



Fachhochschule
Münster University of
Applied Sciences



kickoff

A beginner's guide for
international students at Münster
University of Applied Sciences



International Office

Imprint

Publisher Münster University of Applied Sciences
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Hüfferstraße 27
48149 Münster
www.fh-muenster.de/internationaloffice

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Printing Ibbenbürener Vereinsdruckerei

As of November 2009



Education and Culture DG

Lifelong Learning Programme

'This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.'

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Welcome!



Welcome!

You've decided to study at Münster University of Applied Sciences and have already received an offer for a place on your chosen study programme. Before attending your first lectures, however, a lot of things have to be done. The aim of this brochure is to make your first steps as a student at Münster University of Applied Sciences a little bit easier. In this brochure you will find all sorts of information to make your start a successful one. If you have any further questions, the contacts listed in this brochure will be more than happy to help you.

We wish you success with your studies, lots of interesting classes, an entertaining student life and great fun at Münster University of Applied Sciences.

Your International Office Team



Contacts and Welcome Service



> International Office/Münster
Münster University of Applied Sciences
Hüfferstraße 27
Rooms 3.1/3.1a/3.42/3.43/3.44
(3rd Floor)
48149 Münster

Tel. + 49 (0) 251/83 - 6 41 02
Fax + 49 (0) 251/83 - 6 41 04
internationaloffice@fh-muenster.de
<http://en.fh-muenster.de/internationaloffice>
(How to get there – see p. 16)

> International Office/Campus Steinfurt
Room: A 163e
Stegerwaldstr. 39
48565 Steinfurt
Tel. +49 (0) 2551/9-62396
Fax +49 (0) 2551/9-62496
jalal@fh-muenster.de
(How to get there – see p. 17)

> Welcome Service
Room 3.44
Tel. + 49 (0) 251/83 - 6 41 10
Fax + 49 (0) 251/83 - 6 41 04
welcomeservice@fh-muenster.de
<http://en.fh-muenster.de/welcomeservice>

> Online calendar:
<http://en.fh-muenster.de/internationaloffice/termine>

> Workshops:
<http://en.fh-muenster.de/internationaloffice/workshops>

> International Office Newsabo subscription:
<http://en.fh-muenster.de/internationaloffice/newsabo>

The International Office is the central port of call for all our guests from abroad. Our staff help all international visitors – whether they are students or visiting professors – and give them advice and practical assistance.

The Welcome Service, organised by the International Office, provides an all-round service for our international guests to make their stay in Germany a successful one. An international team of tutors will

- offer to accompany you to the authorities and institutions (registration, residence permits, health insurance, opening up a bank account, etc.)
- help you to find accommodation
- help you to buy a bike or furniture
- organise local trips
- regularly offer leisure activities for international guests

Since Welcome Service tutors are also students with schedules, it is important for you to make an appointment with them well in advance if you need their help.

In addition, the International Office offers training for cross-cultural skills, job application workshops for international students and a variety of other workshops (see p. 31). All of the offers, information sessions and activities will be announced in good time via the International Office's Newsabo.

Münster University of Applied Sciences

Münster University of Applied Sciences (<http://en.fh-muenster.de>) is one of the largest universities of applied sciences in Germany. Over 9,000 students are registered on approximately 60 study programmes. In addition to the classic engineering sciences, Münster University of Applied Sciences offers degrees in business studies, design and social studies.

The university buildings are situated on two campuses: although Münster and Steinfurt/Burgsteinfurt are approximately 30 km apart, they are well-linked by public transport. The Euregio-Bahn train connection (Münster-Enschede) is the fastest link between the two sites. The journey from Münster central train station takes around 35 minutes, with trains operating at least once every hour. In addition, there are frequent bus connections (line R73). The bus takes just over one hour. For late-night party-goers there is a bus (line N5) that operates between Münster and Steinfurt into the late hours of Friday and Saturday. Timetables are available on the internet (<http://efa.vrr.de>). The train and bus connections can be used for free with a student travel pass.

3.1 Münster

The Faculties of Architecture, Civil Engineering, Design, Ecotrophology (Home Economics and Nutritional Sciences), Business Administration, Social Studies, Nursing and Health, the Institute of Teacher Training for Vocational Education and the Institute of Logistics and Facility Management are housed in several buildings across Münster.

In 2004, Münster (www.muenster.de/en), a city of over 1,200 years, was voted the World's Most Liveable City. It beat its competitors, including Seattle (USA) and Coventry (Great Britain), at the 2004 LivCom Award. The city that 280,000 call their home is characterised by a lively student community: pubs, cafés, clubs, large cinema complexes and intimate film theatres – Münster caters for all tastes. The Promenade and the Old Town invite you to take a stroll; outdoor types will enjoy Lake Aa and the numerous parks Münster has to offer.



