An Introduction for Exchange Students – Welcome to LMU

Welcome Day 2022

International Office
23 March 2022
1. Enrolment of Erasmus, SEMP and LMUexchange students will begin in the last week of March

2. Ensure that you have secured German health insurance or have a document from a German statutory health insurance stating that you are exempt from health insurance costs in Germany

3. From the end of March you will receive an e-mail from immatrikulation@verwaltung.uni-muenchen.de with 3 important steps to complete your enrolment.

4. Do not forget to pay the semester fee of 147€

5. The link to activate your LMUaccount is valid for 72 hours only. Please check your e-mails as well as your SPAM and/or your junk e-mail folder regularly.
International Office

- Due to the pandemic there are currently no drop-in hours. You can, however, contact us by e-mail:
  - Erasmus+: Claudia Gebhard, Pascale Lacoste
    erasmus-incoming@lmu.de
  - LMUexchange: Tithmalis Fahrmair-Min
    lmuxchange-incoming@lmu.de
  - Erasmus+ Partner Countries: Lydia Mair
    lydia.mair@lmu.de
  - Housing: Christl Kern
    housing.incoming@lmu.de
    Also: (089) 2180 3943

Talk with the Erasmus team on Zoom:
Wednesdays from 1 p.m. to 3 p.m.
https://lmu-munich.zoom.us/j/95752074463?pwd=d3kzTHhseXI4TFFiOXc2UG5zZFhYUT09

Talk with the LMUexchange team on Zoom:
Thursdays from 1 p.m. to 3 p.m
https://lmu-munich.zoom.us/meeting/register/tJUqdeiuqj0jHNwM1ofoO32CRO3LuTsfonFV
The International Office:

- Issues your confirmation of attendance
- Helps with your Transcript of Records
- Helps you with housing issues
- Is the first point of contact if you are facing any challenges

The International Office:

- Coordinates the Buddy Program
- Coordinates the Language and Orientation Programs
- Works with TutoRIA, MESA, etc.
Facts and Figures

1472 – LMU was first founded in Ingolstadt by Ludwig the Wealthy

1826 – King Ludwig I brought the University to Munich

18 Faculties

Over 53000 students, of whom
  • 18% international students
  • Normally over 800 Erasmus+ and LMUexchange students

With its various campuses, LMU is an integral part of Munich – a major seat of knowledge and learning in Germany.
LMU’s historic main building and its surroundings – in the heart of Munich

- Humanities, social, economic and legal sciences and physics
- The University Library located in the South Wing (together with 13 other branches holding over 4.9 million volumes)
- The Bavarian State Library and several important museums and archives located nearby
The Campus Grosshadern/Martinsried

- Most of LMU’s natural science, bioscience and medicine departments
- The Max Planck Institutes for Biochemistry and Neurobiology, and the Helmholtz Zentrum München nearby
- The Innovation and Start-up Center for Biotechnology (IZB) and BioM AG to promote technology transfer
2. Organizing your Studies – LMU Card

**Features**

- MVV semester ticket
- Student cafeterias
- Copier, printer
- Library card
2. Organizing your Studies – LMU Card

- After registration is completed, you should apply to have your LMU card pre-validated and sent to your address in Munich.
- If you are staying for 2 semesters, you have to revalidate the card for the second semester.
- If you are studying remotely you will not receive an LMU card.
- You can apply for the LMU card if you travel to Munich at a later date.
- Further information: www.it-servicedesk.uni-muenchen.de/lmucard
Types of courses

Vorlesungen (Lectures)

- Active student participation is not normally expected.
- Attendance alone does not grant ECTS credits.
- ECTS credit points are given only after successfully passing the end of semester exams.

Seminare:

- The topics are based on the attended lecture series.
- The subject matter is dealt with in more depth.
- Students present a topic in class and then hand in a paper.

Types of Seminar

- Proseminar: Taken in the first 4 semesters of a bachelor program
- Hauptseminar: advanced level

Please note that in some departments/institutes students participate in tutorials (Übungen) and internships (Praktika) instead of seminars.
LMU Students’ Semester Workload = 30 ECTS

- Does NOT necessarily apply to ERASMUS+ & LMUexchange Students
- Check with home university

The number of credits for courses is not always provided in the Vorlesungsverzeichnis (Online Course Catalogue)

- Erasmus+ homepage of the department
- Ask the departmental coordinator
- At departmental introduction sessions
Enrolling for classes

Choose courses from the Vorlesungsverzeichnis (Online Course Catalogue):
www.lsf.lmu.de

When you have put your timetable together, enter the details in LSF under “Status: vormerken”)

Information about enrollment procedures:

• Erasmus+ homepage of the department
• Speak to the departmental coordinator
• Attend the introduction sessions in the departments

Enrollment procedures vary from department to department

• Online enrollment
• Via e-mail to departmental coordinator
• Arrangement with the course lecturer
If you are taking a German course at an LMU affiliated language school, you can add the course to your timetable.

