

## Exchange Students from Partner Universities

Congratulations! Your university has chosen you to study at the Karlsruhe University of Education in Karlsruhe for one or two semesters. We are looking forward to your visit and hope that you will enjoy your time here. To make sure your stay is a success, we would like you to take note of the following information.

What you need to know before you come to Karlsruhe

### **1. Applying and Registering**

Your home university that chose you for the exchange program registers you with us and gives us your contact address. Our International Office then sends you an information package with all the most important facts you will need for your stay here in Karlsruhe.

The most important are:

- the registration form with instructions on how to fill it in,
- registration for the intensive language course before term time,
- the application form for your student ID

Don't be intimidated by the registration form which can seem very complicated at first. With the help of the instructions it shouldn't be difficult to fill in. If you have any questions, you can write to us.

Unfortunately it is currently not possible to register online and you have to send us the forms by post. The following closing dates apply:

- 31st May for the following winter semester
- 30th November for the following summer semester.

If you register in time, the University of Education will organise accommodation for you if you wish, which you will then be obliged to accept.

### **2. Choosing Courses**

Before you leave your own university you are sometimes required to turn in a Learning Agreement. It may be easier to do your course/module planning once you have arrived here, if your home university can wait that long. The total number of courses must add up to at least 30 ECTS points per semester. Please ensure that your chosen courses will be accepted and credited when you return to your university if this is important for your planning.

Here you can find the catalogue of courses currently on offer at the Karlsruhe University of Education, as well as the courses from the preceding semester. Have a look at the Winter or Summer Semester, depending on when you are planning to come.

Before the semester begins, you should check the catalogue revisions to ensure that all the courses you have chosen are taking place as planned and to see if there are any new ones that interest you.

After you have arrived, we will do a special session on timetable planning, and if you have any further questions about how to organise your timetable, you can ask the International Office for assistance.

On your registration form you generally sign up for three subjects. That means that you can attend all of the courses which are offered for those subjects. If you want to take part in a course from another subject, you are welcome to do so with the exception of the subjects listed below. You will receive ECTS points for all the courses you take and may take the exams.

If you want to take part in the practical modules in Music, Art or Sport, please let us know in advance so we can inform the relevant departments. That also applies if you wish to do teaching practice in a school, as the placements are limited and we need to know as soon as possible.

### **3. Accommodation and Living Costs**

We usually accommodate exchange students in the halls of residence run by the 'Studentenwerk' or other providers.

Like most German universities the Karlsruhe University of Education does not own its own halls of residence. The rent for a room in a hall of residence is generally between € 220 and € 260 a month. The lease must be for at least six months (September - February or March - August).

A € 300 deposit is also required which has to be paid to the International Office upon arrival. It is to pay for possible damage, but if the room is left in good condition and you return your key, the deposit will be reimbursed before you leave. When you move in, a checklist has to be filled out. Check very carefully to make sure everything in the room is in order. If anything is missing or damaged, you should have that registered on the checklist and inform the International Office. It is important that you are not held responsible for damage that was already there when you moved in.

If you do not want to live in halls of residence, you can look for a flat or a room in a shared flat (Wohngemeinschaft (WG)). You can use the internet, or you can check out offers of rooms on the information board in the main building of the University of Education. You can also look in the local press such as the „Kurier“, which is delivered free of charge to all households, or 'Sperrmüll' which is also available on Thursdays, or the Saturday edition of the "Badische Neueste Nachrichten" (BNN) which you can buy at newspaper stands.

The 'Studentenwerk' homepage offers detailed information about how to find accommodation in Karlsruhe.

Exchange students at the University of Education are usually accommodated in one of the halls of residence in the Willy-Andreas-Allee, only a five minute walk from the University of Education. You can find information about the cost, fittings and location here. The 'Studentenwerk' also lists private rooms for rent. On this page you can also find tips for finding a flat.

How much money you require per month depends, of course, very much on your personal life style, interests and requirements. Generally it is possible to live quite comfortably on about € 850 a month including some travel.

These are the fixed costs:

- Rent: € 220- € 260 a month
- One-off payment to the Studentenwerk: € 62.70
- Food in the Studentenwerk cafeteria (Mensa): € 2.50 - € 3.50 per meal
- Semester ticket for the public transportation system (KVV) if you are not in a nearby hall of residence: € 122.10

Also remember that you will need to include the cost of learning materials and books as well as some travel in your financial planning.

#### **4. Entering Germany**

Exchange students from many countries which do not belong to the European Union usually need a visa in order to enter Germany. Exceptions are the USA, Canada, Australia, New Zealand, Israel, Japan and South Korea. Citizens of these countries can enter Germany without a visa and receive one for the duration of their studies here in Karlsruhe after arrival.

For other countries, please enquire at the Germany Embassy or nearest German consulate in your country.

#### **5. Residence Permit**

With your 'buddy', you will go to the immigration and/or local authority where you must register officially. All foreign citizens who stay in Germany for more than eight weeks must register with the local authority, which is called the 'Bürgerbüro', in Karlsruhe. This also applies to EU citizens.

The documents you will need to register depend on whether you are studying at the University of Education with or without a scholarship.

#### **Exchange Students with Scholarships**

For your registration you need:

- Two biometric passport photos
- Your ID card or passport
- The acceptance letter from the University of Education

For exchange students from EU countries: proof of ERASMUS funding

For exchange students from non-EU countries: proof of scholarship from the Landesstiftung Baden-Württemberg

#### **Exchange Students without Scholarships**

Exchange students from countries within the EU who do not have a scholarship must register at the Bürgerbüro. You do not require any documents for registration other than the ones mentioned above.

Exchange students from the USA or other non-EU countries who do not have a scholarship require:

- Two biometric passport photos
- Passport
- An acceptance letter from the University of Education
- Proof of financial support for the period of stay in Karlsruhe
- Proof of Financial Support

The financial requirements for a residence permit as a non-EU student without a scholarship are:

- Authenticated proof of monthly availability of € 643

Authenticated proof can be as follows:

Bank statements from a bank account at a German bank which shows a monthly income of € 643 or

A letter from the home university or International Office that confirms you will have the sum paid into a German bank account or

- Authenticated proof of a scholarship from an American university or
- Authenticated proof of a student loan from an American university or student loan organization.

## **6. After Arrival**

Generally every international exchange student is collected by a 'buddy' at the Karlsruhe main train station. You will be in e-mail contact with your buddy before arrival. Your buddy will help you during the first few days with the first official steps that you must take in Karlsruhe. Among these are:

- moving into the halls of residence
- registering at the International Office
- registering at the administration offices of the University
- registering with the municipal and/or immigration authorities
- opening a bank account
- organising health and accident insurance if you come from a non-EU country (EU citizens: be sure to bring your blue EU state health insurance chip card.)
- getting your PH KA e-mail account

Your 'buddy' will also show you how to get to the life sustaining cafeteria, your nearest supermarket and how to use the PH KA internet!

He or she or one of the International Office student helpers will help you buy a (used) bicycle if you would like one and explain the local public transportation system.

As libraries will play a big role in your studies, the University library which is on the campus of the University of Education and the "Badische Landesbibliothek" in the center of town are important reference points. The municipal library also has an extensive selection of video and DVD material as well as a branch with books and other materials in English.

Your 'buddy' can also show you the sights of the city of Karlsruhe. Basically your 'buddy' is your contact person, who will be able to help you with all kinds of important issues. In the unlikely case that he or she can't help, you can ask the International Office.