3

Münster University of Applied Sciences



3.2 Steinfurt

Budding engineers study on the Steinfurt campus in the Faculties of Chemical Engineering, Electrical Engineering and Computer Science, Mechanical Engineering, Energy · Building · Environment and Engineering Physics. The Institute of Business Management in Technology is also situated here. The International Office has a branch on the Steinfurt campus.

Students can find everything they need in Steinfurt (www.steinfurt.de). Although Steinfurt is unable to compete with Münster in terms of its cultural and student scene, there are various pubs and a cinema, among other things. Much of the student scene in Steinfurt is played out in the private environment. However, if students feel like clubbing, they can reach Münster by train in just over half an hour. The university town of Enschede, with its lively pub scene, is also

within easy reach, thanks to student travel passes (p. 28). Those who like to take a break from their studies by jogging or cycling will find ideal conditions in Steinfurt: the nearby forest park Bagno and the rural surroundings are just right for lengthy runs and cycle rides.

4

Prior to Arrival



Before you set off for Germany, you will need to make a few arrangements to ensure your studies will be a great experience.





4.1 Visa

Depending on your home country, you may need a visa to enter Germany. It is absolutely necessary for you to obtain a study visa – a tourist visa is not sufficient. When applying for a visa, you must prove you have sufficient funds to study in Germany, otherwise the visa will not be granted. Further information on visa issues are available from the Germany embassy or other consular agencies of the Federal Republic of Germany.

4.2 Living in Münster & Steinfurt

Students in Münster or Steinfurt will have monthly living expenses of around 650 euros. There are no upper limits to this amount, but it would be hard to get by on much less than 650 euros. This should be enough to pay for your rent, clothes and food, as long as you do not have any special requirements. In addition, you must pay 500 euros for tuition fees every semester you study at Münster University of Applied Sciences, as well as a semester fee of around 200 euros (see p. 19). The Aliens' Office will only issue residence permits if you can prove you have enough money to pay for your stay for at least one year (see p. 25).

4.3 Finding Accommodation

The student welfare organisation, Studentenwerk Münster (www.studentenwerk-muenster.de/eng), offers a number of student residences with rooms for students at reasonable rates. Halls of residence are located in Münster and Steinfurt. It is advisable to apply well in advance for a place in a student residence, i.e. three to four months prior to your arrival. There is often a long waiting list, so it is essential to apply for a place in a student residence as early as possible. You should already have applied to Münster University of Applied Sciences or received admission to be able to apply for accommodation. However, there is no guarantee that students will be granted a place in a student residence. The application form is available online. For exact information about how to apply, visit: http://en.fh-muenster.de/internationaloffice/incomings/bewerber_ausland.php and click on "How to find accommodation". ERASMUS students should remember to point out under "remarks" on the online application form that they are on the ERASMUS programme.

There are also lots of housing offers on the private housing market. However, students should expect to pay slightly more than in halls of residence, and the rooms are usually unfurnished. Also, you need to be in Münster or Steinfurt already to be able to find a room on the private market. For the first few days, we recommend you stay at the Sleep-Station (www.sleepstation.de) or at the Aasee youth hostel (Jugendgästehaus) (www.djh-wl.de/jh/muenster). Offers for accommodation are published in the local newspapers on Saturdays. In addition, the city magazines "Nadann" (www.nadann.de) and "Nanu" (www.nanu.de), which appear on Wednesdays, contain lots of offers for rooms and flats. It's also worth checking the various notice boards around the university and the canteens. Offers for housing are often written in abbreviated form. The main abbreviations are explained below:

WHG	= Wohnung - <i>flat</i>
WG	= Wohngemeinschaft - <i>a shared flat</i>
WaMa	= Waschmaschine - <i>washing machine</i>
SpüMa	= Spülmaschine - <i>dish washer</i>
Koni	= Kochnische = ganz kleine Küche - <i>kitchenette</i>
DG	= Dachgeschoss - <i>top floor of a house</i>
EG	= Erdgeschoss - <i>ground floor</i>
BaWa	= Badewanne - <i>bath tub</i>
Zi	= Zimmer - <i>room</i>
ggü	= gegenüber- <i>across the road from</i>
WM	= Warm-Miete - <i>rent including heating bills</i>
KM	= Kalt-Miete (nur Raummiete) - <i>rent excluding heating bills</i>
NK	= Nebenkosten (z.B. Heizkosten, Wasser, Strom) = <i>all other extra bills (heating, water, electricity)</i>
Kü	= Küche - <i>kitchen</i>
TG-Platz	= Tiefgaragenplatz - <i>underground parking</i>
Blk	= Balkon - <i>balcony</i>
zzgl	= zuzüglich - <i>plus</i>
NR	= Nichtraucher - <i>non-smokers only</i>
WoKü	= Wohnküche - <i>combined kitchen / living room</i>

