



Studying at the University of Duisburg-Essen

Information for international students



www.uni-due.de/international/



UNIVERSITÄT
DUISBURG
ESSEN



Editorial

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We have made every attempt to update this brochure whenever and wherever necessary and possible.

Should you, nevertheless, come across mistakes or should you wish to suggest additions, we are grateful for every contribution.

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Dear reader!

We are pleased that you are interested in studying at the University of Duisburg-Essen. In this brochure we'd like to present you with an overview of the university and the range of courses.

In particular, we'd like to inform you about the requirements you must fulfil in order to study here. We also want to explain the application procedure. What's more, this brochure is intended to serve you as a guide after your arrival in Duisburg or Essen.

You will notice that not everything can be explained without the use of technical terms. In order to help you with these terms which are often difficult to understand you will find explanations at the end of this brochure in the >> [Glossary](#).

Should you require more specific information on the individual courses, please send us a DIN-A 4 envelope addressed to yourself or visit our Internet pages: <http://www.uni-duisburg-essen.de/international/>.

We wish you a pleasant and successful stay at our university:

Your team at the International Office

One university – two campuses

The University of Duisburg-Essen has at present around 33,000 students and is therefore one of the largest universities in Germany. It is one university in two cities of the Ruhr area. Despite this high number of students it is not a learning factory. Since both sites are campus universities where everything is located centrally and can be quickly reached on foot, it is easy to find your way around.

The International Office is your first port of call. We give advice to foreign students, doctoral candidates and those interested in studying here. We also offer counselling on questions of admission and enrolment and award places to foreign applicants. This means we are the central service provider of international contacts at the University of Duisburg-Essen. You can find us on both campuses, so counselling takes place depending on your desired studies and at which campus the course is offered.

At present, 4,300 students from over 130 countries are enrolled at our university.

The University of Duisburg-Essen has thirteen departments which offer a wide range of academic disciplines. Each campus has its own profile thanks to the different subjects offered:

- In Duisburg, the emphasis is on the humanities, science and engineering.
- In Essen, the emphasis is on the humanities, art and design and the life sciences.
- Both campuses have departments of mathematics and economics and further special subjects.

A lot of subjects can be found only on one campus. This means that you can go to all the service providers such as the International Office, the library, the Mensa, the halls of residence, etc. and the chairs on *one* campus.



The university and the surrounding area

The two cities of Duisburg and Essen are located at the heart of the Rhine-Ruhr area, the largest conurbation in Europe. This region was influenced by the coal and steel industries and has become a melting pot of people from the most diverse cultural and ethnic groups due to two centuries of immigration and migration. The people of this region are for this reason said to be very open and tolerant.

As the coal and steel industries declined, the area underwent a fundamental structural change which particularly brought about infrastructural, economic, technological and cultural transformations. Today, it offers a wide range of cultural activities which is unique in Europe with more than two hundred museums as well as theatres, concerts, art exhibitions and preserved industrial sites.

Many firms are located in the Ruhr area. There are also research centres with spin-offs, technology parks and close collaborations with a wide variety of firms. The area has the highest concentration of universities in Europe with a total of 170,000 students and is also an attractive location thanks to its proximity to the Netherlands and Belgium.

Addresses and office hours on each campus

The **International Office** of the University of Duisburg-Essen is your contact in all questions of studying abroad, of international collaboration between universities and of the international exchange of academic staff.

The International Office advises and counsels foreign students and applicants in all matters, especially in those of admission and enrolment. Here's how to reach us:

University of Duisburg-Essen International Office

	Duisburg campus	Essen campus
Address	Forsthausweg 2 D-47048 Duisburg	Universitätsstr. 2 D-45141 Essen
Building	(Area Lotharstr.) LG	(Tree green) T03
Floor	first floor	ground floor (GFL)
Room no.	114-115 and 121-125	offices 9-14
Phone	+49 (0)203-379 3704/2304	+49 (0)201-183 4128
Fax	+49 (0)203-379 3705	+49 (0)201-183 2257
Email	duisburg-io@uni-due.de	essen-io@uni-due.de

Internet <http://www.uni-duisburg-essen.de/international/>
<http://www.uni-due.de/international/>

Office hours	Monday	13:00 – 15:00 h
	Tuesday to Friday	09:00 – 12:00 h

Contacts at the International Office

Head of department

Petra Günther

Phone in Duisburg: +49-203-379 2459 in LG 114 (Mon, Wed)

Phone in Essen: +49-201-183 2068 in T01 S04 B44 (Tue, Thu)

Email: petra.guenther@uni-due.de



Duisburg campus

Counselling, information on admission

Elisabeth Durski

Admission procedures for applicants from other countries and for the course of studies „Water Science“

Phone: +49-(0)203-379 3706 in LG 123

Email: elisabeth.durski@uni-due.de

**Christa Gkabeses**

Admission procedures for applicants from Africa and the Middle East

Phone: +49-(0)203-379 2458 in LG 124

Email: christa.gkabeses@uni-due.de

**Ingrid Rickes**

Admission procedures for applicants from eastern and south-eastern Europe, CIS-successor states, Mongolia, India, Turkey, and Korea

Phone: +49-(0)203-379 2845 in LG 122

Email: ingrid.rickes@uni-due.de



Financial grants to assist students during their graduation

Ilse Moeller

Phone: +49-(0)203-379 3106 in LG 121

Email: ilse.moeller@uni-due.de



Non-European cooperations, information management

Simone Müller

Phone: +49-(0)203-379 1062 in LG 115

Email: simone.mueller@uni-due.de



Data processing, online application support

Ulrike Labudda

Phone: +49-(0)203-379 3704 in LG 125

Email: ulrike.labudda@uni-due.de



Secretary

Gudrun Weller

Phone: +49-(0)203-379 2304 in LG 125

Email: gudrun.weller@uni-due.de



Essen campus

Counselling, information on admission

Bärbel Enger

Admission procedure for applicants from the countries M to Z (Madagascar – Cyprus)

Phone: +49-(0)201-183 2022 in T03, GFL, room 12

Email: baerbel.enger@uni-due.de



Elke Kalle

Admission procedure for applicants from the countries A-L (Afghanistan-Luxembourg)

Phone: +49-(0)201-183 3940 in T03, GFL, room 9

Email: elke.kalle@uni-due.de



Kurt Pollheim

Initial counselling, general information on admission, chip card, foreigner registration office enquiries

Phone: +49-(0)201-183 2007 in T03, GFL, room 14

Email: kurt.pollheim@uni-due.de



Financial grants, counselling, scholarships;
Sokrates/Erasmus programme

Ira Terwyen

Phone: +49-(0)201-183 2032 in T03, GFL, room 10

Phone: +49-(0)203-379 2459 in LG 114 (Wednesday only)

Email: ira.terwyen@uni-due.de



Sokrates/Erasmus programme

Marion Kowalski

Phone: +49-(0)201-183 4610 in T03, GFL, room 11

Email: marion.kowalski@uni-due.de



Erasmus teaching staff mobility, EU education programmes

Olga Zaglov

Phone: +49-(0)201-183 4128 in T03, GFL, room 13

Email: olga.zaglov@zv.uni-due.de



Secretary

Christel Konieczny

Phone: +49-(0)201-183 4128 in T03, GFL, room 13

Email: christel.konieczny@uni-due.de



You can also find **general information** on our web pages on the internet:

<http://www.uni-due.de/international/>

The application procedure / How to get admitted

We distinguish between three groups of applicants, and for each there is a separate application procedure.

What type of applicant are you?

1) You are a foreign national with a German university entrance qualification (so called „Bildungsinländer“ or domestic)

If you are a foreign national but have attended a German school or acquired your entrance qualification in Germany or at a German school abroad, you are a so-called „Bildungsinländer“. You are subject to the same conditions as German applicants: For those courses which do **not** have restricted entry, you can enrol at the Students' Registrar's Office (SRO or „Studierendensekretariat“) directly. Therefore: You can enrol directly for **non-restricted** courses at the SRO. There are special application dates for courses with **admission restrictions** (numerus clausus). Where and until when you must apply can be found on the separate page >> [range of courses](#) or the overview >> [application dates](#).

2) You are a national of a member state of the European Union or a German national with a foreign university entrance qualification

Nationals of an EU member state (and nationals of Iceland, Liechtenstein and Norway) or German nationals with a foreign university entrance qualification are subject to the same conditions as German applicants.

Therefore: You can enrol directly for **non-restricted** courses to the Students' Registrar's Office (SRO or „Studierendensekretariat“). There are special application dates for courses with **admission restrictions** (numerus clausus).

Where and until when you must apply can be found on the separate page >> [range of courses](#) or the overview >> [application dates](#).

But: If you did not acquire your university entrance qualification in Germany, you must demonstrate a sufficient knowledge of German before you start your studies. You normally do this by taking the „Deutsche Sprachprüfung für den Hochschulzugang (DSH)“ (German language examination for university admission). Please note that the DSH examination takes place before the end of the application and enrolment period. You cannot enrol without having passed the DSH examination. >> [German courses](#)

By the way: In rare cases, you can be exempted from the DSH. Enquire at the International Office or have a look at >> [Language examinations](#).

3) You are an applicant from a country which does not belong to the European Union

If you are a national of a non-EU country and are in possession of a foreign university entrance qualification, you must apply before the end of the application period (15 July for courses beginning in the winter semester, 15 January for courses beginning in the summer semester) to the International Office online or by using the form „application for admission“.

Important: If your application has not **arrived** at the International Office by the dates given, it can no longer be considered.

German higher
education
entrance
qualification?

EU citizen?

Non-EU citizen?

N. B.: Many courses start in the winter semester only. You can find further information in the table >> [range of courses](#).

If you want to enrol for an intensive German course at the University of Duisburg-Essen first (see >> [German spoken here](#)), you are subject to the application dates eight weeks before your desired German language course starts (i.e. each quarter). In rare cases, you can be exempted from the DSH. Enquire at the International Office or have a look at >> [language examinations](#).

Admission requirements

In order to find out whether you can be accepted to study in Germany on the basis of the education acquired in your home country, please go to the DAAD page:
<http://www.daad.de/deutschland/zulassung/voraussetzungen/04646.en.html>
See also >> [Assessment examination](#) and [Preparatory classes](#).

If you want to apply for a place, you must first fill out an „**Application for Admission**“ (application form) at the International Office.
For more information on your application see >> [How do I apply?](#)

The university itself is not responsible for the provision of accommodation or rooms in student halls of residence. You must apply directly to the Studentenwerk Essen-Duisburg. For this, you normally require the letter of admission or the confirmation of application from the International Office. It is important to apply in good time. You can find more about this topic under >> [Accommodation](#).

