

Enrollment Information for International Students at the University of Freiburg in Summer Semester 2014

Dear International Students,

Now that you have received your letter of acceptance, you can enroll at the University of Freiburg. This informational leaflet includes very important information on enrollment, on formalities, and on your first steps in daily life as a student. Please read the entire leaflet carefully and take note of deadlines and office hours so that you do not encounter any unforeseen difficulties during the enrollment procedure.

This page provides a concise overview of what you need to know before enrolling. The following pages include more in-depth information about your entry to Germany, your health insurance, and the fees at the university, as well as advice on finding a room or apartment and getting off to a good start in the semester. Please find further information in our brochure "Welcome Guide for International Students." We will hand out this brochure when you enroll, or you can download it here: www.uni-freiburg.de/go/IO-welcome-guide-en.pdf

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

Enrollment at a glance

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

- your letter of acceptance
- non-EU citizens: your passport with visa for study purposes
- a certificate providing evidence of German statutory health insurance coverage (exemptions, see page 3)
- a receipt confirming payment of your student fees and administrative fees or direct payment with EC / girocard (German bank account)
- 2 passport photos
- if you have already studied in Germany: document that certifies the removal from the register of students ("Exmatrikelvermerk") and any certificates you have earned from intermediate examinations
- enrollment form (can be obtained during enrollment)
- If mentioned in your letter of acceptance: student orientation test or other requirements

Where and when does enrollment take place?

- You may enroll from 7 April to 24 April 2014 at the Student Service Center – International Admissions and Services, Sedanstrasse 6, 79098 Freiburg. Please note that the enrollment for dentistry (state examination) will end on 17 April. The office hours are on Mon., Tues., Wed., and Thurs. from 9 a.m. to 12 noon and Tues. and Thurs. from 2 to 4 p.m.
- Please come to the Student Service Center in person during the enrollment period and bring along all of the documents listed above. There will be an information desk (Info-Point) organized by the International Office, where you can receive help on all matters concerning enrollment. You can obtain a copy of the enrollment form there.
- Enrollment for all international students takes place in room 01020 (1st floor). Please follow the signs in the Student Service Center.

German Language Test (DSH):

- Your letter of acceptance informs you whether you will have to take the DSH before enrollment. If this is the case, you cannot enroll until you have received your score for the DSH (at least DSH-2). The Language Teaching Center of the University of Freiburg (SLI) will offer the DSH exam for a fee of 150 euros. The written exam will take place on 3 April 2014 at the Audimax, KG II; registration starts at 9 a.m. The oral exams will be held on 9 April 2014.
- The SLI also offers a preparatory course for the DSH exam. The course will be from 24 March – 2 April 2014. The course fee is 80 euros for students who have received a letter of acceptance from the University of Freiburg and 180 euros for other applicants.
- More information is available in the enclosed informational leaflet from the Language Teaching Center or online: www.sli.uni-freiburg.de

Online Study-Choice Assistant

- As a prospective undergraduate student, you must submit proof that you have taken a test to help you choose the right field of study. A general info sheet in German is available here:
http://www.studium.uni-freiburg.de/documents/studienbewerbung/Infoblatt_Studienorientierungsverfahren/view

Visa and residency permit

Once you have received your letter of acceptance, you can organize the formalities of your trip to Germany.

EU and EEA citizens do not need a visa. They need only request a certificate of free movement upon arrival in Freiburg. If you are from Switzerland, Australia, Brazil, Honduras, Israel, Japan, Canada, Monaco, New Zealand, the Republic of Korea, or the USA, you do not need a visa either. You may obtain your residency permit at the immigration office upon arrival by presenting your passport and providing proof that you fulfill the general requirements for a residency permit (such as proof of sufficient financial support for your stay).

If you come from another country, you may only enter Germany with a visa for study purposes. Please apply for the 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” along with their letter of acceptance to simplify the application process. Applicants from China, Vietnam, and Mongolia must first contact the APS (“Akademische Prüfstelle”). All non-EU nationals must then apply for a residency permit at the immigration office upon arrival.

Please do not enter Germany with a tourist visa or a Schengen visa for visiting or business purposes!

Upon arrival in Freiburg, all students must register as residents at the Resident Registration Office of the City of Freiburg (or, if you live outside of Freiburg, with the local authorities of your municipality). Non EU-citizens must apply for a residency permit at the Immigration Office of the City of Freiburg (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 (e.g., letter confirming that you are receiving a scholarship) with you to all government agencies.