> Links

www.studentenwerk-muenster.de
www.sleep-station.de
www.djh-wl.de/jh/muenster
www.nadann.de
www.nanu.de



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Arrival

Once you are fully prepared, your suitcases are packed and your journey booked, the adventure of studying at Münster University of Applied Sciences can begin. If possible, try to arrive between Monday and Friday. On Saturdays, Sundays and on bank holidays, such as the German bank holiday on 3 October every year, all authorities, banks and the university are closed. In addition, it is not possible to move into your room in student housing at the weekend or on a bank holiday.

How to get to Münster

All roads lead to Rome. This saying applies to Münster, too.

5.1. By Car

Münster is located next to the A1 motorway and is therefore easy to reach by car. There are two motorway exits – Münster-Nord and Münster-Süd. If your first port of call is the Hüfferstiftung for registration purposes (see p. 22), we recommend taking the Münster-Nord exit.

5.2. By Plane

Münster can be reached from any airport worldwide via Münster/Osnabrück airport (www.fmo.de). Usually, the last part of your journey will be a connecting flight from one of the major international airports such as Frankfurt/Main, Munich or Berlin. The airport is situated between Münster and Osnabrück, around 30 km from Münster city centre. A regular shuttle-bus service takes visitors to Münster central train station. The trip takes around 30 minutes, and costs approximately 6 euros. If you prefer to take a taxi, be prepared to pay a lot more.

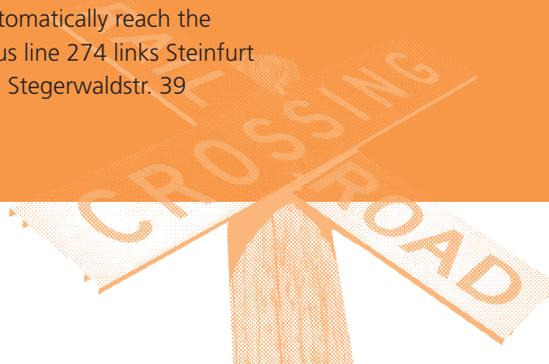
Dortmund airport is also close to Münster. A shuttle-bus will take you from the airport to Dortmund main station for around 5 euros. The connecting train journey to Münster takes about one hour. For further information on flights and connections, visit: www.flughafendortmund.de.

5.3. By Coach and Train

All those travelling to Münster by coach or train will inevitably arrive at the central train station. The cen-

tral coach and bus terminal, from which all city bus services operate, is situated directly in front of the main train station. To get to the Hüfferstiftung, which houses the administration and the International Office of Münster University of Applied Sciences, take one of the following bus lines: 11 (destination: Dieckmannstr.), 12 (destination: Heekweg), 13 (destination: Eissporthalle), 14 (destination: Zoo) or 22 (destination: Rüschaus). The Hüfferstift bus stop is directly in front of the Hüfferstiftung.

To get to Steinfurt from Münster main train station, take a regional train to Gronau/Enschede and get off at Steinfurt/Burgsteinfurt station. You can then either walk or take a bus to Steinfurt Campus. It will take around 10 minutes on foot. A small alleyway leads off platform 2. Turn left at the end of this alleyway and then right at the end of the road. If you carry on straight ahead you will automatically reach the campus. During term time, bus line 274 links Steinfurt train station to the campus in Stegerwaldstr. 39 during the day.



6

Your First Few Days



Before getting down to their studies, our international guests will need to complete a few formalities. If you wish, our Welcome tutors will be happy to assist you.

6.1 Opening a Bank Account

Numerous banks and savings banks in Germany offer student bank accounts. An overview is available on the internet (www.gelbeseiten.de, keywords "Bank" and "Münster"). Again, our Welcome tutors will be happy to help you. Normally, student bank accounts are free of charge. It is necessary to open a bank account because many payments can only be made by transfer. To open a bank account, simply go to the bank of your choice and request a student account. You will need a fixed address in Germany. You will also need to present a passport or national identity card, as well as your letter of admission. A bank account is required to pay the tuition fees and the semester fee after registration (see Sections 6.2. and 6.3.).