Ready for Duisburg-Essen: Assessment examination and preparatory course

What to do after it has been determined that the university entrance qualification you have obtained in your home country is not equivalent to the appropriate German one? You cannot be admitted directly to study at the university. First of all, you must take an assessment examination after you have attended the *Studienkolleg*. Here, you must participate in a specialised course which forms a basis for the subject you intend to study later.

The preparatory course (Studienkolleg) takes one year normally. In order to be admitted to the entrance examination, you must demonstrate a knowledge of German which at least corresponds to level B1 (i.e. 750 h of lessons in German). The course is not offered by the University of Duisburg-Essen. In order to be admitted to the assessment examination or to be allocated a place in this course, you must apply directly to:

Studienkolleg
Bezirksregierung Düsseldorf
Postfach 30 08 65
D-40408 Düsseldorf
Phone: +49(0)211-475 0
Fax: +49(0)211-475 5978

Important: The application dates for the preparatory course differ from those of the University of Duisburg-Essen!

Winter semester: 15 May
Summer semester: 31 October

Attention

Do you have
the German
university
entrance
qualification?

Preparatory
course
(Studienkolleg)
in Düsseldorf

Application dates: Overview

Course of studies	unrestricted course = no numerus clausus (NC)	locally (Duisburg-Essen) restricted course = numerus clausus (NC)	nationally (ZVS) restricted course = numerus clausus (NC)
Type of applicant			
German secondary education/domestic "Bildungsinländer"	direct enrolment*) at SRO for SS: 06/03-07/04/2006 for WS: 20/09-13/10/2006	application deadline at SRO for SS: 15/01 for WS: 15/07	application deadline at ZVS for SS: 15/01 for WS: 31/05 resp. 15/07
EU nationals with DSH	direct enrolment*) at SRO for SS: 06/03-07/04/2006 for WS: 20/09-13/10/2006	application deadline at SRO for SS: 15/01 for WS: 15/07	application deadline at ZVS for SS: 15/01 for WS: 31/05 resp. 15/07
EU nationals without DSH	application deadline at SRO for SS: beginning of March for WS: beginning of Sept.		
Non-EU nationals	application deadline at IO for SS: 15/01 for WS: 15/07	application deadline at IO for SS: 15/01 for WS: 15/07	application deadline at IO for SS: 15/01 for WS: 15/07

Attention: Many courses begin in the winter semester only. For more information (and also for exactly where you must apply), please see the table > > Range of courses.

*) Application periods can vary. The most up-to-date overview can be found on the internet at: <http://www.uni-due.de/zentralverwaltung/semestertermine.shtml>. Direct enrolment is only possible after you have passed the DSH exam.

German spoken here: Language examinations (DSH)

The language of instruction at the University of Duisburg-Essen is German with the exception of the international degree courses. So you must have a good command of German if you wish to complete your studies successfully. The majority of foreign applicants must pass the „Deutsche Sprachprüfung für den Hochschulzugang“ (DSH 2) before beginning their studies.

Exemption from the DSH exam in certain cases:

There are exceptions to the rule. You are exempted from the DSH examination if you

- are the possessor of the German Language Diploma Level II of the „Kultusministerkonferenz“ (DSD II),
- have a certificate of the „Zentrale Oberstufenprüfung“ (ZOP) of the Goethe Institute,
- are the possessor of the „Kleine Deutsche Sprachdiplom“ and/or the „Große Deutsche Sprachdiplom“,
- have successfully completed the preparatory course (Studienkolleg)
- have done the DSH at another German university (overall mark at least DSH-2),
- have completed the TestDaF certificate with TDN 4 or better in all sections
- are studying within an exchange programme concluded with the University of Duisburg-Essen,
- have a degree in German studies from a university within the EU (and in the following countries: Bulgaria, CIS successor states and other countries which can be determined by the DSH commission).

In international degree courses which have English as an admission requirement, TOEFL or an equivalent must be supplied (see > > http://www.uni-due.de/imperia/md/content/international/degree_courses.pdf).

You can obtain further details from the International Office or from the General Student Counselling Service (see > > ABZ).

In the case of admission to a **doctoral programme**, proof of a knowledge of German can be dispensed with if this is permitted by the regulations.

Doing your
doctorate

German language classes

If your knowledge of German is not sufficient for you to be admitted to the DSH, you can also apply using the application form for admission to participate in a **preparatory German language class**. The application deadline ends eight weeks before the quarterly class starts.

Preparatory
German language
classes



Participants in the preparatory language courses are enrolled as students of the University of Duisburg-Essen. So you will receive a student card and hence all the advantages which „proper“ students enjoy. You will then be able to apply for a place in a hall of residence, to use buses and trains in the whole of the Rhine Ruhr Transport Association (VRR) for free and to eat in the Mensa at lower rates.

After you have completed the German language classes and passed the DSH, re-registration from the German course to your chosen course of studies does not take place automatically. For this reason, you must submit an application for change of course of studies („Antrag auf Studiengangwechsel“) within the prescribed period.

As a „proper“ student of the University of Duisburg-Essen (doing your chosen subject) you can still take part in (free) **German language classes during your studies**. You can find more about this under >> [Language and writing classes](#).

Recognition of your studies (study credits)

Certificates are important – Recognition of the studies you have completed so far in your home country and placement in a higher semester:

The procedure is different on each campus. On the following page, you can find out where you must enquire first....

Are your
previous
studies
equivalent?

At the **Duisburg campus**: For the recognition of studies you have completed so far in your home country you must apply via the central **Academic Examination Office** of your chosen subjects' examination board.

At the **Essen campus**: You apply directly to the **International Office** which gets in touch with the decentral Academic Examination Office. You will receive notification from the International Office after that.

The Academic Examination Office or the Examination Board decides on the equivalence of the studies you have completed so far in your home country and hence provides the basis for recognition and your placement in a higher semester.

Applicants for **medicine** who want to have their studies recognised should make a personal application to:

Landesprüfungsamt für Medizin und Pharmazie
P. O. Box 10 34 55
40025 Düsseldorf, Germany
Service hotline: +49-(0)211-4584 732

For medical students: Please do not forget to enclose certified copies of your certificates.

Supervision of
your **doctoral**
studies

What's up, Doc? Doing your doctorate



You can't do anything without a professor. In order to be admitted to a doctoral programme, you must first find a university professor who is prepared to supervise your doctoral studies.

When you have found somebody, you can submit your certificates, your application for admission, and the confirmation of the supervising professor to the International Office.

The International Office is glad to provide contacts to the individual departments. You can also find the main areas of research of the departments directly on the internet:

http://www.uni-due.de/fachbereiche/index_en.shtml

How do I apply?

How do I apply?

How do I apply?

How do I apply?

In brief: How do I apply?

As a citizen of a non-EU country, you must submit the application for admission. Please send your **application to the relevant campus** (depending on where the study course of your first choice is offered) as given on the separate page >> „range of courses“.

You can collect the application form from us or

- apply online: <https://applyonline.uni-due.de/>

Whatever you decide, your application with the copies of your previous certificates must **arrive** here on paper within the application period (see >> [Application periods](#)).

Please enclose the following **documents** with your application:

- A copy of the leaving certificate of your secondary school with marks for each subject
- Proof of any university entrance examinations you have passed

- Academic records or degree certificates (if you have already attended a university in your home country) with an overview of the subjects and marks (give proof of your studies with the relevant document as exactly as possible, for example with a transcript, Unité de Valeur, index, etc....)
- Certificates of the German courses you have already attended and of English tests
- A copy of the certificate confirming your having passed the placement examination for the preparatory courses (should you have attended those)
- Evidence of periods of practical training and other examinations you have passed (e.g. aptitude test for future sport teachers or the design courses)
- Curriculum vitae ranging from your university entrance qualification to the date of application.

Certificates which are not in German or English must be submitted with a translation into either language. The translation must have been done by a **state-approved** translator.

Please do **not** send any original certificates or authentications thereof!

Exception: In the case of Chinese applicants, an original of the APS certificate is required.

>> **It is not possible to return documents once they have been submitted!** <<

Check list for your application

Range of courses and NC

You like to find a list of our range of study courses? Due to sudden updates we attached a **separate page** which can also be found online <http://www.uni-due.de/imperia/md/content/international/studienangebote.pdf>.

Please check whether changes in the courses offered have been made! You can find this **up-to-date** information on the internet at the following address:
<http://www.uni-due.de/international/studienangebote.shtml>

Important
note...!

Information on admission restrictions (Numerus Clausus) is available on the website:
http://www.uni-due.de/international/en_nc.shtml

NC

We wish you a successful application and would be delighted to **welcome** you as a student at the University of Duisburg-Essen.



Visa and residence permit



Once you have been admitted to study, to the DSH examination or to an intensive language course at the University of Duisburg-Essen, you will receive a **letter of admission** from us.

This can take a few weeks – it takes quite a while until all your applications have been dealt with.

When you have received your letter of admission, you can apply for a **student visa** at the German embassy in your home country for entry to Germany. There, you can also ask about any other conditions required for the granting of a visa. As a rule, you will receive a visa for three months.

After your arrival in Duisburg or Essen, you must register with the local „Ausländerbehörde“ (foreigner registration office), see >> [Register with the foreigner registration office](#). Here, your visa for the purpose of studying is usually extended to one year.

After this, you will receive a further extension of your visa if you can provide proof that you are still enrolled as a student and that you have enough money to finance your studies.

Important: Please do **not** travel on a tourist visa. This expires after three months and cannot be extended or altered!

Also note: In general it is **not possible** to finance your studies by working in Germany.

All this sounds very complicated, and some of it is, too. We can help you with a lot of the problems which have to do with your visa, work permit and finances. So be sure to ask at the International Office. We'll be glad to help you!

Check list of things to do before your departure

Before you leave home, ask yourself the following questions:

- Have I received a letter of admission from the International Office?
- Have I got enough money to study in Germany (at least € 600 a month, see >> [What your studies will cost](#))?
- Have I dealt with all the necessary paperwork (valid passport, visa, etc.) for entering the country?
- Have I remembered to pack my original certificates and documents (for presentation at enrolment)?
- Have I got enough passport photographs (one for my student card, two for the foreigners registration office)?
- Have I taken care of finding accommodation? see >> [Accommodation](#)
- Have I made all the necessary arrangements for travelling to Germany?
- Do I have enough information about living in Germany?
Information is available on <http://www.campus-germany.de/> and <http://isos.studentenwerk.essen-duisburg.de/life-in-essen-and-duisburg>.

If you have answered all of these questions with yes, you can start your journey with a clear mind.

After your arrival in Germany

Health insurance

In order to study in Germany, you must have **health insurance**.