Office hours of government agencies:

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

Baslerstraße 2, 1st floor, in Freiburg

Monday, Tuesday, Friday: 7:30 a.m. – 12 noon

Wednesday: 7:30 a.m. – 8 p.m.

Thursday: 7.30 a.m. – 12 noon and 1 – 4 p.m.

Saturday: 9:30 a.m. – 12:30 p.m.

Immigration Office of the City of Freiburg (Ausländerbehörde):

Baslerstraße 2, 2nd floor, in Freiburg

Please note that you need to arrange an individual appointment with the Immigration Office.

You can do so either in person at the service desk (Mon., Tues., Thurs. & Fri. 8 a.m. – 12 noon, Wed. 1:30 – 5 p.m.) or by telephone (Mon. to Fri. 8 a.m. – 12 noon and 1 – 4 p.m.): Phone: +49(0)761 201-4932.

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, in Freiburg

Monday and Friday: 8 a.m. – 12 noon

Wednesday: also 2 – 4 p.m.

Health insurance

During the enrollment procedure, we make sure that you have health insurance coverage. As a rule, students are subject to compulsory health insurance.

We recommend for you to apply for student health insurance at a German statutory health insurance agency. At some health insurance agencies you may also elect to pay the fee in monthly installments if you have a bank account in Freiburg.

The following exceptions apply: If you are from an EU or EEA member country, you are exempt from the health insurance requirement if you have a "European Health Insurance Card (EHIC)." If you have the EHIC, please go 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 enrollment.

Similar regulations apply for students from Bosnia-Herzegovina (form BH6), Serbia-Montenegro (JU6), Croatia (D/HR111), Turkey (A/T11), and Tunisia (A/TN11). If you come from one of these countries and present the proper form at a statutory health insurance agency in Freiburg, you will also receive a certificate to submit during enrollment.

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 during enrollment (this also applies for recipients of DAAD scholarships who are insured over the DAAD).

If you are 30 or older or have finished your 14th study semester, you are exempt from the health insurance requirement and can no longer take advantage of the special student rates. In your own interest and in view of foreigners' rights laws, you should make sure that you have sufficient health insurance coverage. Students who are enrolled as doctoral candidates can apply for statutory health insurance only if they have obtained coverage from a statutory health insurance agency in Germany or other EU countries before (at least 12 months). Otherwise they have to apply for private insurance. In any case, you must submit a certificate from a statutory health insurance agency during enrollment.

In these special cases, you will normally only be covered for medically necessary treatment of an acute illness according to German law. We thus strongly recommend for you to obtain coverage from a statutory health insurance agency in Germany, especially if you are planning to study in Germany for several years. Please note that the certificates described above are valid for your entire course of study in Germany. This means that you cannot decide later to switch to a statutory insurance agency.

Tuition, administrative and student fees

There are no tuition fees at the University of Freiburg. You only have to pay administrative and student activity fees to the amount of 142 euros (including 7 euros for the student government). Erasmus students and students who are participating in an exchange program coordinated by the International Office pay 75 euros.

Notes on the payment arrangements:

- EC card from a German Bank account (girocard): directly when you enroll (with PIN). Please note that payment by credit card is not possible.
- Cash: You can pay the fees cash only at the university's Financial Transactions Office ("Unikasse"). The Financial Transactions Office is located in the administration building (Address: Fahnenbergplatz, 79098 Freiburg) on the 1st floor.
Office hours: Mon., Tues., and Thurs. from 8:45 a.m. to 11:45 a.m.
<http://www.zuv.uni-freiburg.de/service/barschalter>

- Transfer from a German bank account: Please do not wire the fees by international transfer but from German bank accounts only. In the past, international transfers have proven to take a long time and often delay the enrollment procedure for students.

Recipient: Universitätskasse Freiburg
 Baden-Wuerttembergische Bank, Freiburg (BW-Bank Freiburg)
 Bank code no.: 600 501 01
 Account no.: 7438508768
 IBAN-Nr.: DE71 6005 0101 7438 5087 68
 BIC/SWIFT: SOLADEST (BIC-Code with 8 digits)
 SOLADEST600 (BIC-Code with 11 digits)
 Reason for transfer: Neueinschreibung zum Sommersemester 2014

Before the beginning of the semester

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, so please make sure you leave enough time when you plan your arrival date! One way to find a room or apartment is through classified ads or the apartment search service offered by the Office of Student Services ("Studentenwerk"). Alternatively, you may apply for a room in a residence hall at the Office of Student Services <http://www.swfr.de/en/>. For more detailed information on finding accommodation in Freiburg, please contact Student Services.