6.2 Tuition Fees

At present, all students at Münster University of Applied Sciences must pay 500 euros per semester for tuition fees. International students are only exempted from paying the tuition fees if they come to Münster on a scholarship programme (e.g. DAAD, ERASMUS) or if they are exchange students from a partner university that has an agreement regarding the mutual exemption from tuition fees.

6.3 Semester Fee

All students at Münster University of Applied Sciences must pay the semester fee every semester to register or re-register. The current amount of 201,84 euros (as of summer semester 2010) is calculated as follows:

> Contribution to student body

- Student body contribution
- University sports
- Student bus travel pass
- Student train travel pass

> Contribution to social services

- General purposes
- Loan funds
- Crèche
- Accident insurance
- Social support in student residences

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Your First Few Days



6.4 Health Insurance

All students in Germany must prove they have taken out health insurance. Without such proof, you will not be able to register to the university. As soon as you have opened a bank account, your next port of call is a health insurance company (www.gelbeseiten.de, keywords "health insurance" and "Münster"). The Welcome tutors can also help you here.

Applicants from EU Member States can be exempted from taking out health insurance in Germany. In order to do this, a (blue) EU Health Insurance card must be presented. If you do not have this card or if you have private insurance, you can apply for exemption at any statutory health insurance company in Germany. Please submit your home health insurance policy, written in German or English. This document will be checked by the German health insurance company, which will issue an exemption if your insurance is sufficient for studying in Germany.

Students merely enrolled on a language course are not eligible for statutory health insurance. They must take out private insurance until they have completed the language course/received admission to a degree programme (eg. www.educare24.de). After this, there are two options available:

- you can remain privately insured, in which case exemption from a statutory health insurance company must be obtained. This exemption must be presented when registering at the University. (It is worth mentioning that when students choose to remain with a private health insurance company, they cannot be insured with a statutory health insurance company until they have completed their degree.)
- the student changes to a statutory health insurance company. In this case, insurance must be taken out with the statutory health insurance company of your choice and a copy of your insurance must be presented at registration.

The rate for student health insurance at all statutory health insurance companies is currently 63.38 or 64.66 euros per month, depending on age (as at November 2009). Proof of insurance is required for registration. The certificate of exemption or the insurance policy must be presented at registration.



6.5 Registration

You only become an official member of Münster University of Applied Sciences once you have registered. A number of documents are required for registration, and forms must be completed. The following documents are usually required (ERASMUS students require only the documents marked with *):

- letter of admission
- proof of health insurance coverage *
- passport or national ID card (original and copy) *
- possibly qualification for admission to higher education
- work placement certificate, if required
- registration forms from the Service Office for Students (forms and assistance are available from the International Office) *

Further documents may also be required for the registration process. For more information, visit http://en.fh-muenster.de/international_applicants

Please also follow the instructions issued along with your letter of admission.

After registering you will receive a letter explaining how to transfer the tuition fees and the semester fee. Cash payments are unfortunately not accepted. Once the total amount has been transferred to the account of Münster University of Applied Sciences, you will automatically receive a letter containing your student ID card with your matriculation number and student travel pass (see p. 28). To make sure you are able to receive your letter, it is vital that you write your name on the letter box of your new residence, otherwise the letter will not reach you.

Once you have opened a bank account and have taken out health insurance, you are ready to register. The following addresses are important:

- > Non-EU citizens (full-time studies), language course applicants (EU- and non-EU countries)

International Admissions Office of the Service Office for Students
Room 0.37a

Hüfferstraße 27 | 48149 Münster

Tel. +49 (0) 251/83-64706

Fax +49 (0) 251/83-64707

langerb@fh-muenster.de

http://en.fh-muenster.de/international_applicants

- > EU citizens and guest/exchange students

Service Office for Students

Room 0.37/0.75

Hüfferstraße 27 | 48149 Münster

Tel. +49 (0) 251/83-64700

Fax +49 (0) 251/83-64707

serviceoffice@fh-muenster.de

<http://en.fh-muenster.de/studium/studieninteressierte/>

[kontakt_sos/kontakt.php](http://en.fh-muenster.de/studium/studieninteressierte/kontakt_sos/kontakt.php)



6

Your First Few Days

> City of Münster

Amt für Ausländerangelegenheiten (Aliens' Office)
Stadthaus 2 (entrance from the Südstraße)
Ludgeriplatz 4
48151 Münster
Tel. +49 (0) 251/492-333-3
Fax +49 (0) 251/492-772-2
buergeramt@stadt-muenster.de

