



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL AFFAIRS



Studying at LMU

a practical guide for ERASMUS and LMUexchange Students



English version

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Nota bene:

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Education and Culture DG

Lifelong Learning Programme

Dear ERASMUS¹ and LMUexchange² students,

We are pleased that you have been given the opportunity to study at Ludwig-Maximilians-Universität München and welcome you most warmly.

LMU is one of Germany's oldest and most dynamic universities, where students will find ideal conditions for studying. Munich is a very attractive location for students.

Many of the faculties are situated in the heart of the city and the main building is in the lively district of Schwabing.

This information brochure is not only designed as a pre-departure orientation but also as a guide to help you through your arrival and the often difficult first days in a foreign country. The brochure should be your companion throughout your study abroad experience. We hope that it will help to answer any questions that arise right up until it is time to return home. Please read the information carefully.

The International Office Team wishes you an interesting and successful time studying and above all lots of fun in Munich.

¹ ERASMUS students refers to those students who come from countries within the EU, EEA, Turkey, Croatia and Switzerland.

² LMUexchange refers to those students who come from partner universities from around the world (including European countries outside of the ERASMUS program.)

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1 Ludwig-Maximilians University

1.1 LMU: A short history of the University

The history of the University of Munich begins in 1472. By order of the Pope, Duke Ludwig the Wealthy founded LMU, the first Bavarian university. It was not, however, situated in Munich but in Ingolstadt. By the sixteenth century, totally in keeping with the German Counter-Reformation, the LMU had advanced to a centre of knowledge under Johannes Eck, who was renowned as a vehement Luther adversary.

For 25 years the university was situated in Landshut. In 1826 it was brought to Munich by Ludwig I. The University progressively increased in size. In 1865 the Natural Sciences became an independent section of the Faculty of Science. In 1913 the Veterinary Medical School became a faculty of the University. At that time LMU had 5000 students. Although LMU was in the grip of Nazi hands during the Third Reich a small group under Professor Kurt Huber offered active resistance: the "Weiße Rose". The pamphlets of the "Weiße Rose" can be seen on the ground in front of the main building.

Thanks to numerous scientists and researchers such as Paul Anselm Feuerbach, Friedrich Schelling, Wilhelm Conrad Röntgen, Werner Carl Heisenberg and Stan Nadolny who taught here, the University is considered one of the most renowned in the German speaking area. The list of famous students includes, among others, Konrad Adenauer, Bertold Brecht, Walter Benjamin, the brother and sister Scholl, Konrad Lorenz, Ernst von Siemens and Max Planck. With its high standing the student population increased. In the sixties there was a veritable rush for the University which exponentially multiplied the number of registered students. In 1999 almost 70,000 students were registered at LMU.

Today LMU, with its 46723 students (of whom 62.5% are female and 15% come from abroad), 700 professors and 2450 members of academic staff, is still one of the largest universities in Germany. For teaching and research the University library and its affiliated libraries provide over 6.5 million books and journals. The choice of courses ranges from A for Assyriology to Z for Zoology. Around 150 subjects and numerous subject combinations are available at LMU, more than at any other German University

The Faculties of LMU

The Faculty of Catholic Theology

The Faculty of Protestant Theology

The Faculty of Law

The Faculty of Business Administration

The Faculty of Economics

The Medical Faculty

The Faculty of Veterinary Medicine

The Faculty of History and the Arts

The Faculty of Philosophy, Philosophy of Science and Religious Studies

The Faculty of Psychology and Educational Sciences

The Faculty of Cultural Sciences

The Faculty for Languages and Literature Studies

The Faculty of Social Sciences

The Faculty of Mathematics, Computer Science and Statistics

The Faculty of Physics

The Faculty of Chemistry and Pharmacy

The Faculty of Biology

The Faculty of Geosciences

1.2 International Affairs of LMU

International Affairs is the official name for the International Office of LMU and is responsible for coordinating student exchange and counseling foreign students. Here you can obtain information about studying at LMU, find out about special courses for foreign students, leisure activities, language courses, be issued with various letters of confirmation and find out about all issues concerning exchange students.



The International Office is located at Ludwigstraße 27, U-Bahn lines U-3 and U-6, station *Universität*. You will find our office in the hallway to the left after entering the red-brick building (R. G07)

Director of International Cooperation and Student Exchange:

Jean Schleiss

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Postal address

Geschwister-Scholl-Platz 1
D 80539 Munich

Fax:

+49 89 2180-3136

Internet

www.lmu.de/international/incoming

Office hours

Tuesday, 09.00-11.30

Wednesday, 13.00-15.00

Room: G07

Ludwigstraße 27

2 Before your Arrival in Munich

2.1 Applying for Admission

ERASMUS and LMUexchange students, have to apply for admission to LMU. The online application form can be accessed from www.lmu.de/international/incoming. Exchange students have to be nominated by their home university

Documents required

- A printed copy of the online-pdf-document , signed and stamped by the exchange coordinator at your home university (www.lmu.de/international/incoming)
- A transcript of record, documenting your studies at your home university
- Learning agreement *
- Copy of passport (page with personal data) or personal identity card.
- Proof of German language skills (only for students wishing to study German Philology, Medicine, Dentistry of Veterinary Medicine)

* See Chapter 2.5.

Closing dates for applications:

June 15 for the following winter semester

December 15 for the following summer semester

Please submit the application online, then print and send the completed application form by post before the deadline to:

International Affairs

Ludwig-Maximilians-Universität München
Geschwister-Scholl-Platz 1
D-80539 Munich

You will receive official notification of your admission (*Zulassungsbescheid*) directly after your application has been processed. (This may take several weeks).

2.2 Entry requirements

- A valid **passport or identity card** is sufficient for entry for **EU, EEA (Iceland, Liechtenstein and Norway), Croatia and Swiss students**.
- A **valid passport** is sufficient for entry for **students from Australia, Brasil, El Salvador, Israel, Japan, Canada, South Korea and USA**
- **Students from other countries** will have to apply for a visa at the German Embassy or at a German Consulate in their home country before entering Germany. Please contact the German Embassy/Consulate in your home country for detailed information.

Required documents:

- A valid passport
- Notification of admission by the University (Zulassungsbescheid)
- Proof that you have the financial means to cover the period of your stay in Germany (further information is available at the German Embassy/Consulate).

Please note that if you require a visa it must be issued for the correct purpose of the stay. A tourist visa or a so-called „Schengen visa“ is **not** enough. It is not possible to change the type of visa after entering Germany. If you intend to enter Germany more than once (e.g. after going home for Christmas and/or the New Year), we recommend that you get a “multiple entry visa”. Depending on the type of visa that has been issued, you may have to prolong the visa in the form of an electronic residence permit. Applications should be made to the foreigners’ registration office (*Ausländerbehörde*) directly after enrolling at LMU. The International Office can advise you on visa issues.