If you are from an EU country in which you are already insured, this insurance will cover you during your stay in Germany and then again on your return home. You must however present an E111 form or your European Health Insurance Card (EHIC) to a German compulsory health insurance provider in order to be exempted. The E111 form is available from health insurance providers/government offices and post offices in your own country.

If you do not come from an EU country, you must insure yourself with a German health insurance provider. If you are not older than thirty and have not yet completed your 14th semester, you can insure yourself as a student at favourable rates.

Language course attendees must have **private** health insurance from a **German provider** (valid until 30/09 for the summer semester or until 31/03 for the winter semester).

Following the end of the German language course, e.g. transferring to a course of study after having passed the DSH exam, you can transfer from private to state health insurance cover. This transfer must be made at the same time as you change your course of study (from a language course to a higher education course).

If you do not choose to switch to state health insurance at this time and remain in a private scheme, then transfer to state health insurance is **not** possible for the remaining duration of your studies. Students who are privately insured must present a notice of exemption to the state health insurance provider.

Enrolment

You will be informed in writing which documents you must submit to the International Office for enrolment. These include as a minimum:

1. The application for enrolment and a passport photograph,
2. Proof that you have health insurance for one semester,
3. Your passport and
4. **originals** of your certificates.

You will receive your student card (in the form of a chip card) after enrolment.

In order to be able to send you your student card after it is ready, we need from you a self-addressed envelope with a € 0.55 stamp. Alternatively, you can collect your card one to two days after your enrolment from the International Office during the usual office hours.

You can find the locations of the self-service terminals and further information on the chip card on the internet at:

http://www.uni-duisburg-essen.de/international/en_chipcard.shtml

If you change accommodation, please remember to change your address on your own (at the self-service terminal using your chip card)!

The form is titled 'Antrag auf Einschreibung für das Sommersemester 2005' and is from the 'Akademisches Ausleihenamt'. It contains several sections with checkboxes and input fields for personal and academic information.

Compulsary registration with the Foreigner Registration Office

As soon as you have received your student card and have printed out your proof of enrolment at the self-service terminal, you must apply for a **residence permit** at the Foreigner Registration Office that is responsible for you (this depends on your citizenship and where you are living) and register your place of residence. In order to obtain your residence permit, several documents are required:

1. Two passport photographs,
2. Proof of enrolment or course registration,
3. Proof that you have enough money to study and live in Germany,
4. Proof that you have enough living space (at least 12m²), and
5. for the initial granting of your permit € 50, for every subsequent extension € 30.

Should you have questions on the bureaucratic procedure, the International Office will be glad to help you.

Should you be a student on an exchange programme, those appointees in charge of the programme are a further source of information.

Library card and internet access

In order to be able to borrow books from the **university library**, you must have your student card (chip card) enabled. Besides your card, you will also need your identity card/passport and proof that you are registered (residence permit which will be issued at the Foreigner Registration Office) for presentation at the university library.

You will receive your internet access with **user identification** when you enrol at the International Office. Your access is administered by the University Computing Centre (HRZ – see under >> [On campus](#)).

Studying in Duisburg-Essen

Organising your studies

In Germany, the university year comprises a winter semester and a summer semester. The winter semester lasts from October until the end of March, the summer semester from April to the end of September. The actual lecture periods end in the winter semester in February, in the summer semester in July. The remaining time, called the lecture-free period or the semester break, is intended for the writing of seminar papers, presentations, for preparing for examinations, for taking examinations and for doing periods of practical training.

The university is in the process of reorganisation. During the transitional phase, there are, in addition to the Bachelor and Master courses, which have a modular structure, still the traditional diploma, teacher training and Magister courses in which you must organise your time table yourself. During the introductory phase, you should use as many of the offers to help you plan your studies as possible.

- Orientation days of the International Office: <http://www.uni-due.de/international/orientation.shtml>



- Overview for freshmen: <http://www.uni-due.de/erstsemester/>
- Information for freshmen: <http://www.uni-due.de/erstsemester/erstsemesterinfo.shtml>
- Introduction by subjects: <http://www.uni-due.de/erstsemester/orientierungsphasen/>
- Information for freshmen from the AStA: <http://www.asta.uni-due.de/>
- Making your timetable: http://www.uni-duisburg-essen.de/international/en_timetable.shtml
- Course catalogue: <http://www.uni-due.de/vv/> or commented course catalogue: <http://www.uni-due.de/erstsemester/kvorlesungsverzeichnis.shtml>
- Notice boards: <http://www.uni-due.de/erstsemester/aushaenge.shtml>

During the introductory phase, you will also receive a lot of information about what you must consider when planning your studies, what types of classes are right for you and in what form you must demonstrate and document your academic achievements.

Duration of your studies

The **duration of your first degree course** depends on what you are studying. The prescribed period of study varies in length according to the course and degree from three to five years, i.e. six to ten semesters. If you have to attend German classes as a preparation for the DSH examination, your studies will be that much longer.



If you have studied in your home country, it is possible that your academic achievements there can be recognised here. This is decided by the examination board of each subject, see >> [Recognition of your studies](#).

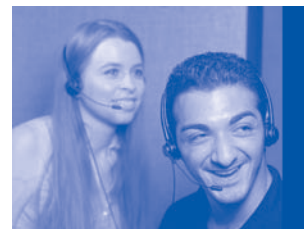
Language and writing classes

Even after you have passed the DSH, it could prove useful to attend further **language classes during your studies** and classes on **academic writing**. You can find information on these from the International Office, the notice boards in the German department or on the internet:

<http://www.uni-essen.de/daz-daf/sprachen/deutschkurse.htm>

In the **language laboratory**, you can learn many European and some non-European languages by studying on your own or you can expand your knowledge of your chosen language. You can find information on interactive learning at:

Duisburg: LB 245, Phone: (0203) 379-2916



German courses
during your
studies

Counselling

If you have any questions about your studies, there are several places you can turn to. You can find an overview of the general (non-subject specific) counselling services of the University on the internet: http://uni-duisburg-essen.de/imperia/md/content/abz/bv_studiengaenge.pdf. Each service has a particular emphasis:

Find support
here!

International Office (IO)

The International Office is the **first port of call** for foreign applicants and students in all matters concerning application, admission and enrolment. During your studies, you can come here for up-to-date information and assistance concerning questions of residence and labour law and problems in financing your studies. We will direct you to the appropriate office which specialises in your concerns.

The International Office offers foreign students at each semester start **orientation days** which take two days. You learn everything important about both campuses, both cities, and general information on living and studying in Germany. If you opt for the free **buddy programme** after the orientation days we introduce you to the departmental student organisations and help you in organising your studies and your timetable.

Departmental student organisation

Each department has a departmental student organisation which is elected by the students of that department. It is made up of several students who represent the interests of all the students of that department. At the beginning of each semester, it organises a so-called **orientation week for freshmen**.

During this week, students will tell you of their experiences of student life and about the practical aspects of studying: Timetables, regulations, requirements to be met, practical courses, etc.

<http://www.uni-due.de/studium/selbstverwaltung/fachschaften.shtml>

Specialised (subject) counselling

You can discuss questions of planning your studies, your academic progress and subject-specific matters with **the staff who teach your subject**. You can also discuss with them the recognition of your previous academic achievements. You can find an overview on the internet: http://uni-duisburg-essen.de/imperia/md/content/abz/bv_studiengaenge.pdf

Academic Counselling Centre (ABZ)

If you have problems in planning your work and time, if you have problems in making decisions, if you suffer from examination anxiety, if you can't cope with or if you have general problems concerning your studies, the best thing to do is to seek help from the **general study counselling** on the Duisburg and Essen campuses.

They offer both small groups in which you can, for example, practise planning your time and also individual sessions in which the counsellor will help you to resolve your difficulties, see >> „Studienberatung“ on page: <http://www.uni-due.de/abz/>

	Duisburg campus	Essen campus
Address:	Geibelstr. 41 SG 183	Universitätsstr. 2 T02 S00 L12
Personal counselling without appointment:	Mon 14 – 16 h and Tue, Thu, Fri 10 – 12 h	Mon 14 – 16 h, Tue to Fri 10 – 12 h
Counselling by phone:	(0203) 379-2311 Mon 10 – 12 h, Mon, Tue, Fri 13 – 14 h	(0201) 183-2014 Mon 10 – 12 h Tue, Fri 13 – 14.30 h, Wed, Thu 08.30 – 10 h
Email:	ABZ.Studienberatung.Duisburg@uni-due.de	ABZ.Studienberatung.Essen@uni-due.de

In addition to its range of information and counselling on all matters of general counselling and of studying, the centre also offers help in **choosing a profession** and **finding a job**,

O-Days

Buddy 4U

Very important:

Examination anxiety?

see >> „Berufsorientierung“ on page: <http://www.uni-due.de/abz/>

For more details contact the ABZ career service:

	Duisburg campus	Essen campus
Address:	Lotharstr. 65 LK 072-083	Universitätsstr. 2 T02 S00 L01/L04
Phone:	(0203) 379-3650	(0201) 183-3285
Email:	ABZ.Berufsorientierung.Duisburg@uni-due.de	ABZ.Berufsorientierung.Essen@uni-due.de

Social counselling service (Studentenwerk)

The **social counselling service** of the Studentenwerk is your contact in all questions concerning accommodation, insurance, studying as a parent, the law as it affects foreigners or the awarding of financial support. You can also find help here if you have general social questions, problems in your hall of residence and personal difficulties. All counselling is of course confidential and free of charge.

	Duisburg campus	Essen campus
Contact:	Beate Wargalla	Ulrike Sand
Address:	Lotharstr. 23-25 (main Mensa MM)	Reckhammerweg 3 (guest house)
Phone:	(0203) 379-4169	(0201) 820 10-70
Email:	wargalla@stw.essen-duisburg.de	sand@stw.essen-duisburg.de

Social advising by the General Student Union (AStA)

The social advising service of the AStA includes, among other areas, financing your studies (including BAföG, fees, etc.) and studying as a parent. It also offers (limited) legal counselling with an emphasis on the laws concerning rents, upkeep, examinations and labour as well as the law as it affects foreigners.

	Duisburg campus	Essen campus
Address:	Lotharstr. 65 LF 026, AStA cellar	Universitätsstr. 2 T02, AStA office 4
Phone:	(0203) 317-9844	(0201) 183-2349
Email:	soziales@asta-duisburg.de	susanne.schmitz@uni-essen.de

Religious student groups

You can approach the **Protestant Student Community (ESG)** and the **Catholic University Centre (KOM)** in all questions concerning both faith and life in general. Both are open to non-Christians, too. In both institutions and at the university you can find notices providing the semester programme of the ESG/KOM, listing religious events, lectures, discussions on current topics and social get-togethers.

Should you get into unexpected financial difficulties during your studies, you can apply to the ESG or KOM for a short-term bridging loan. It is also possible to apply to the Studentenwerk Essen-Duisburg for a loan.