> Town of Steinfurt

Anlaufstelle Burgsteinfurt
An der Hohen Schule 14
48565 Steinfurt
Tel. +49 (0) 2551/148-10
Fax +49 (0) 2552/925-390
info@stadt-steinfurt.de

> Town of Steinfurt

Emsdettener Str. 40
48565 Steinfurt
Tel. +49 (0) 2552/925-0
Fax +49 (0) 2552/925-390
info@stadt-steinfurt.de

6.6 Re-registration

Registration is valid for the first semester only. Students wishing to continue their studies at Münster University of Applied Sciences after the first semester must re-register by paying the tuition fees and the semester fee. The relevant forms for re-registration will be sent to you by post in good time. Please make sure the Admissions Office has your up-to-date address. You must inform them immediately if your address changes (<http://en.fh-muenster.de/studium/studierende/adresse.php>).

6.7 Registration of Domicile

All residents of Germany must register their domicile with the competent citizens office. Your local office is responsible for your registration (for addresses see p. 35). As in many other countries, this requirement is a legal provision. Please make sure you register with the citizens authorities within a week of moving in to your new residence.

The following documents are required for registration:

- national ID card or passport
- registration form (available from the Registration Office)
- new address

Students who require a residence permit for Germany must contact the Aliens' Office, where they can also register their domicile (see 6.8).

6.8 Residence Permit

Visas are entry permits only, and are usually valid for 30 days. International guests must therefore apply for a residence permit at Münster Aliens' Office (or in the town hall of Steinfurt) as soon as possible. The daily opening hours are from 8:00 am to 12:00 noon, as well as Thursday afternoons.

You will need the following documents (unless they have already been presented):

- Registration form from the City of Münster (or the town of Steinfurt)*
- Application for a residence permit*
- Passport
- Proof of health insurance
- A passport size photograph
- Certificate of matriculation
- Proof of your financial funds
- 50 euros (exact sum in notes)

* forms available from the "Amt für Ausländerangelegenheiten" (Aliens' Office)

Further documents may also be required. If you wish, our Welcome tutors will be happy to assist you and accompany you to the authorities.

6.9 Third-Party Liability Insurance

It only takes a moment of carelessness to break your neighbour's notebook you've been borrowing. If you do not have the right insurance coverage, the person who caused the damage is liable pay for it themselves, which can be very costly. Insurance can be taken out to protect you from third-party liability. This insurance is also recommended for international students. It covers all damage to other people and their property due to carelessness. Intentional damage, however, is not covered by the insurance. Almost all insurance companies offer such insurance policies. However, prices may vary significantly, as well as the terms of conditions of coverage. Before signing a contract, you should ensure that the duration of coverage does not exceed your stay in Germany.

6.10 Language Courses

With the right kind of teaching, you can learn absolutely every language. For international students, German as a Foreign Language courses are of particular interest.

Preparatory courses

Münster University of Applied Sciences, in cooperation with a language school in Münster, offers German language courses (at cost) to prepare students for studying in Germany. The aim of such courses is to prepare students for the examination to prove applicants have sufficient knowledge of German to embark on a degree. The International Admissions Office of the Service Office for Students (see p. 23) provides information about how to apply for such courses. For further information, please visit:

http://en.fh-muenster.de/international_applicants

Supplementary courses

Münster Language Centre is a cross-institutional unit that offers courses in twelve different languages, some of which are free of charge. Students from Münster University of Applied Sciences can participate in these courses by arrangement. Depending on your previous knowledge and the amount of time you are prepared to invest, you can choose from various levels and hours per week.

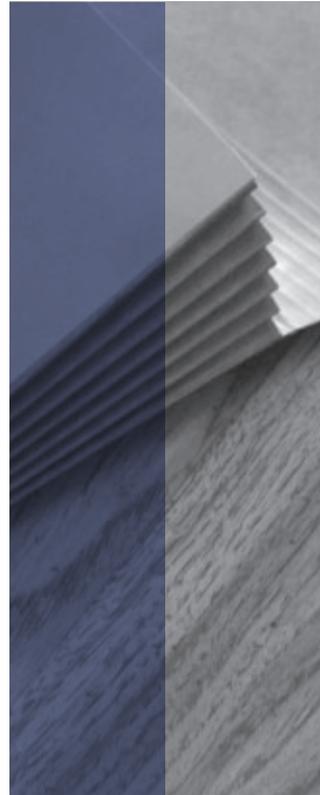
These courses are offered part-time to supplement your studies, i.e. courses are held during term time. For further information about the range of courses on offer, the costs involved and placement tests, visit <http://spzwww.uni-muenster.de> or contact the Language Centre.