2.3 Health Insurance

In Germany all students who are not yet 30 years old must have health and social security cover. In practice this means that **before enrolling** you have to obtain a document confirming that you have adequate insurance cover. This document must come from a German state insurance provider, and will have the following written statement: “Zur Vorlage bei der Hochschule”. This document must be presented at registration. A very common misunderstanding arises when students purchase travel insurance for their stay at LMU; while the International Office strongly recommends obtaining travel insurance for the trip to Munich, be aware that travel insurance is not accepted by LMU as sufficient coverage for the duration of your studies. See chapter 3.3.

Insurance cover must include:

- Both medical and dental treatment
- Medications, bandages, medical aids
- Hospitalization
- Medical treatment during rehabilitation
- Medical treatment during pregnancy and birth

Students with citizenship from countries of the European Union (EU) should obtain the European Health Insurance Card (EHIC) from the relevant health authority in their home country. On arrival in Munich this should be presented to a German state insurance provider (e.g. TK, AOK, Barmer, DAK etc.). A document confirming the existence of health insurance cover in the country of origin will then be issued by the German state insurance provider. This document must be presented at enrolment. Students will then receive the same health insurance cover in the case of acute illnesses as German students. Students should take their EHIC with them to every doctor’s appointment. The medical practice will bill the health insurance office directly for the cost of treatment.

Students with citizenship from non-EU countries with which Germany has a social insurance treaty (Iceland, former Yugoslavian states, Norway, Switzerland and Turkey) must also present a certificate of entitlement, exempting them from compulsory insurance. The statement "Zur Vorlage bei der Hochschule", which entitles them to German health insurance coverage, is then issued. Such students must have this certificate before enrolment.

All students, who are not insured in their home country, must enroll with a German health insurance provider of their choice. There are no differences in price between German state insurance providers. We recommend that students compare the modalities of payment and the extent of insurance cover provided as this may vary from one provider to another. Some providers expect payment up front for the whole semester while others debit on a monthly basis. Health insurance cover must be finalized before enrolment and be valid from the first day of enrolment.

Important for students from USA and Canada:

Health insurance policies from USA and Canada are not valid in Germany. It may be that students are sold a policy in the belief that it is valid for enrolment to a German university. As a rule this is **not** the case. Students, who have done this, will then have to take out another health insurance policy in Germany. You will find more information on health insurance in chapter 3.3.

2.4 Language Preparation

In order to make the most of your experience in Munich and at LMU, we recommend that you start improving your German before you come to Germany. Find out about language preparation courses which may be offered at your home university. Alternatively you could consider participating in the online language module devised at the LMU.

Duo: Deutsch-Uni Online

This interactive learning program was devised to help students improve their language skills before leaving home.

Phase I of this e-learning program is offered at several levels and takes approximately 2 months to complete. The course is done online from home. Students have access to a tutor with whom they correspond regularly and can communicate with fellow students in a virtual classroom. Students can continue with Phase II on arrival in Munich and even take Phase III after departure.

More information can be found at: www.deutsch-uni.com

ERASMUS and LMUexchange students will receive up to date information about this program well before their arrival. Although fees are charged for this course, a limited number of free places are available for ERASMUS and LMUexchange students. The International Office will advise you on how to apply approximately 3 months prior to your arrival.

For more languages course information see chapter 3.2. and 4.3.

2.5 Learning Agreement

A learning agreement is a document provided by the home university to aid ERASMUS students to plan their studies at the partner institution. ERASMUS students are required to have a learning agreement signed by their home and host universities. Prior to departure, students are expected to state the courses they would like to attend while studying at LMU. This document is a prerequisite for having coursework recognized by the home university at the end of the study abroad period.

Unfortunately, the course catalogue is not always available at the time when the learning agreement is required by the home university. In this case students are advised to choose courses from the course catalogue of the previous year or semester. The online course catalogue can be found at:

<https://lsf.verwaltung.uni-muenchen.de>

(You do not need to login, simply click on the link *Vorlesungsverzeichnis* to the left, and you will find the course catalogue.)

As soon as the online course catalogue is available (2-3 months before the beginning of the semester) changes to the learning agreement can be made.

Even if you are not required to submit a learning agreement to your home university before departure, we ask you to fill out the learning agreement which you will find on our website. www.lmu.de/international/incoming > Learning Agreement. (Note: at this stage it is enough that you simply fill out the types of courses in which you intend to enroll, not the specific course titles).

LMUexchange students are not normally required to submit a learning agreement to their home university. In order to help us identify your study objectives we ask you to fill out the learning agreement integrated in the application form.

Please also read chapter 4.2. Enrolling for classes.

2.6 Types of Courses

To help you complete your Learning Agreement and choose the suitable courses for your exchange year you will find a brief summary of course types below:

-Vorlesung (Lecture)

Lectures are large scale events; attendance is usually not controlled, nor is active student participation required. Lectures are normally not graded, unless you specially ask for assessment.

-Grundkurs (Basic course)

A basic course focuses on the fundamentals of your field of study and the basic investigation methodology.

-Proseminar (Basic seminar)

A Proseminar is organized during the basic studies. It is expected of the students to be familiarized with the University's library and to be able to work scientifically.

-Hauptseminar (Advanced seminar)

A seminar taken after the first 3-4 semesters by students majoring in the particular field of study,

Kolloquium (Colloquium)

Discussion course

-Tutorium (Tutorial)

Course intensification or examination review course.

2.7 Grades

The German scale of grades is from 1 to 5:

1 = very good

2 = good

3 = satisfactory

4 = sufficient

5 = unsatisfactory

Not all courses are graded. Lectures, for example, are completely non-graded. Other courses are graded *pass/fail* or simply *attended*. If you need to have grades for the courses you take, in order to receive credit for the courses from your home university, speak with your lecturers early in the semester to see if it will be possible to get numerical grades for the courses.

If a course is graded with **4 or above** then you have passed.

2.8 The Catalogue of Courses

A comprehensive list of all lectures, seminars and courses and the addresses of all offices and staff can be found in the University of Munich Course Catalogue (*Vorlesungsverzeichnis*), which is published prior to each semester. The catalogue (a green book of approx. 900 pages) can be purchased a few weeks before the beginning of the term in book stores around the University. In addition there are brochures describing specific academic departments, staff responsibilities, and office hours, with annotated course listings. These brochures (*kommentiertes Vorlesungsverzeichnis*) are now usually available online and can be found at the respective faculty websites.

The list of courses comes out about two months before the start of the semester.

The course catalogue can also be found on the Internet at:

<https://lsf.verwaltung.uni-muenchen.de>

(Note: at this stage it is enough that you simply fill out the types of courses in which you intend to enroll, not the specific course titles.