<http://www.uni-duisburg.de/ESG/>

<http://www-stud.uni-essen.de/~fev010/esg/>

<http://www.ruhr-uni-bochum.de/kom/>

You can get lots of tips from the social counselling services!

On Campus

You can indulge in a whole range of sports at the university. Please consult the **University Sport (HSP)** brochure which you can obtain from the AStA or the university sport office.
(<http://www.uni-due.de/erstsemester/hochschulsport.shtml>).



Duisburg: Lotharstr. 65, LD 113, Phone: (0203) 379-22 56
Essen: Henri-Dunant-Str. 65, Phone: (0201) 183-73 56

Centre for Information and Media Services (ZIM)

The **Media Centre (MZ)** is a media library in which you can find films, records, CDs and old newspapers on microfilm, teleteaching, etc. There you can have digital and conventional media materials made, watch films, and copy newspapers from microfilm. You only have to present your university library card.
<http://www.mz.uni-duisburg-essen.de/>

The **University Computing Centre (HRZ)** offers help and support with computer problems, presents seminars and sells used computers at a reasonable price.
<http://www.uni-duisburg-essen.de/hrz/>

You will receive a user identification with a password when you enrol. After activating your account you have access free to the internet and your own email address(es), e.g. firstname.secondname@stud.uni-due.de.

User office/"e-point" in **Duisburg**
in building **LK** (library), ground floor
opening hours: Mon to Fri 10.00 to 12.00 h

User office/"e-point" in **Essen**
in area **R09 - R11**, ground floor
opening hours: Mon to Fri 10.00 to 12.00

For changes in opening hours see <http://www.uni-due.de/hrz/information/gr001/th005/hrz05925.shtml>

You can use the following computer or cluster rooms on both campuses:

Duisburg campus

- BA 022 (Unix-X-Terminals only),
- BA 028,
- LC 036,
- LF 051 (Unix-X-Terminals only),
- MA 425,
- MC 327 and
- in the university library (LK).

Essen campus

- T01 Mensa foyer (notice board),
- T01 R01 D57 (Unix-X-Terminals only),
- T02 S00 L46,
- R09 R00 H02,
- Pavilion for Information and Communication (PIK)
in front of S05,
- SH 212 (only Mon to Fri from 07.30 to 18.00)
- SH 213

You can use the terminals in the cluster rooms. These are protected by an automatic locking system. You can obtain a magnetic card for entry from the user office. You will have to pay a deposit of 15 €.

If there are no classes taking place in these rooms, you can use the computers free of charge and without an appointment. You can also find an overview of these rooms on the internet: <http://www.uni-due.de/hrz/kennung/hrz06260.shtml>.

e-points**Internet access
on the campuses**

What your studies will cost

At the University of Duisburg-Essen the **semester contribution** is at present € 150.95. It is made up of the student body contribution, the social contribution and the charge for the **semester ticket**.

Your student card (in the form of a chip card with the date of validity printed on it) is also – but only in combination with your identity card/ passport – your (semester) ticket for the Rhine Ruhr Transport Association (VRR). This means that you have free travel by bus and train in the entire region for the whole semester (also in the semester break). By using public transport, you will gain a lot by spending a little.

Nevertheless, studying in Germany is relatively expensive since the **cost of living** is fairly high. At present, students must reckon with monthly expenses of € 500 to € 600:

An example of your **monthly expenses** could look like this:

Rent:	ca. € 200.00
Health insurance:	ca. € 55.00
Food:	€ 175.00 (minimum)
Semester contribution:	€ 25.00
Possibly fees:	€ 108.00



**Estimated
costs per
month**

Obviously, you have to add on expenses for books, photocopies, telephoning, clothes and entertainment (theatre, concerts, cinema, museums, pubs, etc.).

Please remember that during the first weeks of your stay in Germany, there can be rather large expenses, e.g. the fees for your residence permit, the deposit when renting accommodation (normally the equivalent of two months' rent), the cost of dictionaries and other books. These can rapidly exceed € 600.

Fees

When studying for your **first** degree, you must pay fees after you have exceeded the prescribed period of study by one and a half times (for example, a BA course with a prescribed duration of six semesters means that you have to pay fees from the tenth semester). You can change your subject once or twice in the first two semesters without any (financial) disadvantages to you.

If you are studying for your **second** degree: Since the winter semester 2004/05, newly enrolled foreign students who have already been awarded a degree in their home country must pay a fee of € 650 per semester. An exception is made for consecutive courses where you change directly from a foreign BA to a German MA course.

Participants in **German language classes** and **doctoral candidates** do not pay fees.

Students who come to the university via an **exchange programme** such as ERASMUS or similar are also exempt from the payment of fees. Exchange students who enrol as regular students after the end of their programme receive an account from which the recognised semesters are deducted.

**Your first
degree course
in North Rhine-
Westphalia is
(still) free.**

Please consider the introduction of a new law for tuition as of 4/2006! If the University of Duisburg-Essen decides to collect tuition, the first degree course will be charged generally. More information on our website and (in German) on www.innovation.nrw.de/ (see „Studienbeiträge“)

More information on: http://www.uni-due.de/international/en_studyfees.shtml

Financing your studies

When you apply for your visa you must also declare that you are able to finance your studies yourself. This declaration refers to the whole period of your studies and is taken very seriously by the Foreigner Registration Office. Proof of financing must be submitted anew **every year**.

Do **not** travel to Germany in the hope of financing your studies by working here!

Recently, students have been frequently forced to give up their studies for financial reasons because their own financial means were not sufficient and there were not enough opportunities to earn the lacking funds by taking casual jobs.

Since vacant jobs are given first to Germans and EU members, it is unfortunately very difficult for foreign students from other countries to find a job.

Doing a temporary job

If you have a student visa, it is normally permitted for you to work for 90 whole days or 180 half-days without a work permit. If as a **student** you want to work longer, you will need a **work permit** from the Foreigner Registration Office - with the additional permission of the local Job Centre („Arbeitsagentur“). You can find job offers at the ABZ, the AStA and the Job Point at the Job Centre.

EU nationals, including those from Cyprus (Greek part) and Malta, are not affected by this regulation. For the other new EU countries, the (limited) transitional regulation is in force, namely that the work permit must still be applied for from the Arbeitsagentur.

When in doubt, you must enquire at the Foreigner Registration Office or the Arbeitsagentur, especially as the new law on migration has been in force only since 01/01/2005.

Scholarships

The University of Duisburg-Essen generally does not award scholarships.

If you want to finance your studies by a DAAD scholarship, you can apply for it only from your **home country**.

As a rule, however, you must already have a first degree. You can obtain information about this from the German Academic Exchange Service (DAAD) or its branches or from the German embassy or German consulate general in your country.

Overview of scholarships:

<http://www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.en.html>

Other organisations such as political foundations award scholarships to a limited extent. You must make applications from your **home country**. The DAAD and the scholarship department of each respective foundation will provide you with information:

<http://www.daad.de/deutschland/foerderung/andere-organisationen/00465.en.html>

Not to be
underestimated!

Apply while still
in your home
country!

Governmental grant (BAföG)

The following is a simplified description. You can find the legally binding formulation in the law on educational funding (§ 8 BAföG).

Under certain conditions, non-German citizens can also be granted educational funding on application, namely:

Displaced persons,
foreigners

- who are normally resident in Germany and have been recognised as eligible for political asylum,
- who are in possession of a permit to settle,
- who have been recognised as refugees and who do not have only provisionally granted resident status in Germany,
- who are permanently resident in Germany, where one parent or a spouse is German within the meaning of the German constitution („Grundgesetz“),
- who have spent a total of five years in Germany and have been legally employed, whose father or mother has resided for a total of three years within the last six years in Germany and who has been legally employed.

The general rule is that when you begin your studies, you must not have exceeded your 30th year (exceptions are possible) and that complete or incomplete studies abroad will be considered.

In order to examine your application, the BAföG office requires **evidence**, e.g. concerning the recognition of studies completed abroad, university entrance qualifications, the number of semesters studied and the confirmation of placement from the Examination Office.

The Office for Educational Funding of the Studentenwerk will be glad to give you further assistance. The office hours of the **BAföG Advisory Centre** are:

Office hours

Duisburg Essen

During the lecture period

Mon to Thu 09.30 to 14.00

Mon and Thu 09.00 to 12.00
Tue 13.00 to 15.00

In the semester break

Tue and Thu 09.30 to 14.00

only Thu 09.00 to 12.00

Address

Info Centre of the Studentenwerk
Main Mensa (building MM)
Lotharstr. 23-25

BAföG office of the Studentenwerk
Office for Educational Funding
Reckhammerweg 1

You can also obtain extensive information on the internet under the addresses:

<http://www.bafoeg.bmbf.de> and <http://studentenwerk.essen-duisburg.de>.

Who is eligible for educational funding by the state („BAföG“)

Opening a current account

You can open a current account at any bank or savings bank. In order to do this, you need your passport, rental agreement, and proof of registration of residence.

While you are doing this, you can also enquire about an **EC** (or **Maestro**) **card** with which you can withdraw money from cash dispensers and which you can use for payment without cash in the whole of Europe.

When you have a current account, you can, for example, use it to transfer your semester contribution or set up **standing orders** (for recurring payments such as rent, health insurance, etc.).

Accommodation

Unlike in other countries, your admission to the university does not automatically mean that you'll be given a room in a hall of residence.



In Duisburg and Essen, there are a number of **student halls of residence** which are mainly administered by the Studentenwerk Essen-Duisburg. Once you have been assigned a room in a hall, you have concluded a civil-law rental agreement; this means that you have undertaken to pay the rent for the agreed period. Since places are in short supply, you can live there only for a limited time, at present for up to six semesters. At the beginning of the rental period, you must pay a security deposit of € 400 to the administration of the Studentenwerk. Once you have received a rental agreement you must sign two copies and send one to the Studentenwerk. Please remember to arrive *during office hours* (Mon to Thu 10.30 to 14.00 in Duisburg and Mon to Fri 09.00 to 11.00 in Essen). You can get your keys only during these times!

Student halls of residence are in great demand because the rooms are fully furnished, the rent normally includes incidental expenses (such as electricity, water and heating), and it is easy to make contact with other students.

You can find the address of the Studentenwerk Essen-Duisburg in the list of addresses in this brochure.

You can find the application forms on the internet under the heading >> Living (Wohnen) >> Forms/Flyer: <http://studentenwerk.essen-duisburg.de/>.

The number of available places in these halls is limited and there are long waiting lists. If you haven't been able to get a room, you will have to look for accommodation on the **commercial housing market**.