Sprachenzentrum Münster
Bispinghof 2 B
48143 Münster
Tel. +49 (0) 251/83 - 2 84 87
spzmail@uni-muenster.de

Interactive Language Learning Software Program

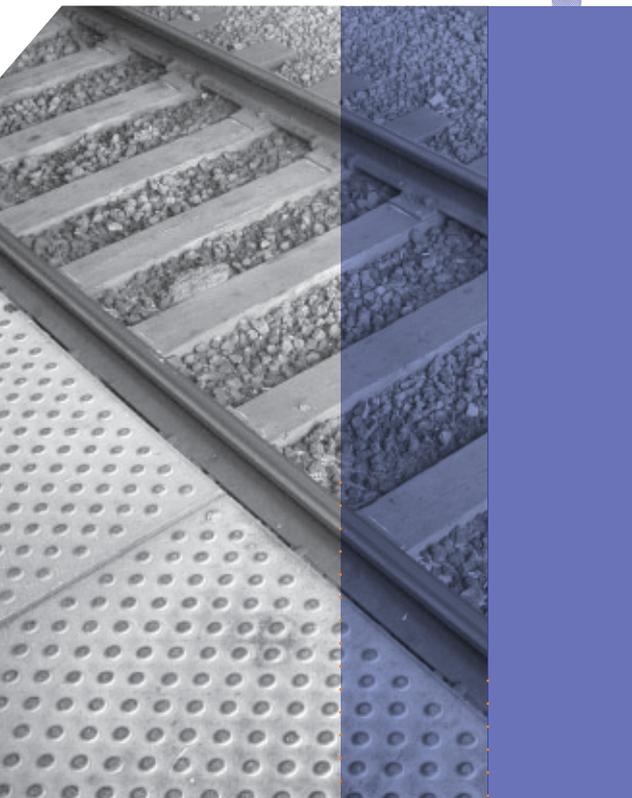
There are a number of teach-yourself software programmes at the Language Centre of Münster University of Applied Sciences. Sometimes introductory languages courses are also held at the beginning of the semester. For the latest offers, please contact:

Steinfurt Language Centre of
Münster University of Applied Sciences
Bismarckstr. 11
48565 Steinfurt
Tel. + 49 (0) 2551/96 25 16
spz@fh-muenster.de



6

Your First Few Days



6.11 Workshops

The International Office regularly organises free workshops, open to all students. The workshops include special issues for international students at the start of the stay in Germany, cross-cultural skills and job application training for international students. For further information on the various workshops, visit the website of the International Office (<http://en.fh-muenster.de/internationaloffice/workshops>).

6.12 Student Travel Pass

Part of your semester fee goes towards financing the student travel pass. This student travel pass is your free ticket for all city bus services in Münster as well as for regional transport by train and coach. For example, it can be used to travel from Münster to Steinfurt, Osnabrück, Dortmund, Bielefeld and Enschede (Netherlands). It is valid only in combination with a valid identity card, such as a national identity card or a passport. The student travel pass cannot be used for long distance trains (InterCity, InterCity-Express) or night trains. For further information on the

student travel pass, contact the Students' Union Executive Committee (AStA, www.astafh.de).

6.13 Internet and e-mail

The Data Processing Centre (Datenverarbeitungszentrale) – the unit for all services related to computers, communications and the internet within the university – hosts PC pools for students at all of the university's locations. You will need a user name and a password to use these facilities. These details will be given to you automatically when you register – you will find them in the top right corner on the form with your certificates of matriculation. In addition to gaining access to the internet, every student will receive an e-mail address.

Moreover, those with notebooks can surf the internet quickly via Wireless LAN at a number of locations across the campus of Münster University of Applied Sciences. The following requirements must be met: the notebook must be equipped with a W-LAN adapter and the software VPN-Client must be installed. This

programme can be downloaded from the homepage of the Data Processing Centre, where you will also find detailed instructions. Your user name and password for this service are identical to your access data for e-mailing.

Data Processing Centre

> Münster site:

Fachhochschulzentrum (FHZ)
Corrensstraße 25, Room C 121
Tel. +49 (0) 251/83-64 911

> Steinfurt site:

Hochschulgebäude Campus (HGC)
Stegerwaldstraße 39, Room 222
Tel. +49 (0) 2551/9-62 654

it-support@fh-muenster.de
www.fh-muenster.de/dvz/service/studierende.php



6.14 Library

The university library operates a total of five faculty libraries, which are organised by department and are situated at the respective sites. These departmental libraries are located in the Fachhochschulzentrum (FHZ), the Hüfferstiftung, on the Leonardo Campus and the Steinfurt Campus. To borrow books you will need a library card, which students can obtain at the library counter. All you need to do is present your student ID card. How can you go about locating the literature you require? For this you use the library catalogue, which can be browsed online using various search tools. To find your way through the maze of books, we recommend attending one of the training sessions offered at the library.