To find out which courses are held in English click on *Suche nach Veranstaltungen*. Select the relevant semester then choose a faculty (*Einrichtung*) and/or subject area

(*Studiengang*) and click on *Auswahl übernehmen*. Select English as the language of instruction (*Unterrichtssprache*) and click on search (*Suche starten*).

A set of **English** instructions for navigating the course catalogue can be found at www.lmu.de/international/incoming. Simply click on the link **Kurswahl** then look for a point labeled *Hinweis zur Nutzung des Online-Kurskatalogs*, click on *hier*, and you will find the instructions in PDF format.

Unfortunately the course catalogue does not list the ECTS credit point value of each course. You will find that most departments have information especially for exchange students on their homepages. You can alternatively contact the departmental coordinators to find out how many credits will be awarded for the courses you have chosen. The names of the LMU departmental coordinators can be found by clicking on your home university in our online database:

www.lmu.de/international/exchanges

2.9 Planning your Finances

Living in Munich is expensive. With approximately 800 €, including accommodation costs, you should have plenty for your stay in Munich. Before arrival, make sure you are prepared to cover some unexpected costs at the very beginning of your stay (a deposit for your apartment, public transport, health insurance, etc.).

With a valid student identity card, students have access to price reductions for public transport, at the student cafeterias, and at cultural events (e.g. theatre, concerts, museums, etc.). You will receive this card shortly after enrolment.

2.9.1 Students with Special Needs

If you have a disability you should inform the International Office of your special needs as soon as possible so that we can make suitable arrangements for you. LMU offers services to ERASMUS and LMUexchange students with special needs to help them master the problems of day-to-day university life. All information (e.g.: contacts, personal counseling service, plans of the University, experience reports) are available on the Internet at:

www.uni-muenchen.de/studium/beratung/beratung_service/beratung_lmu/barrierefrei_stud/index.html

2.9.2 Buddy Program

The International Office offers a buddy program which aims to help you find your feet as a new student of LMU. If you take part in this program you will be partnered with a student of LMU who will help you with the organization of your stay in Munich (i.e. enrolment, opening a bank account). Your buddy will also be able to answer questions that you may have about studying at LMU or living in Munich.

If you wish to have a buddy you should tick the box *“please assign me a buddy”*. Your email address will then be forwarded to your buddy so that he/she can get in touch with you about one or two months prior to arrival.

We recommend that you take part in this program. The experience of former ERASMUS/LMUexchange students has shown that buddies are a great help. This is also a great way to make your first positive contacts with German students.

3 Upon Arrival

3.1 Arriving by Plane or by Rail

Arriving by Plane

The suburban train (S-Bahn) airport lines S8 and the S1 go directly to the centre of Munich. We recommend you buy a strip ticket (*Streifenkarte*) from the ticket machine. For a single journey from the airport into the city you have to stamp eight strips. If you have to change lines to get to your final destination, you can use the same ticket and do not have to stamp it again.

If you plan to make several journeys on the day of your arrival, it may be better to buy a single day ticket (if you are arriving at Munich airport you will have to buy a ticket for the *Gesamtnetz*). If several of you are traveling together you can buy a partner ticket. This ticket is valid for up to 5 adults. Further information can be found at:

www.mvv-muenchen.de => Tickets

Arriving by Rail

From Munich Main Station there are many ways of getting to destinations in Munich by public transport (the underground lines 1, 2, 4 and 5 or all suburban trains). For further information consult the MVG network map:

www.mvg-mobil.de/netzplaene.htm

3.2 Language Preparation and Orientation Courses

Please note that if you want to take part in any of the following courses, offered by schools in co-operation with the International Office, you should sign up about two months **before** leaving your home country.

Language Preparation Courses

The International University Club in Munich (IUCM) offers an intensive German course in September as well as in March. The course is not only a German language course, but is also meant to help prepare students for studying at LMU. The content of the language course is therefore heavily focused on academic life.

The course is designed for students who have a beginner or an intermediary level in German. (A1 to B2 according to the European framework.)

A price reduction is available for ERASMUS and LMUexchange students.

The IUCM can arrange short-term accommodation for your participation in the language preparation course. All housing arrangements during the preparatory-course interval are made by the IUCM.

More information can be found at: www.iucm.de

Alternatively you can apply to participate in a course at Deutschkurse für Ausländer bei der Universität München (Dkfa). The school offers intensive courses at all levels. Courses take place all year round – even during the semester vacation. There is a price reduction for ERASMUS and LMUexchange students. Current dates and prices can be found at www.dkfa.de.

Intensive-Orientation Course before the Start of Term

In April and in October the International University Club in Munich (IUCM) organizes a two-week introductory course (a total of approx. 50 hours). The course comprises information about studying at LMU, a short language course, as well as an extensive cultural program (museums, theatre, excursions). A reduction will be made for ERASMUS and LMUexchange students.

Course information and application forms can be found at: www.iucm.de

Information about other private language schools can be found on the Internet.

3.3 Insurance

Health Insurance

In order to be registered as a student you must have adequate health insurance. Students from countries of the European Union should present the European Health Insurance Card to a German state insurance provider (e.g. TK, AOK, DAK, Barmer etc.). A document will then be issued which states that you are freed from the mandatory health insurance fees. This document must be presented at enrolment. The German state health insurance provider will be responsible for you during your stay and will cover you for emergency treatment. If you have to visit a doctor you must take your EHC with you to your appointment. The doctor will bill the health insurance provider to have the costs reimbursed.

(Important: students who are over 30 must obtain a certificate, issued by a German health insurance company, freeing them from the mandatory health insurance fees (*Bestätigung über die Befreiung*).

Students originating from non-EU countries with which Germany has a social insurance treaty (Iceland, former Yugoslavian states, Norway, Switzerland and Turkey) are also freed from the mandatory health insurance fees, as described above.

Students, who are not insured in their home country or who have a health insurance which does not meet German requirements, must take out an insurance policy with a German insurance provider of their choice. A student insurance policy is **75 €** per month. Insurers charge the same monthly payment rates. It is, however, advisable to

compare the services and payment options offered by different providers. Some providers require payment for a whole semester in advance. Other providers require monthly payments by direct debit.

We recommend that students do not take out a health insurance policy in their home country or via the Internet. We advise student to wait until they are in Munich. There will still be sufficient time to organize health insurance in Munich. Students must have health insurance cover by the latest on the day when they come to enrolment. For the time between leaving the home country and enrolling at LMU we recommend having travel insurance.

Addresses of health insurance companies can be found in the Munich Yellow Pages (Gelbe Seiten). Three examples are listed below:

- **TK**
Leopoldstr.13 A (in the cafeteria building), Tel.: +49 (0)89 49069-200
www.tk-online.de
- **KKH**
Sonnenstr. 1, Tel. +49 (0) 1803 55 46 09
www.kkh.de
- **AOK Munich**
Landsbergerstr. 150-152, Tel. +49 89 5444-1473
www.aok.de

Personal Liability Insurance

Accidents sometimes happen and can be expensive if you do not have insurance coverage!