If you are looking for somewhere to live in Duisburg or have urgent questions about accommodation, you can phone at any time (24 hours) an **emergency number** (leave a message and your phone number on the mailbox!), 0203-94 100 745. The student tutor team of the Studentenwerk will call you back.

A cost-effective alternative is to rent a flat with several other persons, known in Germany as a „**Wohngemeinschaft/WG**“ (flat sharing). People to share flats with are often advertised for on notice boards on both campuses. If you have any questions, the TuDU team at the Duisburg campus will be glad to help you.

The „**Mitwohnzentrale**“ (flat sharing agency) provides help in finding shared accommodation in flats throughout Germany and it's not only for students.

You must **find** your accommodation **yourself!**

Alternatives to a student hall of residence

You should also look for rooms or flats in the small ads in the regional **newspapers**. You can also place an advertisement in them yourself.

As a student, you have a right to a **Wohnberechtigungsschein (WBS)**, a voucher which authorises you to apply for a flat subsidised by the city. After you have received your residence permit, you can apply to the housing department at the district office („Bezirkamt“, department „Wohnungswesen“) for a WBS. You should enclose an income tax return with your application which shows that your annual income does not exceed € 11,760.

You may be eligible for **housing benefit** in the form of a rent allowance,

- if you are not entitled to BAföG and
- if you have your own household (main place of residence). This claim is valid only if there is no room to live with your parents abroad or if you are not registered abroad and can prove this. This proof is necessary because otherwise, in many cases, a residence for the purpose of studying in Germany is assumed to be a temporary residence by the housing benefit office so that there would be no right to housing benefit.

Housing benefit is dependent on the amount of your income (minimum survival needs are assumed) and on the rent. If you have any questions, the social counselling service of the Studentenwerk will be glad to help you.

If you are looking for temporary accommodation, **youth hostels** may be a possibility.

You can find all the addresses in the appendix.

Rent allowance
in certain cases

Living as student in Duisburg

The Studentenwerk administers nine **halls of residence** in Duisburg with around 1000 rooms. Most of the rooms have free internet access.

A number of vacant rooms are available for **exchange students**. Please apply for these at the same time as you apply for admission, giving the name of your exchange programme, to the administration of the Studentenwerk.

In addition to these halls of residence, there are two **church-sponsored halls of residence**. One of them (Am Dellplatz), centrally located, has over 125 rooms.

The „**Bürgerbüro** der **Entwicklungsgesellschaft Duisburg**“ (EG DU, the citizens' office for urban development) can help you to find flats in Duisburg-Bruckhausen and Duisburg-Hochfeld: Reinerstr. 4, 47169 Duisburg, E-Mail: info@eg-du.de

For a fee of € 11, you can also register as a flat seeker with the „**Kommunale Wohnungsvermittlungsstelle**“ (municipal housing agency) in Duisburg. Office hours: Mon to Fri 08.30 to 12.00 and 14.00 to 15.30.

Living as a student in Essen

The Essen campus has a wide range of student accommodations available. In Essen, the Studentenwerk administers six large **halls of residence** with 1422 rooms and 41 student flats.

There are also two **church-sponsored halls of residence**.



Living in the „**Brücke**“: This hall of residence belonging to the Protestant student group is on the Essen campus and has, in addition to 175 rooms divided into 25 shared flats, a café and a pub.

Of course, you can also take a look at the **local commercial housing market** or contact the Studentenwerk yourself.

The „**Kommunale Wohnungsvermittlungsstelle**“ (municipal housing agency) in Essen provides assistance in finding accommodation and is to be found in the citizens' office in the Gildehof. There is no charge for this service. Here, you can also talk to somebody about obtaining a Wohnberechtigungsschein.

You can find the addresses in the appendix.

Mensa and cafeteria

The Mensa is the university canteen and is administered by the Studentenwerk. For lunch, three different dishes are on offer every day, including a vegetarian one. For students, a meal costs at present between € 1.60 and € 3.50. You can find up-to-date information on the internet: <http://studentenwerk.essen-duisburg.de/> under „Verpflegung“ (catering).



We have three **Mensas** in **Duisburg**: Two along the Lotharstr. (in buildings MM and LA) and one in the Bismarckstr. (in BA).

In **Essen**, we have a Mensa and a restaurant on campus (near T01) and one at the Clinic (Virchowstraße 174).

Each Mensa has a **cafeteria** which is meant for short breaks and small snacks. It offers hot and cold beverages as well as snacks and sweets. You can also buy phone cards, matches and other small everyday articles here.

Traveling to the university by bus and train

You can reach both campuses easily from the main stations in each city.

Your student card (chip card with proof of validity) is valid, in combination with your identity card/passport, as a ticket. So within the whole of the Regional Transport Association Rhine Ruhr (VRR), you don't have to worry about tickets.

Three bus routes, 923, 924 and 933 and a tram route, 901, serve the **Duisburg campus**. The **Essen campus** can be most easily reached by using the underground tramways U11, U17 and U18.

Cultural activities

People rarely undertake cultural activities on their own, let alone in an area they don't know well.

Getting around as cheaply as possible with your semester ticket...



So why don't you go on excursions to neighbouring cities with other students or go with them to a museum, to the theatre or to a concert?

We would be glad to receive your ideas for a cultural programme, whether they concern academic or everyday life.

We collaborate with:

- Carl Duisberg Gesellschaft e.V. (Inwent gmbH)
- the Protestant Student Group (Essen and Duisburg campuses see under >> Addresses „ESG“ and „Die Brücke“)
- International Student Online Services of the Studentenwerk, see >> [ISOS](#)
- TuDu Team, tutors in the Duisburg halls of residence
- „Courses and contacts“ of the Studentenwerk (huebner@stw.essen-duisburg.de)
- language exchange called „Sprachtandem“ of the ABZ career service: http://www.uni-duisburg-essen.de/abz/studierende/sprachtandem_english.shtml

You are invited to participate in our **student web community** and note your ideas in the different categories: <http://forum.uni-due.de/index.php?c=57>

Or just have a word with us if you've got a good idea. We will be glad to put you in contact with others or to help you get your new ideas off the ground.

You can find information about student life and leisure activities also on page: <http://www.uni-duisburg-essen.de/erstsemester/treffpunkte.shtml>



Addresses and links

Academic Counselling Centre

Akademisches Beratungszentrum (ABZ)

<http://www.uni-duisburg-essen.de/abz/>

here: ABZ General Academic Counselling

ABZ Duisburg campus

Geibelstr. 41, SG 183

47057 Duisburg

Phone: (0203) 379-2311

Email: abz.studienberatung.duisburg@uni-due.de

ABZ Essen campus

Universitätsstraße 2, T02 S00 L12

45117 Essen

Phone: (0201) 183-2014

Email: abz.studienberatung.essen@uni-due.de

here: ABZ Career Service

Duisburg campus

Lotharstraße 65, LK 081

Phone: (0203) 379 3659

Email: ABZ.Berufsorientierung.duisburg@uni-due.de

Campus Essen

Universitätsstraße 2, T02 S00 L01

Phone: (0201) 183-2014

Email: ABZ.Berufsorientierung.essen@uni-due.de

ASTA (*Allgemeiner Studierendenausschuss*)

<http://www.asta.uni-duisburg-essen.de/>

see >> General Students' Union

BAföG Advisory Centre, Duisburg campus

Info Centre in the main Mensa (building MM)

Lotharstr. 23-25

47057 Duisburg

BAföG Office for educational funding

(*Amt für Ausbildungsförderung*)

Studentenwerk Essen-Duisburg

Reckhammerweg 1

45141 Essen

Phone: (0201) 820 10-55

Email: bafoeg@stw.essen-duisburg.de

Die Brücke (The Bridge)

Universitätsstr. 19

45117 Essen

Tel: (0201) 23 97 37

Fax: (0201) 22 59 50

Email: esg@uni-essen.de

<http://www.uni-essen.de/esg>

Counselling for foreign students:

Email: klein-rustenberg@uni-essen.de

Accommodation email: die.bruecke@uni-essen.de

Phone: (0201) 23 57 66

Fax: (0201) 20 25 89

Bürgerbüro EG DU (citizen office)

Reinerstr. 2

47166 Duisburg

Phone: (0203) 99 429-60/61/62

Phone: (0201) 188 3207, 0178-788 3419 H. Ewert

Email: ewert@tkim.thyssenkrupp.com

Catholic University Centre (KOM)

St. Anna-Weg 5

47057 Duisburg

Phone: (0203) 35 87 07

Catholic University Centre (KOM)

Universitätsstraße 2

45141 Essen

Phone: (0201) 313210

Carl-Duisberg-Gesellschaft e.V.

Am Buchenbaum 47

47051 Duisburg

Phone: (0203) 213 13

Email: cdg@uni-duisburg.de

inWent gGmbH <http://www.inwent.org/>

District office in central Duisburg (*Bezirksamt*)

Housing Department (*Abteilung Wohnungswesen*)

Housing voucher/Housing benefit

(*Wohnberechtigungsschein/Wohngeld*)

Rooms 19-21, Sonnenwall 73

47051 Duisburg

Tel: (0203) 283-3692/-3170

for Essen see >> Residents' Office

Flat sharing agency Duisburg (*Mitwohnzentrale*)

Ruhrorter Straße 67-69

47059 Duisburg

Phone: (0203) 19 430

Email: duisburg@mitwohnzentrale.de

<http://www.mwz-duisburg.de/?stadt=Duisburg>

Flat sharing agency REM (*Mitwohnzentrale*)

Am Zehnthof 44

45139 Essen

Phone: (0201) 19 430

Fax (0201) 24 70 770

Email: essen@mitwohnzentrale.de

<http://www.mitwohnzentrale.de/>

Flat sharing agencies in Essen: Overview

<http://www.essen.de/deutsch/Tourismus/Hotels/>

[Mitwohn.htm](#)

Foreigner Registration Office for central and southern Duisburg (*Ausländeramt*)

Sittardsberger Allee 14

47249 Duisburg

Phone: (0203) 283-7281 / -7176



Foreigner Registration Office for northern Duisburg (*Ausländeramt*)

Duisburger Str. 213
47049 Duisburg
Phone: (0203) 283-5568

Foreigner Registration Office for western Duisburg (*Ausländeramt*)

Bismarckplatz 1 (Rheinhausen)
47198 Duisburg
Phone: (0203) 283-8364

Foreigner Registration Office for Essen (*Ausländerbehörde*)

Schederhofstraße 45
45121 Essen
Phone: (0201) 88-0

Foreigner Registration Office Mülheim/Ruhr (*Ausländeramt*)

Viktoriastr. 17-19
45468 Mülheim an der Ruhr
Phone: (0208) 455 32-00
http://www.muelheim-ruhr.de/informationen_fuer_auslaendische_studenten.html