The normal lending period is four weeks. If no other user has reserved the book you have borrowed, it can be renewed twice. If your books are overdue, it can get quite expensive. The fines for overdue books can be found on the library's website. The library also provides computer workstations with internet access, enabling students to use

6.15 The Canteens

The Studentenwerk Münster (www.studentenwerk-muenster.de/eng) operates a number of large canteens, called Mensa/Mensen in German. To be allowed to eat in a canteen you will need a Mensacard, which can be obtained at the till for 10 euros. In addition to German dishes, which often contain pork, all Mensa outlets also serve at least one vegetarian dish every day. In addition, most Mensa outlets offer filled rolls for breakfast, cold and hot drinks, as well as light snacks for inbetween meals.



Canteens in Münster:

Mensa am Aasee (Bismarckallee 11)

Mon to Fri 7 am to 3 pm (food served between 11.30 am and 2.15 pm)
5.30 pm to 10 pm (food served between 5.30 pm and 9.30 pm)
Sat 11 am to 3 pm (food served between 12 noon and 2.30 pm)

Mensa am Ring (Domagkstraße 61):

Mon to Fri 9 am to 5 pm (food served: Dining hall 11.30 am to 2 pm,
Buffet hall 9 am to 2 pm)
From 9 am breakfast in the VIVA Cafe
Shorter opening hours during vacations

Mensa Hüfferstift (Hüfferstraße 27)

Mon to Fri 8.30 am to 3 pm (food served until 2.30 pm)

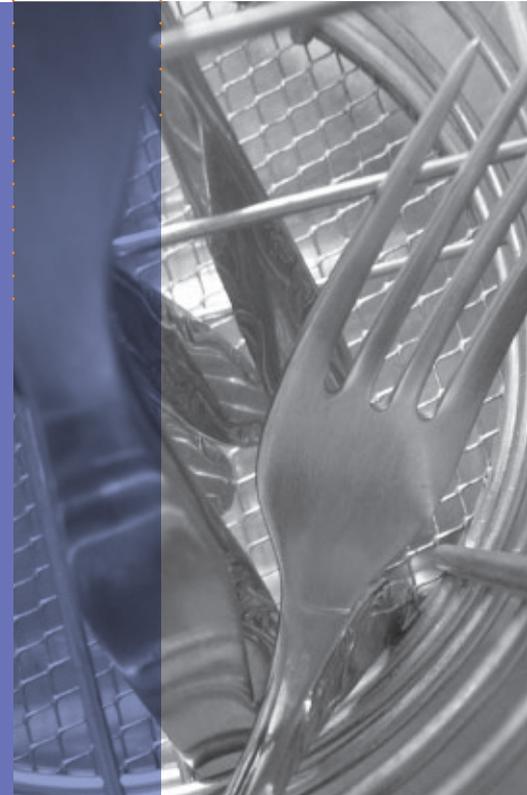
Mensa Da Vinci (Leonardocampus 8)

Mon to Fri 8.30 am to 3.30 pm (food served between 11.30 am and 2.30 pm)

Mensa in Burgsteinfurt: Mensa Steinfurt

(Stegerwaldstraße 39, central on campus)

Mon to Fri 8.30 am to 2.30 pm



6

Your First Few Days



> University Sports at Münster
Horstmarer Landweg 62a
48149 Münster
Tel. + 49 (0) 251/83 - 3 83 83
Fax + 49 (0) 251/83 - 3 21 27
<http://hsp-ms.uni-muenster.de>
hochschulsport@uni-muenster.de

6.16 Sports

Studying is a sit-down activity – whether you are in the lecture hall, the library or at your own desk. Not only do sports provide an excellent escape from this mental work, they also offer plenty of opportunities to get to know new people. With over 100 different sports on offer, university sports at Münster caters for all needs. This cross-institutional unit organises courses for all students in Münster, and is partly funded by the students' semester fee. Depending on the discipline of your choice, participation will cost between 0 and 95 euros for one semester. To take part, you will need a university sports semester ticket, which is issued free of charge on request (online or on-site). You can then register for any of the disciplines on offer.

6.17 Part-Time Jobs

Finding a part-time job offers many advantages: besides the money you earn, you get to know what working life is like and you can meet lots of new people. However, several rules apply for international students.