Without insurance **you** will have to pay all the costs!

As a precaution, we recommend that you take out a personal liability insurance policy that is valid in Germany. This can be done in your home country or at a German insurance company. Normally such insurance is inexpensive in Germany.

3.4 Matriculation (Enrolment)

General points

ERASMUS and LMUexchange students are enrolled as “program-students” and are admitted for a period limited to a maximum of two semesters. Should you want to continue your studies in Munich after that period, you must make a new application to be admitted as a regular student and pass the German language proficiency examination.

During their limited period of matriculation, ERASMUS and LMUexchange students are exempt from taking the compulsory language proficiency examination. We nev-

ertheless recommend that you have **good knowledge** of the German language before coming to Munich, as most lectures and seminars at the University are conducted in German. If you are not able to follow the courses, you will not get credit or certificates. In order to make your stay in Munich as successful as possible, it is therefore important that you improve your German language skills before you come to Germany. (see chapter 2.4 and 3.2 on Language Preparation.)

Matriculation (Enrolment) at LMU

Matriculation for the **winter semester** usually takes place at the International Office at the beginning of **October** and for the **summer semester** at the beginning of **April** (you will find the exact dates in your notification of admission).

- Matriculation has to be done in person; it is not possible to send someone else.
- You can only matriculate if you have all the documents you need with you.

Documents required for matriculation

- Notification of admission (*Zulassungsbescheid*)**
- Proof of health insurance from a German state insurer (see "health insurance" in chapters 2.3 and 3.3)**
- A valid passport or identity card**

After enrolling at LMU you have to pay the Student Services Organization fee/ social fee (*Studentenwerksbeitrag*) of 42€. Afterwards you will receive your student identity card.

(How, where and when this 42€ is to be paid will be explained upon enrolment.)

IMPORTANT: Re-enrolling for the second semester

As you are only enrolled for one semester at a time, it is very important that you re-enroll for the second semester, if you plan to stay for a year. The deadline for payment will be in your student papers. You will also find a paying-in slip/giro transfer form for 42€ among your student papers. After this transaction is carried out at your bank you will be automatically re-enrolled for the second semester. Your student Id is valid until the end of September. Your new student documents will be sent to you in March.

If you do not re-enrol, you will be automatically ex-matriculated for the next semester!

Further information is available at:

<http://www.lmu.de/studium/administratives/rueckmeldung/index.html>

3.5 Registering your address

Within a week of arriving in Germany ERASMUS and LMUexchange students must register their new address at the relevant residents' registration office (*Einwohnermeldeamt*). Similarly, the residents' registration office must always be informed of later changes of address within a week of moving. As well, you will need to inform the International Office at LMU along with central administration of the university. Central administration can be notified via the web at www.lmu.de/studium/administratives/adressaend/index.html.

You can obtain the relevant forms for registering your new address, any change of address, or your departure from Germany at your local residents' registration office or at: www.muenchen.de => Rathaus => Kreisverwaltungsreferat.

Required forms for registering your address

- A completed form for registering your address
- A valid passport (Non EU-Citizens) or identity card (EU/EEA-Citizens/Switzerland)
- Entry visa (if necessary)
- Your tenancy agreement

The relevant authority in Munich is:

Kreisverwaltungsreferat (KVR)- Einwohnermeldeamt -
Ruppertstr. 19, 80337 Munich
Ground floor

Underground lines U3 oder U6, nearest station is
Poccistraße

Tel. +49 89/ 233-96 000

Opening hours: Monday 07.30-12.00 h
 Tuesday 10.00-18.30 h
 Thursday 10.00-16.00 h
 Friday 7.30-12.00 h

If you do not live in Munich, please go to your local administrative department (*Gemeindevverwaltung*).

3.6 Applying for an electronic residence permit

All foreign students from non EU-countries who wish to stay in Germany for longer than three months must be in possession of a valid residence permit.

This is issued by the **foreigners' registration office (*Ausländerbehörde*)**
auslaenderbehoerde.kvr@muenchen.de

If you live in the city of Munich:	If you live in the administrative district of Munich (Landkreis München):
<p>Kreisverwaltungsreferat (KVR) – Hauptabteilung II, Einwohnerwesen Ruppertstraße 19 80466 Munich</p> <p><u>Special counter for foreign students with surname A-G</u> Tel.: +49 89 / 233-23047 or -23193</p> <p><u>Special counter for foreign students with surname H-O, Q, U</u> Tel.: +49 89 / 233-20544, -20868, or -23327</p> <p><u>Special counter for foreign students with surname P-Z</u> Tel.: +49 89/ 233-22894, -20830</p>	<p>Landratsamt München</p> <p>Mariahilfplatz 17 81541 Munich</p> <p>or, at your local administrative department (<i>Gemeindevverwaltung</i>), if you live outside the district of Munich</p>

If necessary you should apply for an electronic residence permit immediately after enrolment at LMU. Advice is available on request at the International office.

Required documents:

- The completed form „Antrag auf Erteilung/Verlängerung eines elektronischen Aufenthaltstitels“ (available in the foreigners’ registration office)
- A valid passport or national passport
- Visa
- 2 passport photos
- Proof of matriculation at the LMU
- Proof that you have adequate health insurance cover (confirmation from the German state health insurance scheme (*gesetzliche Krankenkasse*)). ⇒ See chapters 2.3 and 3.3 on health insurance.
- Residence permit fee: 100 €
- Proof that you have registered your address (copy that you received from the residents’ registration office (*Einwohnermeldeamt*)).
- Proof that you have the financial means to cover the period of your stay; for example, a certified declaration from someone who undertakes to support you or proof that you have sufficient assets of your own.

Important: If you do not yet have all the necessary documents you should still go to the foreigners’ department with those you have. You will then be issued with a provisional certificate stating that you have applied for a residence permit. The residence permit is normally issued for a year. It can be extended for one or two years at the most on condition that the aim of your stay in Germany has not yet been reached, but will be in the foreseeable future (§ 28, Abs.2, AusR); Extensions have to be applied for in good time (before the last day the residence permit is valid).

The residence permit is issued in accordance with the aim of your stay (in your case for your studies and for a specific study course). The residence permit is no longer valid when this goal is achieved or interrupted.

We recommend that EU-students apply to the foreigners' registration office for a certificate of free movement of labor (*Freizügigkeitsbescheinigung*). This certificate is not obligatory, but might be needed for example when applying for a job in Germany.

3.7 Public Transport (MVG)

The Munich Public Transport System (MVG) provides reduced rate monthly passes (*Kundenkarte Ausbildungstarif II*) for all properly registered students of public universities using the suburban trains, the underground, the tram and busses.