General Student Union Duisburg (*AStA*)

Lotharstr. 65, building LF (cellar)
47057 Duisburg
Phone: (0203) 37 00 47

General Student Union Essen (*AStA*)

Universitätsstr. 2, T02 (beneath the Mensa)
45117 Essen
Phone: (0201) 183-2348

Guest house E-Werden

Haus am Turm, Am Turm 7
45239 Essen
Phone: (0201) 40 40 67

Housing benefit (*Wohngeld*)

Departments of housing benefits in following offices:
for Duisburg see >> District office
for Essen see >> Residents' office

International Office (IO)

Akademisches Auslandsamt (AAA)
<http://www.uni-due.de/international/>

Office hours: Mon 13 - 15 h
Tue-Fri 09 - 12 h

IO Duisburg

Building LG, rooms 114-115, 121-125
Forsthausweg 2
47057 Duisburg

Phone: (0203) 379-3704/-2304
Fax: (0203) 379-3705
Email: duisburg-io@uni-due.de

IO Essen

Building T03, rooms 9 bis 14
Universitätsstr. 2
45141 Essen
Phone: (0201) 183-4128
Fax: (0201) 183-2257
Email: essen-io@uni-due.de

International Student Online Service (ISOS)

Contact: Beate Wargalla, Studentenwerk
Phone: (0203) 379-4169
Email: isos@stw.essen-duisburg.de
<http://isos.studentenwerk.essen-duisburg.de/>

Job Centre Duisburg (*Arbeitsagentur*)

Wintgensstr. 29-33
47058 Duisburg
Phone: (0203) 302-696
or at the >> ABZ Career Service

Job Centre Essen (*Arbeitsagentur*)

Berliner Platz 10
45116 Essen
Phone: (0201) 181-8524
or in T01 S00 L28

Job-Point at the Job Centre (*Arbeitsagentur*)

Venusgasse 11 (Galeria, 1st floor)
47051 Duisburg
Phone: (0203) 30 25 10

Municipal administration (head office) Duisburg

Stadtverwaltung (Zentrale)
Phone: (0203) 28 30

Municipal administration (head office) Essen

Stadtverwaltung (Zentrale)
Phone: (0201) 880

Municipal housing agency in Duisburg

Kommunale Wohnungsvermittlungsstelle
Pulverweg 39
47051 Duisburg
Phone: (0203) 283-29 00 /-29 11
<http://www.duisburg.de/sozialamt/kww.cfm>

Municipal housing agency in Essen

Kommunale Wohnungsvermittlungsstelle
Citizens' Office/housing
Einwohneramt/Wohnungsangelegenheiten
Gildehof/Hollestr. 3
45121 Essen
Phone: (0201) 8833607 – 609



Newspapers (regional daily)

WAZ, NRZ, Rheinische Post available at any newsagent's: the free papers „Stadtpanorama“ and „Wochenanzeiger“ are available fortnightly.

Preparatory course (Regional administration Düsseldorf)

Studienkolleg (Bezirksregierung Düsseldorf)
Postfach 30 08 65
40408 Düsseldorf
Fax: (0211) 4 75 59 78

Protestant Student Group

Evangelische Studierendengemeinde (ESG)
Holteistr. 80
47057 Duisburg, Phone: (0203) 35 39 27

Protestant Student Group

Evangelische Studierendengemeinde (ESG)
Universitätsstraße 19
45141 Essen, Phone: (0201) 23 97 37

Residents' Office (Einwohneramt)

Housing Department
(Housing voucher/Housing benefit)
(*Wohnberechtigungsschein/Wohngeld*)
Gildehof/Holteistr. 3
45121 Essen
Phone: (0201) 8833607 – 609
http://www.essen.de/deutsch/Rathaus/Aemter/Ordner_33/1_33-5.htm
for Duisburg see >> District Office

Social counselling services (by Studentenwerk) *Sozialberatungsstellen des Studentenwerks*

Duisburg campus (Ms Wargalla)

Lotharstr. 23-25 (Foyer of the main Mensa)
47057 Duisburg
Phone: (0203) 379-41 69
Email: wargalla@stw.essen-duisburg.de

Essen campus (Ms Sand)

Reckhammerweg 3 (in the guest house)
45141 Essen
Phone: (0201) 820 10-70
E-Mail: sand@stw.essen-duisburg.de

SRO - Students' Registrar's Office

Studierendensekretariat
Office hours: same as AAA (International Office)

SRO, Duisburg campus

Building LB, rooms 12 and 13a to 13e
Lotharstr. 65
47057 Duisburg
Email: studierendensekretariat-duisburg@uni-due.de

SRO, Essen campus

Building T03, level R00
Universitätsstr. 2

45141 Essen

Email: studierendensekretariat-essen@uni-due.de

Studentenwerk Essen-Duisburg AöR

Reckhammerweg 1
45141 Essen
Phone: (0201) 820 10-0
Email: gf@stw.essen-duisburg.de
<http://studentenwerk.essen-duisburg.de>

Student halls of residence

see >> see Studentenwerk Essen-Duisburg AöR

Student hall of residence „Adolph Kolping“

Dellplatz 7
47051 Duisburg
Phone/Fax: (0203) 20 179
Email: wohnheim@dellplatz.de
<http://www.dellplatz.de>

Student hall of residence „Die Brücke“

see >> Die Brücke (The Bridge)

Student hall of residence „Holteistr.“

see >> ESG Duisburg

Student hall of residence „Roncalli-Haus“

Henri-Dunant-Str. 53
45131 Essen
Phone: (0201) 26 55 07

Study counselling

see >> ABZ General Academic Counselling

Tourist office

Tourismuszentrale/Stadtinformation
Duisburg-Agentur
Königstr. 53
47051 Duisburg
Phone: (0203) 305250

Tourist office

Tourismuszentrale/ Fremdenverkehrsamt
Am Hauptbahnhof 2
45127 Essen
Phone: (0201) 8872041

TuDu-Team

Tutorial team in the Duisburg halls of residence
Email: post@tudu-team.info
<http://www.tudu-team.info>
Phone: 0203-94100745 (24 hours with answering machine)

Occupational Orientation (Job & Internships)

see >> ABZ Career Service

TOEFL-Test

Internet: <http://www.toefl.org/>

Youth Hostel DU-Nord

Lösorster Str. 133



47137 Duisburg-Meiderich
Phone: (0203) 41 79 00

Youth Hostel DU-Wedau

Kalkweg 148 E
47055 Duisburg-Wedau
Phone: (0203) 72 41 64 and 72 58 00

Youth Hostel E-Werden

Pastoratsberg 2
45239 Essen
Phone: (0201) 49 11 63

Youth Hostel Mülheim/Ruhr

Mendener Str. 3
45470 Mülheim
Phone: (0208) 38 21 91

**ZVS - Central office for the allocation of
university places**

(Zentralstelle für die Vergabe von Studienplätzen)
Sonnenstraße 171
44137 Dortmund
<http://www.zvs.de/>

The University on the internet:

<http://www.uni-duisburg-essen.de>
<http://www.uni-due.de>



Glossary

In the following, you'll find explanations of German terms that you'll frequently hear at the university:

Academic quarter of an hour (*Akademisches Viertel*)

This means that classes always **begin** a quarter of an hour **later** than announced. For example, if a seminar is due to begin at 12.00 according to the list displayed on the notice board, it really begins at 12.15 (**c.t.** = cum tempore, 15 minutes later). Should a class be scheduled to begin at the stated time, you'll find **s.t.** = sine tempore written after the starting time. (Classes **c.t.** also **end** a quarter of an hour **before** the scheduled time.)

Assessment Test (*Feststellungsprüfung*)

This examination is taken after having attended a „Studienkolleg“ and is a prerequisite for admission to a university.

ASTA - General Student Council (*Allgemeiner Studierendenausschuss*)

All enrolled students at the university form the student body. This is represented by the Student Council. It is made up of students elected by the student body. It plays a role in university, social and cultural matters. It can provide you with advice and help you in your early days at the university.

BAföG - Law on Educational Funding (*Bundesausbildungsförderungsgesetz*)

This law regulates the financial support provided by the state to students in the form of partial loans or governmental grants. These are primarily awarded to German students. In certain cases, foreign students are also eligible for these. You can obtain information from the Studentenwerk.

Certification (*Beglaubigung*)

This is a confirmation that a copy of a document corresponds to the original. It is issued by an institution to which the state has granted the right to use an official stamp. (There is normally a charge for this service.)

Course catalogue (*Vorlesungsverzeichnis VV*)

This is a list of all the classes offered in each semester at the University. In addition, it contains the names and addresses of all the University staff and all the institutions of the University (library, examination offices, counselling services). It can be obtained from book shops for € 3.60. The internet pages of each department also contain relevant extracts from the the general course catalogue or from the course catalogue with commentary.

Course catalogue with commentary (*Kommentiertes Vorlesungsverzeichnis*)

Most departments offer this. All the classes offered by the department are announced in it and are provided with comments and explanations by the persons holding them. These comments should give you a more precise idea of what to expect from these classes. You can obtain this catalogue from each department, from each departmental student organisation or from the ASTA.

Course certificate (*Schein/Leistungsnachweis*)

There are two types: certificates of attendance and certificates of academic achievement. The former are proof that you have attended a class, the latter that you have fulfilled the requirements of the class, e.g. by having done a term paper or a presentation, a research paper or a written examination.

As a result of the change-over to the BA/MA system, evaluation is now carried out in form of a credit point system. The type of examination needed to acquire a certificate in your subject can be found in the examination regulations for this subject.

Course of studies/Degree Course (*Studiengang*)

This refers to your subject as related to your final degree. Every degree course (diploma, Magister artium, state examination or BA/MA) has its own regulations concerning studying and examinations.



Course taught partly in English (*AOS Auslandsorientierter Studiengang*)

These comprise international degree courses like „Civil Engineering“, „Water Science“ and the ISE courses. Students are awarded BA or MA degrees. See also http://www.uni-due.de/imperia/md/content/international/degree_courses.pdf.

Course without restrictions on admission (*Zulassungsfreier Studiengang*)

A course in which you can enrol at the Students' Registrar's Office without any restrictions. However, in most cases, an application for admission must be submitted. see >> [Bewerbungsverfahren/ Application procedure](#)

Course with restrictions on admission (*Zulassungsbeschränkter Studiengang*)

A course which accepts only a limited number of students. In the case of courses which are centrally restricted, you must apply to the ZVS, for courses which are locally limited, you must apply to the Students' Registrar's Office.

Dean (*Dekan/-in*)

The dean is the head of a department and represents it within the university.

