg.de/go/vvz>

To plan your schedule for the semester, we recommend contacting a departmental academic advisor for your field or fields of study. Information on departmental academic advising for all fields of study is available on the Student Portal: <http://www.studium.uni-freiburg.de/studium/studienfaecher>. The departmental academic advisors can also tell you how to register for the courses you wish to take.

Almost all departments hold special introductory courses for new students. We strongly recommend that you take these courses!

If you are a short-term student or an exchange student (non-degree-seeking), please contact the international and Erasmus student representative at your department or your program coordinator for information on learning agreements and suitable courses.

The Welcome Days from the International office take place before the beginning of Lectures from 4 to 9 October 2017. We recommend that all students new to the University take part in the welcome days. For more information please visit: [www.studium.uni-freiburg.de/studium/studienanfaenger/orientation](http://www.studium.uni-freiburg.de/studium/studienanfaenger/orientation).

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### Contact

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Office hours: Mon. – Thurs., 9 a.m.–12 noon, and Thurs., 2–4 p.m.

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