Required documents for the travel pass

- A completed application form (blue)
- A passport photo
- A registration ID with MVG sign

MVG- Kundencenter Poccistraße,

Poccistr. 1-3, 80336 Munich, (U 3/6, Bus 131/132)

Monday to Friday 8.00-18.00 hours

If you live outside of the city, ask at your local train station about where to obtain a monthly travel pass. Application forms can be obtained at the University, at all suburban train ticket offices, at the MVG ticket desk and at numerous shops selling travel tickets. Information about the various combination possibilities between network and zone tickets and about prices can be obtained from the MVG.

You will find more information at: www.mvg-mobil.de/tickets-tarife.htm

3.8 Opening a Bank Account

We recommend that you open a bank account here as, if you live in student accommodation, your monthly rent will be debited from your account. Check that the bank you choose **exempts students from bank charges** (most banks do this) and that it does not charge extra for using the automatic cash dispenser.

Documents required for opening a bank account

- Official proof of residence which you get as you register your address (*Meldebescheinigung*) or, if you have student accommodation, your contract of rental
- A registration ID from LMU (*Studienbescheinigung*) or proof that you are a student (Admission Letter)
- A valid passport or identity card

3.9 Accommodation in Munich

As in other German university towns, it is not easy to find accommodation in Munich, but it is by no means hopeless. As a rule the accommodation situation is especially precarious at the beginning of the winter semester. Rooms in private accommodation cost anywhere from 350€ to 600€ on average. Rooms in student residences cost between 250€ and 370€.

Accommodation advertisement abbreviations

5ZKDB: 5 rooms with kitchen and bathroom

400 € + NK: 400€ basic rent plus extras

KM: basic rent

Wfl.: living area (in m²)

G-WC: separate toilet

OG: Upper floor

TG: underground garage

The rental prices advertised are usually for the basic rent, i.e. costs for electricity, water, heating and refuse removal are extra. Extra costs are, on the contrary, often included in the price of furnished rooms. Look out for the terms “*Warmmiete*” or “*warm*” (extra costs included) and “*Kaltmiete*” or “*kalt*” (extra costs not included). Ask about extra costs when looking for accommodation.

In Germany you can rent empty, partially furnished and furnished accommodation. Empty flats are really empty: there is no furniture, nor are there soft furnishings and fittings

etc. Partly furnished and completely furnished accommodation has at least some furniture, sometimes even some kitchen furniture and fittings. Flats are, however, seldom rented furnished, whereas private rooms and student residences are.

Accommodation abbreviations

Beware: For flats advertised by estate agents who add the letters IMM or RDM to their names, you can expect to pay a fee of up to two months rent.

If telephone numbers are given, you can call the landlord or estate agent directly. You should call as early as possible (from 7.30 hours) to arrange a viewing appointment. In many advertisements only box numbers are given. If that is the case you have to write to the newspaper quoting the box number.

Accommodation Assistance offered by the International Office

The Student Services Organization in Munich (*Studentenwerk München*) has a **limited number** of places in student residences (mostly single rooms, some apartments) for ERASMUS and LMUexchange students. Those, who do not get a room through the Student Services, will have to look for private accommodation themselves. The International Office of the LMU cannot give an accommodation guarantee to all! LMUexchange/ERASMUS students cannot apply directly to the Studentenwerk München. The application for student housing is done via the online application for study through the International Office.

The monthly rent for the student accommodation ranges from 250 € to 370 €. You will be expected to pay a deposit of approx 250€-350€. The deposit will be returned to you about three months after the end of your stay on condition that you leave your accommodation in good order. As the monthly rent will be debited from your bank account, please open an account in Munich shortly after your arrival (see chapter 3.8 “Opening a Bank Account”).

The International Office can only place students in student accommodation at the beginning of the winter semester (the rental period starts on October 1st) and at the beginning of the summer semester (the rental period starts on April 1st). It is difficult to place students during the semester. The application form for both admission and housing is available at: www.lmu.de/international/incoming

**before June 15 for a room in the following winter semester, or
before December 15 for a room in the following summer semester.**

Important: Please note that special requests for rooms (private bathroom, location and price) cannot be taken into consideration. Most housing units have single bedrooms, equipped with a wardrobe, shelves, desk and chair. Students, however, usually **have to share bathroom and kitchen facilities** (exceptions can only be made for exceptional medical or religious reasons).

About **8 weeks before your arrival** in Munich you will receive a written reply to your application directly from the International Office.

If your application is successful, you will receive an email about 8 weeks before your arrival from the Studentenwerk. A room reservation form and more information about the type of your accommodation will be attached. You are then required to fill out the room reservation form and return it, completed, to the Studentenwerk office. Only one room offer will be granted per applicant. Thus, if you do not accept this offer, you must arrange private accommodation by your own accord.

If you cancel your reservation without sufficient notice, you will be obliged to pay for the loss of rent (usually an entire month's rent.). It is not possible to exchange the room allocated to you for another. If you are not happy with the accommodation the Student Services Organization has provided for you, you will have to find an alternative privately. The *Studentenwerk* cannot help you further with finding private accommodation.

Short stay accommodation

If you cannot occupy the room you have reserved immediately after your arrival in Munich, (if you arrive during the night, for example, or at the weekend, on a public holiday, or when the students residence administration is closed) we recommend that you spend the night at a **youth hostel** (please note that a youth hostel membership card is often required).

<p>Youth hostel Munich - Neuhausen</p> <p>Wendl-Dietrich-Str. 20, 80634 Munich Tel.: +49 89 20 24 44 9-0 Fax: +49 89 20 24 44 9-13</p> <p>www.muenchen-city.jugendherberge.de</p>	<p>Youth hostel Munich - Thalkirchen</p> <p>Miesingstr. 4, 81379 Munich Tel.: +49 89 7236560 Fax: +49 89 7242567</p> <p>www.muenchen-park.jugendherberge.de</p>	<p>For you</p> <p>Hirtenstr. 18, 80335 Munich, Tel.: +49 89 5521660, Fax: +49 89 55216666</p> <p>www.the4you.de</p>
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Meininger City Hostel&Hotel	Haus International	Wombat's City Hostel
Landsbergerstr. 20 80339 Munich Tel.: +49 89 420 956 053 Fax: +49 30 666 36 222	Elisabethstrasse 87 80797 Munich Tel.: +49 89 12 00 60 Fax: +49 89 12 00 66 30	Senefelderstraße 1, 80336 Munich Tel.: +49 89 5998 918-0 Fax: +49 89 5998 918-10
www.meininger-hostels.com	www.haus-international.de	www.wombats-hostels.com/munich/

Please book well in advance and note that practically all hostels double or triple their rates during the Oktoberfest (mid-September to beginning of October).