DSD - Deutsches Sprachdiplom

German Language Diploma

DSH - Deutsche Sprachprüfung für den Hochschulzugang

This is a German language examination for foreign students and is usually the prerequisite for studying at a German university. For exceptions see >> [German spoken here: Language examinations \(DSH\)](#).

Enrolment/Matriculation/Registration (*Immatrikulation/Einschreibung*)

Enrolment in the list of students after the application for admission has been submitted. It is a prerequisite for membership of the university and for taking examinations.

Examination Board (*Prüfungsausschuss*)

The Examination Board of each department is responsible for the correct conduct of examinations and those further exam-related tasks prescribed by the relevant regulations within each department.

Examination Office (*Prüfungsamt*)

The Academic Examination Office of the University is responsible for all legal questions concerning examinations, for example registering for examinations, the recognition of previous studies, providing lists of the marks earned and examination certificates.

Examination Regulations/Statutes (*Prüfungsordnung*)

These form the legal basis according to which examinations are conducted. Every course of studies has its own regulations. These determine what conditions have to be met before registering for an examination, how the examination committee is composed, how the examination is to be conducted, how many topics are to be examined and in what depth and how the marking is to be done. The examination regulations also lay down when a registration for an examination can be withdrawn or when the examination can be interrupted or repeated.

You can obtain the examination regulations for your subject from the examination office or from the General Student Counselling Service or look at it on the internet: http://www.uni-due.de/zentralverwaltung/bereinigte_sammlung_ordnung.shtml

ESG - Protestant Student Group (*Evangelische Studentinnen- und Studentengemeinde*)

It offers lectures, courses, discussions and excursions as well as counselling on questions of both faith and life in general.

FB - Department or Faculty (*Fachbereich/Fakultät*)

This is an organisational unit of the university which is made up of various, normally related, subjects.

The University of Duisburg-Essen is divided into thirteen departments which are each made up of several institutes and subject areas.

Fellow student (*Kommilitone/Kommilitonin*)

Guest student/non-enrolled (*Gasthörer/-innen*)

They are permitted to take part in university classes but are not permitted to take examinations. Application should be made to the Students' Registrar's Office.



International Office (*Akademisches Auslandsamt AAA*)

This office is your point of contact for all questions concerning studying abroad, international university collaboration and the international exchange of university staff. It is in charge of international mobility programmes and university partnerships. It is also the first port of call for foreign applicants and students and offers advice to German students on studying abroad, exchange programmes and scholarships.

Invigilated written examination (*Klausur*)

This is a written examination which usually lasts several hours and is supervised by a member of staff. If it is passed, it is a proof of academic achievement within the meaning of the departmental regulations.

ISE - International Studies in Engineering

A course offered by the Department of Engineering. The languages of instruction are English and German. The DSH examination is not a precondition for admission.

KOM - Catholic University Centre (*Katholisches Hochschulzentrum*)

It offers counselling in all questions of faith and life.

Letter of Admission (*Zulassungsbescheid/Zugangsbescheid*)

This informs you that you have been admitted to study at a university.

NC - Numerus clausus

An NC is a restriction on admission to a subject. A subject with NC means that only a limited number of places is available in the subject and that there are special application periods to be observed. Admission takes place according to a ranking based on your averaged school leaving marks.

NN - Nomen nominandum

This is normally to be found on announcements of seminars and means that the name of the person holding the class is not yet known.

Re-enrolment/Re-registration (*Rückmeldung*)

Once you are enrolled in a degree course and are continuing your studies in the following semester you have to renew the enrolment by your own at the self-service terminal within the deadlines (by paying the semester fee).

The re-registration deadlines will be put up at the International Office and are listed in the current course catalogue. In addition, you can find all deadlines on <http://www.uni-due.de/zentralverwaltung/semestertermine.shtml>. The student registry will remind you of the re-registration deadlines via email if you sign up for the mailing list. You can do so at: <https://aum.power.uni-essen.de/public/cgi/studsek-l.cgi>.

Scholarship (*Stipendium*)

A scholarship is a form of financial support for students. Various institutions award scholarships. Each institution has its own criteria for the awarding of scholarships. Foreign students must normally apply for a scholarship while still in their home country.

Stage I studies (*Grundstudium*)

The first stage of your studies, lasting three or four semesters. It is normally completed by passing an intermediate examination or a pre-diploma.

Stage II studies (*Hauptstudium*)

The second stage of your studies which leads to a diploma, BA, MA or state examination.

Studentenwerk

This is not part of the University but an independent institution. It works together with the University to care for the social and economic needs of students.

SRO - Students' Registrar's Office (*Studierendensekretariat*)

This is responsible for re-enrolment, leave of absence, if you wish to change your subject and for exmatriculation.

Preparatory courses

The institution *Studienkolleg* prepares you for the Assessment Test. It must be attended by those foreign students whose university entrance qualifications are not equivalent to German ones.



Study regulations (*Studienordnung*)

These are based on the examination regulations and lay down the content and time-scale of the studies within a degree course. Among other things, you can find out from the regulations for your subject:

- the conditions for admission,
- any possible additional qualifications required (e.g. other foreign languages),
- which courses are compulsory and in which order they are to be attended, and which are optional,
- which entrance conditions have to be met before attending certain classes, e.g. course certificates for the completed Stage I before attending classes in Stage II.

You can obtain these regulations from the General Student Counselling Service and from the department of your subject. See also >> Examination Regulations.

SWS - Number of class hours per week (*Semesterwochenstunden*)

A one-hour lecture which is held once a week for one semester is equivalent to one SWS. A seminar which takes place, for example, once a week from 14.00 to 16.00 is equivalent to two SWS. The calculation is based on full hours although a one-hour class lasts, in fact, only 45 minutes.

TestDaF - Test of German as a foreign language (*Test für Deutsch als Fremdsprache*)

UB or Bib - Universitätsbibliothek

Abbreviation for University Library

University entrance qualification (*Hochschulzugangsberechtigung*)

This is the leaving certificate of a secondary school, equivalent to the (German) Abitur, or this certificate plus one or two years of successful study at a university which is recognised in Germany.

ZOP - Zentrale Oberstufenprüfung

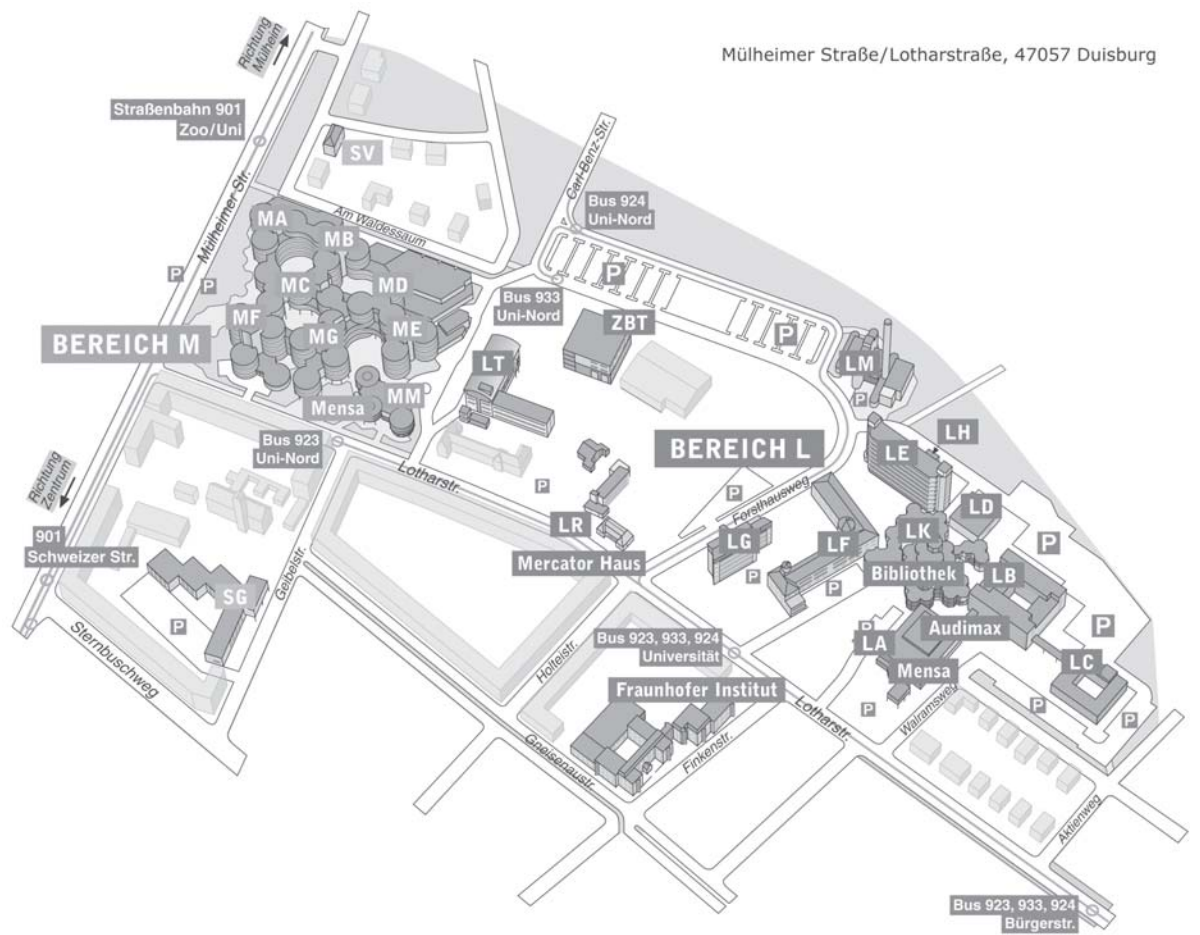
The Goethe Institute awards a certificate after you have passed the ZOP to confirm that you have an adequate command of the German language.

ZVS - Central Office for the Allocation of University Places (*Zentralstelle für die Vergabe von Studienplätzen*)

Allocates university places throughout Germany for courses which are particularly in demand (central restriction on admission).