In addition, the International Office provides an electronic database with offers from the private apartment market and arranges furnished rooms and apartments for visiting scholars, doctoral students, and international students: www.io.uni-freiburg.de/apartment.

Welcome days for international students

Before the beginning of the semester, from 15 to 17 April 2014, the International Office organizes welcome days for all new international students. Please read more in the enclosed informational leaflet. In the course of the welcome days you will be greeted by and introduced to important contact persons for international students. You will receive useful information on living and studying in Freiburg and will have the opportunity to meet other students. The program also includes information on courses, examinations (e.g., the orientation examination) and the curriculum of your field of study. We strongly recommend for all beginning students in an initial course of study (bachelor, state examination) to take part. Please use the registration form on the invitation to sign up. You can also register online: <http://www.uni-freiburg.de/go/orientation-registration-en>. The faculties and departments also offer orientation events for new students: We recommend you to take part in these events at all costs! You will receive crucial information for the organization and structure of your degree program here. Please read about the wide range of orientation events before your arrival in Freiburg on the website of your field of study. You will find the links to all fields of study on our student portal: <http://www.studium.uni-freiburg.de/studieninteressierte-en/studienfaecher-en>.

UniCard and MyAccount

After matriculation you will receive an e-mail from the University's IT services department with your User ID and authentication, which gives you access to the university's online services, including e-mail accounts and the online course-booking system ("LSF"). Please consider that you have to change the initial password first on the myAccount platform: <https://myaccount.uni-freiburg.de/uadmin/login>. You can use the LSF to register for courses, sign up for exams, print out certificates of enrollment, and re-register for the next semester. For further information, please refer to the website: <http://portal.uni-freiburg.de/rz/quicklinks/studq>.

Approximately two weeks after enrollment, you will also receive your UniCard as well as several certificates of enrollment in the mail. The UniCard serves as your student identification card, a debit card for the cafeterias, and your library card. At enrollment, you will receive your course transcript booklet (Studienbuch). With the

course transcript booklet, you can purchase the semester ticket for 79 euros (e.g., in the “VAG Pluspunkt” on Salzstrasse). The pass allows you to ride all regional trains, streetcars, and busses in the region for six months.

Courses and departmental student advising

You should decide which courses (e.g., lectures, seminars) you wish to take and, if necessary, register for them no later than a week before the beginning of classes on 28 April 2014. It is possible to register for courses via Campus Management (LSF) or directly with the lecturers. Students in initial courses of study (bachelor or state examination) in particular should first read the respective information on the website of their field of study or on the Student Portal: <http://www.studium.uni-freiburg.de/studium/studienfaecher>.

Students in master's or postgraduate degree programs should contact the departmental coordinator for their field of study; doctoral candidates should visit their doctoral advisor upon arrival in Freiburg. Short-term and exchange students (without a prior degree) should consult the international student and Erasmus representatives of their field of study or their program coordinator in order to inform themselves about learning agreements and suitable courses. You can then choose your courses for the semester from the current course catalog. The course catalog for the entire university is on the internet at: www.studium.uni-freiburg.de/studium/lehrveranstaltungen >> Sommersemester 2014.

If you have specific questions about your field of study or about required courses in the first semester, your departmental student advisor will be happy to assist you: <http://www.studium.uni-freiburg.de/studium/studienfaecher>.

Contact

University of Freiburg
Student Service Center – International Admissions and Services
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E-Mail: international@service.uni-freiburg.de. Internet: www.studium.uni-freiburg.de

Office hours Admissions, 2nd floor, room 01020: Mon., Tues., Wed., Thurs. 9.00 a.m. – 12.00 a.m., Tues., Thurs. 2.00 p.m. – 4.00 p.m.

Office hours Advising, 2nd floor, room 01017 - 01019: Mon., Tues., Wed., Thurs. 9.00 a.m. – 11.30 a.m., Tues., Thurs. 2.00 p.m. – 4.00 p.m.