A list of hotels and guest houses in Munich can be found at:

Tourismusamt München, 80331 Munich,
Tel.: +49 89 233-96500, Fax: +48 89 233-30233
www.muenchen.de

Private Accommodation

All students, who do not want or do not get accommodation in a student residence, are advised to arrive in Munich well before the start of their course of studies in order to look for private accommodation. (Rooms can cost between 350 € and 600 € a month). Unfortunately, the International Office **cannot** help you look for private accommodation, but we can give you some useful addresses to help you in your search.

Newspapers

Advertisements offering accommodation appear in the following newspapers:

- Kurz & Fündig on Tuesday and Friday
- Abendzeitung (AZ) on Saturday
- Süddeutsche Zeitung (SZ) on Wednesday and Friday or on the Internet (www.sueddeutsche.de => Immobilienmarkt => Wohn-Immobilien mieten)
➔ It is best to buy the paper the previous evening and phone advertisers immediately.

Accommodation Services

HomeCompany München

(private rental agency)

Germaniastr. 20, 80802 Munich

Tel. +49 89 19445, Fax: +49 89 273 229 29

Office hours: Monday to Friday 8.00-12.30 and 13.30-18.00

Internet: www.muenchen.homecompany.de

University's rental agency

(Mitwohnzentrale an der Uni)

Fendstr. 6, 80802 Munich

Office hours: Monday to Friday 9.00 – 13.00 and 14.00 – 18.00

Tel.: +49 89 330 374-0

Internet: www.mwz-munich.de

Apartment Bureau in the Student Village

(*Appartement-Börse der Studentenstadt Freimann*)

Christoph-Probst-Str. 12; Room 029, 80805 Munich

Tel.: +49 89 3243288; E-mail: aboerse@gmx.de

Office hours: Mon., Tues., Wed., Fri. 18.00 - 20.00; Thurs. 17.30 – 21.30

Accommodation is usually limited to four months, but extensions are possible.

There is often a waiting list.

Homepage of the Student Services Organization:

www.wegweiser-muenchen.de/english/student_union/student_housing/private_accommodation_service

Notice boards („Schwarze Bretter“)

Private notices (small advertisements) from people offering or looking for accommodation can be found in the:

- Students' canteen (*Mensa*) of the LMU, Leopoldstr. 13a
- Students' canteen (*Mensa*) of the TU, Arcisstr. 17
- Student Services Organization (*Studentenwerk*), Leopoldstr. 15
- Protestant Students' Community (*Evangelische Studentengemeinde*), Friedrichstr. 25

3.10 The Studentenwerk Munich

The Student Services Organization in Munich (*Studentenwerk München*) provides useful information designed to make your life as a student in Munich easier. The information covers a broad range of topics, including studies, libraries, accommodation, financial aid, work, public transport, student food services, health insurance, clubs, organizations and activities, culture, entertainment, sport and travel:

www.studentenwerk-muenchen.de

3.11 Moving into Student Accommodation

If a room in student accommodation has been reserved for you, then you are able to move in any time from April 1 and from October 1 respectively. It is important that you try not to arrive in Munich at the weekend as you will not be able to move into your room. If you do arrive at the weekend, make sure that you have temporary accommodation booked well in advance. The student housing administration is only open on weekdays. You can find the opening times at:

www.studentenwerk.mhn.de/wohnen => Wohnen in Wohnheimen => Wohnanlagen des Studentenwerks München

You will be expected to sign a contract of rental before moving into your accommodation. This contract can only be signed if you have a German bank account. **It is important to read the contract carefully before signing.** In particular, pay attention to the dates of rental. It is important that they correspond with the length of your study period.

You are expected to stay in your accommodation for the full rental period. If, however, you wish to leave your accommodation before the date stated in your contract, you must give the *Studentenwerk* at least two months notice. Failure to do so will result in you having to pay the full rent!

With your keys you will be given an inventory. Please ensure that all items listed on it are actually in your room and are in good working order. If any items are damaged or broken, you should report this on the inventory and return it to the housing administrator. By checking the items in your room carefully, you can avoid having to pay for damages that you did not cause.

Cost for any damages that you cause will be deducted from your deposit.

4 Studying at LMU and Living in Munich

4.1 The Lecture Periods

The academic year is divided into two semesters:

The winter semester (WS): 1.10. - 31.03.

The summer semester (SS): 1.04. - 30.09.

Classes take place from:

- Winter semester 2011/12 **17.10.2011 to 11.02.2012**
- Summer semester 2012 **16.04.2012 to 21.07.2012**

During the periods when no classes take place - the so-called *Semesterferien* (March & April and August to October) - students are expected to write their term papers and theses and to prepare for examinations.

During the Christmas and New Year holidays (24 December - 6 January) much of the University is closed and no classes take place.

The semester dates for the Faculty of Medicine are slightly different:

- Winter semester 2011/12 **17.10.2011 to 11.2.2012**
- Summer semester 2012 **16.04.2012 to 21.07.2012**

Many departments offer induction sessions for ERASMUS and LMUexchange students. We recommend that you attend these sessions.

4.2 Enrolling for Classes

Before the semester begins and at the latest before the lecture period begins you should enroll for classes (*Proseminar, Hauptseminar, Übungen*). There are different ways of enrolling for classes (i.e. emailing the lecturer, personally visiting them in their office hours, online enrolment). There is often a participation limit. It is therefore important that you get in contact with your department coordinator and read the information on the relevant faculty websites. After you arrive in Munich you can visit the institutes at which you wish to take courses. You will find important information about introductory courses, general academic guidelines, academic courses of study and above all about the place and deadlines for class registration, at the secretariat, the institute library and on notice boards. Another resource that may be helpful is the faculty website in which you are interested. Faculty sites will give specific details about the types of programs available to exchange students. A link to the faculty website of your interest can be found at the LMU homepage: <http://www.uni-muenchen.de/index.html>.

4.3 Language Courses

Language courses during the Semester

Different institutions offer language course at LMU in cooperation with the International Office.

University institutes:

- Deutschkurse für Ausländer bei der Universität München e.V. *
Adelheidstraße 13b, 80798 München
Tel: +49 89 2712642
E-Mail: info@dfka.de
Internet: www.dfka.de
- Internationaler Universitätsclub München e.V. *
c/o Geschwister-Scholl-Platz 1, 80539 München
E-Mail: contact@iucm.de
Internet: www.iucm.de

These institutes offer several courses at all levels during the winter and summer semesters. Numerous specialized courses including courses in German for academic purposes are also offered.

All courses are subject to fees, reductions for ERASMUS/LMU exchange- students are available.

More information can be found at www.dkfa.de and www.iucm.de.

More information about these and other German language courses can also be found at:

www.uni-muenchen.de/studium/studium_int/studium_lmu/sprachkurse

At the German Department and the Institute of German as a Foreign Languages of LMU **you cannot take courses to learn German and improve your language skills.** If you choose to study in these departments, you are expected to have a very good command of German.

You can find **non-university language institutes** on the Internet.