Map - Duisburg campus: Areas L, M and SG

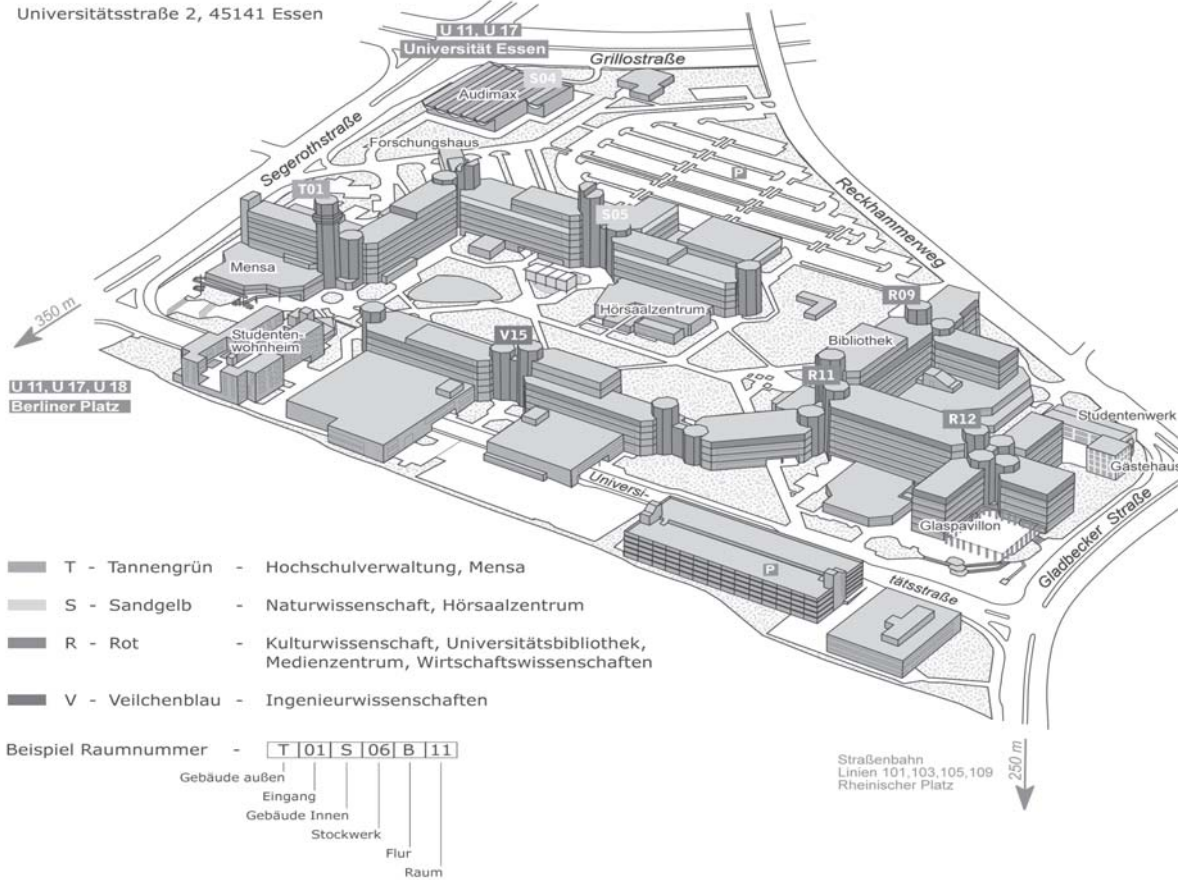


Map - Duisburg campus: Area B



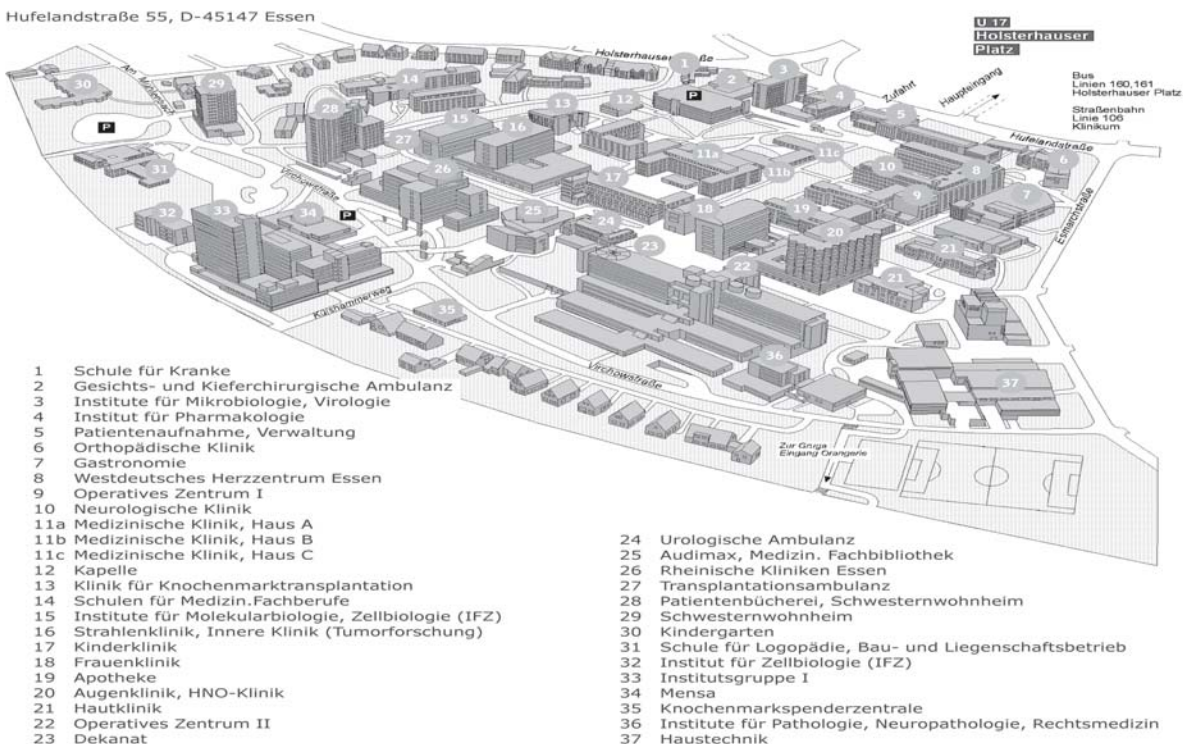
Map - Essen campus

Universitätsstraße 2, 45141 Essen



Map - Essen campus: University Clinic

Hufelandstraße 55, D-45147 Essen



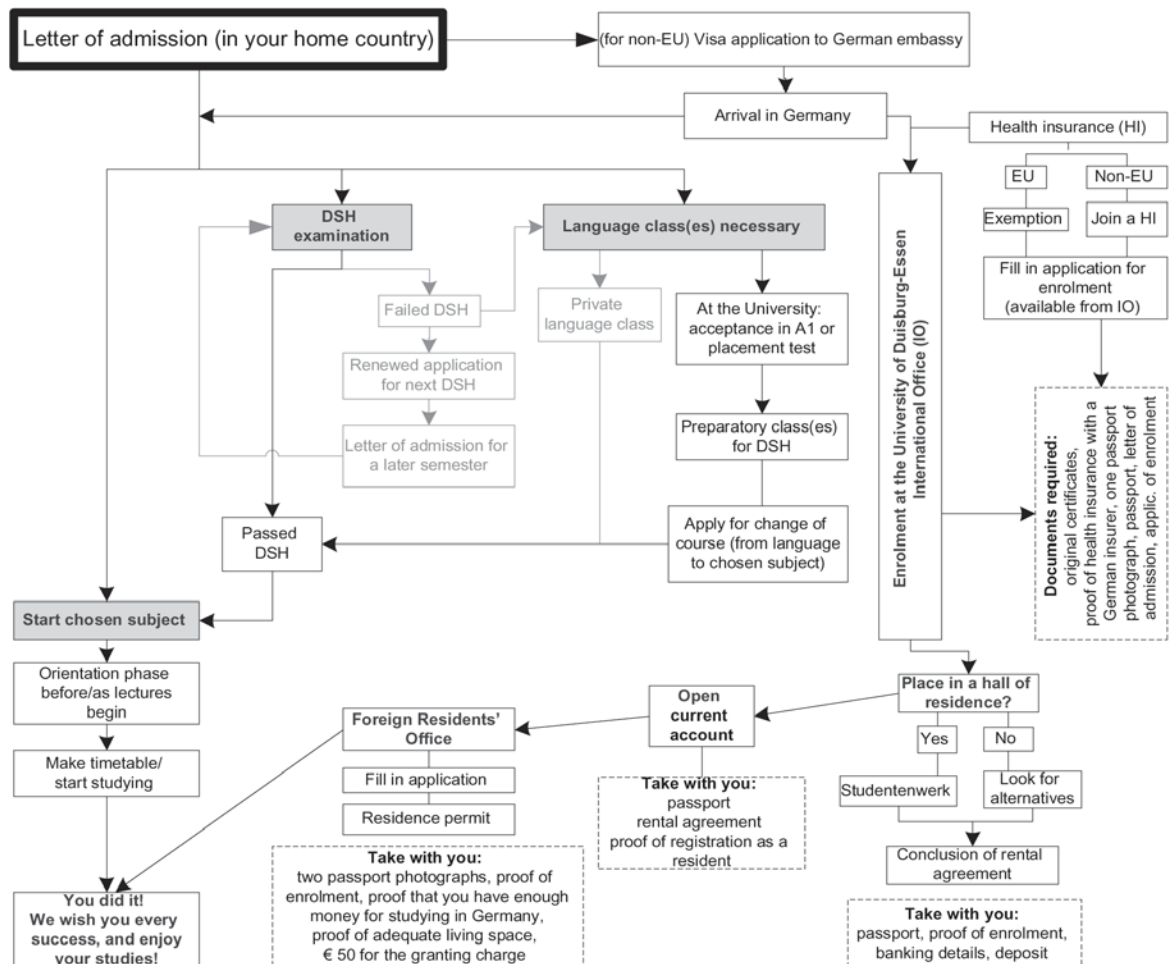
Checklist for your application

Use this list to make sure that you have fulfilled the necessary requirements and have got all the necessary papers together:

- Is your application (application for admission foreign applicants) **completely** filled in and **signed**?
- Have you included a copy of your **secondary school leaving certificate** (with individual marks)?
- Have you included proof of any **university entrance examinations** passed (where applicable)?
- Have you included **proof of your previous studies or degree certificates** (if you have already attended a university in your home country)?
- Have you included the certificates from the **German courses** you have attended and the **English tests** you have passed?
- Have you included proof of any **practical training** you have already done or of **other examinations**?

see also >> [In brief: How do I apply?](#)

Overview (before beginning your studies)



International Office

Space for your notes

How to find us on the Duisburg campus:

International Office

Forsthausweg 2/corner of Lotharst.
in the Duisburg district of Neudorf

Building **LG**, 1st floor

Offices 114-115 and 121-125

Bus **stop**: Universität

Office hours:

Mon 13 - 15 h

Tue to Fri 09 - 12 h

For possible changes:

<http://www.uni-due.de/international/services.shtml>



How to find us on the Essen campus:

International Office

Universitätsst. 2
in central Essen

Building **T**, entrance **03**, ground floor

Offices 9-14

Underground tram **stop**: Universität Essen

Office hours:

Mon 13 - 15 h

Tue to Fri 09 - 12 h

For possible changes:

<http://www.uni-due.de/international/services.shtml>