In principle, all international students registered at Münster University of Applied Sciences are entitled to work part-time in addition to studying. How many hours you are allowed to work depends on which country you are from: students from the “old” EU Member States may not work any longer than 20 hours per week during term time, whereas there is no restriction to the hours per week worked during vacation. Students from the “new” EU Member States – i.e. those that have joined the EU since the enlargement in 2004 – and students from the rest of the world may also work a maximum of 20 hours per week during term time; likewise, there is no limit to the hours worked during vacation. However, students

from these countries may not work for more than 90 full working days (eight hours) or 180 half-days (four hours) within the space of one year.

No particular permit is required to start a student job. Your certificate of matriculation together with your residence permit is your “work permit”. In addition, you will need an in-come tax card, which is available free of charge from the Bürgeramt (Administrative Office for Citizens), and a social insurance ID card, which you can request from your health insurance company. The earnings recorded on this income tax card remain tax-exempt for the employee up to a certain amount, since all duties will be paid by the employer. To avoid misunderstandings, it is advisable to tell your employer straight away that you do not wish to be registered with the financial authorities as a “Festangestellte auf Teilzeit” (regular employee working part-time), but as a “studentische Aushilfskraft” (temporary student assistant).

Wages vary greatly, on average between five and eight euros per hour. Even a second job is possible, as long as the total weekly limit of 20 hours is not exceeded. For this second job, another income tax card (also available from the Bürgeramt) must be submitted. For wages recorded on this income tax card, your employer will pay taxes and pension insurance – amounting to around 25 to 30 per cent – directly to the state.

> City of Münster

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Klemensstraße 10
48143 Münster
Tel. +49 (0) 251/492-333-3
Fax +49 (0) 251/492-772-2
buergeramt@stadt-muenster.de

> Town of Steinfurt

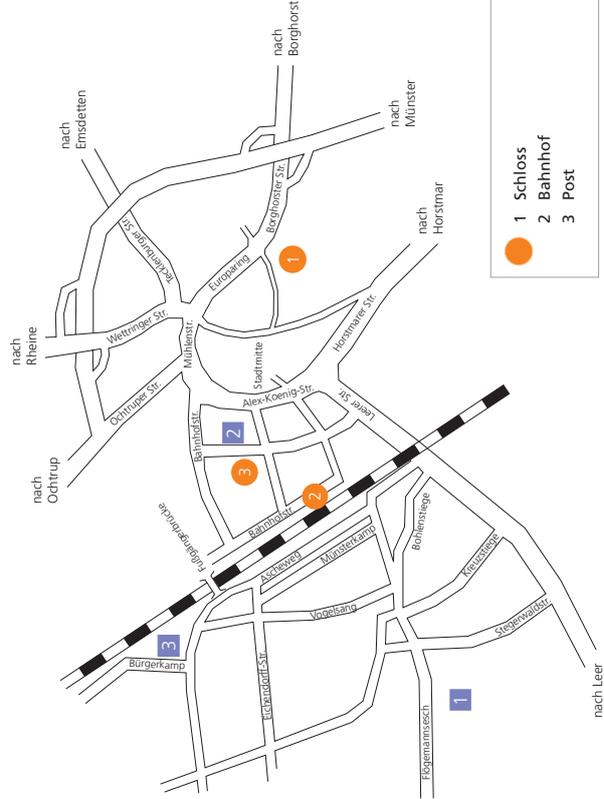
Anlaufstelle Burgsteinfurt
An der Hohen Schule 14
48565 Steinfurt
Tel. +49 (0) 2551/148-10
Fax +49 (0) 2552/925-390
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> Town of Steinfurt

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48565 Steinfurt
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Steinfurt

- 1 Campus Stregenwaldstraße
- 2 Hochschulgebäude Innenstadt (HG)
- 3 Hochschulgebäude Bürgerkamp (HGB)



- 1 Schloss
- 2 Bahnhof
- 3 Post

1 Hüferstraße 27

Hüferstiftung
 Rektorat
 Zentralverwaltung
 Transferagentur
 Fachbereich Sozialwesen

3 Leonardo-Campus

Fachbereich Architektur
 Fachbereich Design
 Fachberich Pflege
 IBL - Institut für Berufliche Le-
 hrerbildung

4

3

Johann-Kraneweg 21
 ZWEL - Zentrale Wissenschaftliche
 Einrichtung für Facility
 Management und Logistik
 (Genau**e** Position nicht in der Karte
 wiedergegeben!)

2 Corrensstraße 25

Fachhochschulzentrum
 Datenverarbeitungszentrale
 Fachbereich Bauingenieurwesen
 Fachbereich Wirtschaft
 Fachbereich Oecotrophologie