4.4 Email Account

At enrolment you will be given a password and a login for your university email account. It is important to activate your account immediately as you will receive official emails from the university administration. The university must be notified of changes of address, etc. This can only be done online, on the university's webpage under the links: Studium => Administratives => Administratives A-Z => Adressensänderung. To be able to use this service, you will need your activated email account password and login.

4.5 University Library (UBM)

(Ludwigstraße 27, ground floor)

The University Library Munich has an electronic lending system. The only way to order and reserve books, extend the loan period, and check the books you have borrowed is on the self-service system of the OPAC (Online Public Access Catalogue) terminals (see below).

For this you need a library card, which is issued to students of LMU at the **library information counter ("Bibliotheksauskunft")**.

This library card also allows you to borrow books from the Bavarian State Library (***Bayerische Staatsbibliothek***). In these facilities you will find everything you need for your studies in Germany. Information can be found on the Internet at:

www.bsb-muenchen.de

Bayerische Staatsbibliothek
Ludwigstraße 16, 80539 Munich
U3/U6, underground station Universität
Telephone: +49 89 28638-0

At the beginning of each semester guided tours of the library (***Bibliotheksführungen***) are offered: information can be found on notice boards or in the library.

Many **institutes at LMU** also have libraries of their own:

www.ub.uni-muenchen.de/bibliothekssystem.htm

More information can be found on the Internet at the homepages of the relevant institutes.

OPAC

The **OPAC** (Online Public Access Catalogue) of the University Library Munich (Universitätsbibliothek München - UBM) can be used for **literature research** either

- via the OPAC terminals available in the UBM, or
- via the Internet: <https://opacplus.ub.uni-muenchen.de>

The UBM-OPAC only contains the books and periodicals available in the UBM.

Courses explaining the use of the OPAC system, the Internet, etc., are offered regularly. Details are available at the library information counter (*Bibliotheksauskunft*).

4.6 Student Canteens and Cafeterias

The Student Services Organization (*Studentenwerk*) runs eight student canteens and several small cafeterias offering students at the Universities in Munich and Garching several reasonably priced menus at lunch-time. The main canteen is in Leopoldstr. 13a. During the semester it is open from Monday to Thursday from 11.00-14.30 hours and on Friday from 11.00-13.55 hours. The menu plan for the month can be found on the Internet at: www.studentenwerk.mhn.de/mensa/index-de.html

The addresses of the other canteens and cafeterias can be found in the brochure „Studieren in München“.

4.7 Sport at the University

The Universities of Munich sports centre offers all members (students and employees) a comprehensive range of sports, from badminton, oriental dance and diving to climbing and canoe-polo. Details are published twice a year in the **brochure Hochschul-sport** (Sport at the University). The summer program, covering the summer semester and the following summer/autumn holidays, is published at the end of February, and the winter program, covering the winter semester and the following spring holidays, at the end of July. They are available at the International Office of LMU.

ZHS im Olympiapark,
Connollystr. 32, 80809 Munich,
Tel.: +49 89 35491-1
Internet: www.zhs-muenchen.de

4.8 Social Programs

Munich ERASMUS-Students Association (MESA)

MESA is an organization run by LMU students who have studied abroad under the auspices of ERASMUS. The members of the association will be glad to provide you with support and assistance before and during the first few months of your stay in Munich.

Information about this initiative is available at: www.lmu-mesa.org

Each semester a big welcoming party takes place and many interesting excursions are offered by MESA throughout the year.

MESA also welcomes LMUexchange students.

Email: info@lmu-mesa.org

TutoRIA (the LMU Munich tutoring program)

TutoRIA is a tutoring program of the International Office. It is run by a group of LMU students who organize trips, information evenings and many other leisure activities for the international students of LMU.

You can sign up for the different events every Thursday from 11:00 to 14:00 at the TutoRIA office.

TutoRIA office:
Address: Schellingstr. 9
2nd floor, room 202

Tel.: +49 89 2180 6298 (only during office hours on Thursdays)
Email: tutor.international@lmu.de
Program of events and more information: www.tutoria-lmu.de

AEGEE - Sprachduo

Sprachduo is a venture of AEGEE (European Students' Forum) to arrange and support language contacts between LMU and international students in Munich through a language exchange. A description of the program and the application procedure is available at: www.sprachduo.de

AkaSIA

AkaSIA is a cultural exchange program for all Asian students at LMU and for all students interested in Asian culture. The group offers support for Asian students as they settle in Germany for the duration of their studies. AkaSIA organizes movie evenings, dinners, excursions and other cultural get-togethers.

More information: <http://lmuakasia.blogspot.com>

Nomikai

Nomikai is a group of both Japanese and LMU students from all faculties who meet once a month. The activities are supported by DAAD and are mostly informal cultural events where everyone interested in the Japanese culture can meet new people and catch up with old friends.

More information: michelmuenchen-nomikai@yahoo.de

Intercultural Programs

Intercultural Encounter Workshops

The International office offers intercultural workshops to encourage the encounter between incoming international ERASMUS and LMUexchange students currently at LMU with future outgoing ERASMUS and LMUexchange students from LMU.

At these "Encounter Workshops", which are free of charge, incoming students and future outgoing students get to know each other. They help each other to acclimatize to their new environment and provide mutual support for their new cultural experiences. Topics such as learning about cultural differences when communicating with fellow students or professors or learning about cultural specific codes of conduct in seminars or in daily student life are dealt with in these workshops. The workshops also provide a platform for asking concrete questions, exchanging tips and for making new contacts.

Further information and training session dates can be found at:

www.lmu.de/international/auslandsstudium - interkulturelle Vorbereitung - Angebote zur interkulturellen Sensibilisierung

The intercultural training sessions take place partly in conjunction with the Student Initiative for Intercultural Competence (Sinik-Munich) and the Intercultural Counseling Office for International Students.

Sinik-Munich

Sinik-Munich was founded by students of the Institute of Intercultural Communication at LMU. Future intercultural trainers offer different training sessions to help you understand German culture and student life at a German university

Further information and training session dates can be found at:

www.sinik-munich.de

Intercultural Counseling office for International Students

The staff of the intercultural counseling office at the Institute of Intercultural Communication advise on intercultural topics which may be of concern to international students during their study period at LMU e.g. how to communicate with lecturers or other students, classroom participation, and preparation of term papers or just the general challenges facing students who have newly arrived in Munich. into a new living situation. Discrimination and inequality issues can also be discussed here.

Contact: Mirjam Rossa
Ludwigstr. 27, room 209.
Tel.: 2180 9603
Email: ikberatung@lmu.de

Further information can be found at www.ikk.lmu.de

4.9 Counseling at the University

If you feel you are not coping with the challenges of living abroad, the Student Services Organization's (*Studentenwerk*) psychotherapy and psycho-social counseling service may be able to help you. Help with problems related to your studies and / or private life is offered free of charge.

Address

Gemeinschaftszentrum im Olympischen Dorf
Helene-Mayer-Ring 9
80809 Munich
Telephone: +49 89 358 98 58-10 (with answering machine)
E-mail: psycho-beratung@studentenwerk.mhn.de
Opening hours: Mo-Fr 9:00 – 12:00

Appointments can be made

Mon –Thurs from 9.00-11.30 hours
Wed. from 13.45-16.45 hours

Thurs. from 14.00-16.15 hours
Fri. from 9.00-11.00 hours

The Roman Catholic and Protestant Student Community of the LMU also offer counseling for students.

Contact the **Roman Catholic Student Community** (KHG):

Leopoldstraße 11, R. 205
Tel.: +49 89 38 103-149
Internet: www.khg.uni-muenchen.de

Contact the **Protestant Student Community** (ESG):

Friedrichstr. 25
Tel.: +49 89 33 99 72-33 oder +49 89 33 99 72-34
Internet: www.esg.uni-muenchen.de

Students of other confessions will be made most welcome.

4.10 Employment

Students from **non-EU countries** and from the **new EU-countries** are permitted to work in Germany for a maximum of 90 full days or 180 part-time days (4 hours a day at the most) per annum. A residence permit issued by the foreigner's registration office is required (§ 9 Abs. 7 AEVO). Should this period be exceeded a work permit must be obtained from the federal employment office (*Agentur für Arbeit*). Exceptions can only be made on an individual basis in the case of an acute temporary emergency situation or if other special reasons are given. This is not, however, an entitlement.

EU-students, as a general rule, are permitted to work for an unlimited period (in accordance with the usual student regulations). A work permit is not required. Applying for a certificate of free movement of labor (*Freizügigkeitsbescheinigung*) is, however, recommended.

Generally, it is difficult to find student jobs.

The following documents are required: confirmation of registration, a passport or identity card and a passport photo

The Student Services Organisation (*Studentenwerk*) runs its own job placement agency together with the company Die Job-Börse, and can be found in the cafeteria of the Ludwig-Maximilians University. The *Job-Börse* finds practical placements, student traineeships, part-time jobs and permanent positions for students and graduates. This service is free of charge. You can find the *Job-Börse* at the cafeteria of the Ludwig-Maximilians University.

Job-Börse

Leopoldstraße 13a
80802 Munich
Tel.: +49 89 27 31 25 70

Fax: +49 89 27 31 25 71

Opening hours: Monday to Friday 9.00 – 17.00 and by appointment;
Also during the semester vacations

Website: www.jobcafe.de

At LMU students can also work as student assistants in research projects, institutes or administration. Vacant posts are displayed on notice boards in the individual institutes or administrative offices or online at www.lmu.de/aktuelles/stellenangebote.

5 Before Departure

5.1 ECTS – Transcript of Records

In line with the Bologna Declaration, LMU has changed over to a Bachelor / Master system. Courses have been modularized in accordance with the European Credit Transfer System (ECTS). Per semester students should aim to take 30 credits worth of courses. Find out from your home university how many credits you are expected to have in your transcript.

A form called a *Notenspiegel*, in which you should note the courses you are taking can be downloaded at the following website:

www.lmu.de/incoming => Learning Agreement, Transcript of records
=>Notenspiegel

On completion of the course the lecturer should add the ECTS points and the local grade (**at LMU we do not use the ECTS grading scale**), sign and stamp the chart. When you have all your grades, you should bring your grade sheet to the International Office, where a transcript will be issued.

Students will receive ECTS points if they have attended language courses offered by university institutions (IUCM, DfKA). On successful completion of the course a certificate will be issued. Students do not have to enter their results into the *Notenspiegel* but on presentation of the certificate the International office will include the course in the official transcript.

There may be some exceptions when issuing transcripts i.e. if you take all of your courses in the same faculty (Business Studies (BWL) or Law), the transcript will be issued by the faculty. The International Office will advise you on request.

Please note that in courses leading to the State Examination (Medicine, Dentistry, Teaching Degrees) ECTS has not yet been introduced.

5.2 Informing the Residents' Registration Office of your Departure and other Formalities

Please do not forget, shortly before the end of your stay in Germany, to inform the residents' registration office on the green notice of departure-form (*Abmeldung*)

that you plan to leave the country. You can do this in person or in writing. You can find the necessary form for doing this at www.muenchen.de => Rathaus => KVR. Also remember to close your bank account, cancel your mobile phone contract and your public transport monthly card.

5.3 Leaving Student Accommodation

If you have been living in accommodation of the Student Services Organisation (*Studentenwerk*), there are several things you should attend to before handing in your keys.

First of all, you should make sure that you leave your room in the same state you got it, i.e. make sure you replace broken fittings and clean the room. Failure to do this will result in the loss of your deposit. Secondly, arrange an appointment to have your room inspected by the maintenance supervisor (*Hausmeister*).

Finally, give the housing administration your bank details at home so that the deposit can be transferred to your account. This can take up to 3 months.

5.4 Let Us Know about Your Experience in Munich

We are pleased that you chose to come to Munich as an ERASMUS or LMUexchange student and would like to hear more about your experience here. We would be pleased if you wrote a short report about your experiences and sent it to:

mesnouf@lmu.de

If you wish to take some LMU-souvenirs home with you, visit the LMU-shop at Ludwigstr.11 (ground floor) or online at:

www.lmu-shop.de.

Checklist

What to do before departure?

- Apply for an entry visa if necessary
- Check how long your passport/identity card is still valid for.
- Complete and return the online-application and housing form to the LMU, keeping to the application deadlines. Do not forget to have the form signed and stamped by the responsible person at your home university
- Get confirmation of your health insurance from your health insurance company
- Get proof that you have sufficient financial means for your period abroad
- Think seriously about taking out a personal liability insurance policy
- Have a number of passport photos made

What to do after arrival in Munich?

- Go to the health insurance authority in Munich
- Matriculate at the International Office
- Pay the *Studentenwerksbeitrag* (Student Services Organisation fee) of 42€ after enrolment
- Register your address in Munich within a week of your arrival
- Apply for a residence permit (if necessary)
- Open a bank account
- Get a reduced rate monthly travel pass from the MVV
- Register for classes at the faculties/institutes

What to do before returning home?

- Collect your course certificates and examination results from the relevant faculty or institute! If no course certificates are issued, use the grade sheet you were given at the beginning of the semester.
- Inform the *Einwohnermeldeamt* (in person or in writing) that you are leaving (use online form)
- Pick up your Transcript of Records at the International Office
- Cancel all standing orders
- Arrange to have your housing deposit transferred to your regular home bank account
- Ensure that you leave your student accommodation in good order
- Students with German Health Insurance should notify their providers before departure. To do this you will need a written notice detailing the termination of your enrolment, you can get this from the Student Registry. Once you have this document, you will need to send it to the Insurance Company you are contracted with.