- Log onto LSF: [www.lsf.lmu.de](http://www.lsf.lmu.de)

- You can find the German courses here:
  - Course catalogue
  - Courses across faculties
  - International Office
  - Deutschkurse

- Chose the German course provider (DUO, IUCM, DkFA), the level (A1-C2) and the period (semestervorbereitend / pre-semester start in October or semesterbegleitend / during the semester from November till February)

- Add the course to your timetable
2. Organizing your Studies – Transcript of Records

- When you have chosen and registered for your classes, you should compile your timetable in LSF.
  - If you are staying for two semesters, repeat this again at the beginning of the second semester.

- At the end of each semester your ECTS points and grades will be entered into LSF by each lecturer individually or by your departmental exchange coordinator.

- Please let us know if your home university needs us to send your transcript directly to them.

- When your studies are over you can download and print your own transcript.
2. Organizing your Studies – Transcript of Records

Exception:

➔ Law: Brigitte Haustein (erasmus@jura.uni-muenchen.de)

➔ This faculty issues its own transcripts of records to exchange students. If you study Law, you will get your transcript directly from the faculty.
2. Organizing your Studies – Re-registering for the Second Semester

» **Re-registering for the second semester**: transfer 147€ to the account of the University:

Empfänger: LMU Muenchen Zahlstelle
Kreditinstitut: Bayer. Landesbank Muenchen
IBAN: DE54 7005 0000 3701 1903 15
BIC: BYLADEMM
Verwendungszweck: Ihre Matrikelnummer/20201/LMU Rueckmeldung SoSe 2020

» Detailed information about re-registering for the next semester:
www.lmu.de/en/workspace-for-students/abc-study-guide/continuation-of-registration

» Students may study at LMU for a **maximum of 2 semesters** per study cycle.

» If you want to stay longer you must apply for admission as a regular degree-seeking international student.

  • Application procedures and admission regulations for full-time students apply.

» The International office will remind you by e-mail about re-registration.
3. Formalities – Registering your Address

You should have registered at the Bürgerbüro (People’s Registration Office) within two weeks of arrival.

Due to the pandemic it is difficult to get an appointment so, if you have not already done so, you can currently register your address by post. Enclosing the following documents:

- Completed registration form: [https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration.html](https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration.html)

- Copy of valid passport (for non EU citizens) or Identity Card (for EU/EEA and Swiss citizens)

- Copy of rental contract

- Copy of confirmation from your landlord /-lady)
3. Formalities – Confirmation of landlord/lady

- You need a form from your landlady/landlord confirming that you live at the given address.

- It must be submitted to the “Bürgerbüro” two weeks after move-in at the latest.

- If you live in student accommodation, the confirmation will be sent to you automatically by the Studentenwerk.

- The form can be downloaded at: https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration.html

- Non-compliance may lead to a fine of 1000€.
3. Formalities – Residence Permit

- If a visa was required for you to come to Germany, you may have to apply for an extension in the form of an electronic “Aufenthaltstitel” ("Residence Permit").
  - Check the validity of your visa.
  - If the visa is not valid for the entire duration of your stay, you must apply for a residence permit.

- Even if you did not require a visa to enter Germany, you may still need to apply for a residence permit. If you are unsure, check the KVR website:
  https://www.muenchen.de/dienstleistungsfinder/muenchen/muenchen/1089339/

- Apply for your residence permit immediately after enrolling at LMU (costs approx. 100€).
3. Formalities – Residence Permit

- As a result of pandemic related lockdown measures and restricted appointment availability, there are currently very long waiting times and queues.


Kreisverwaltungsreferat (KVR)
Bürgerbüro
Ruppertstr. 19, 80337 München
Ground floor
Subway U3 or U6, Poccistraße
Tel.: +49 89 233-96 000
Opening hours:
- Mon. 7.30-12.00,
- Tues. 10.00-18.30,
- Thurs. 10.00-16.00,
- Fr. 7.30-12.00
3. Formalities – Basic Semester Ticket

- 72€ of the mandatory fee of 147€ is for a basic semester ticket entitling students to **restricted travel** within the MVV network at the following times:
  - Monday to Friday 18:00 to 06:00 the following day
  - Saturday, Sunday, on public holidays and on 24 and 31 December (no time restrictions)

- When using public transport, students **must** carry their student ID (LMUcard) with the MVV logo on it and photo **at all times**.

- As by law all students have to pay this fee, students, who are studying remotely, cannot be exempted.
3. Formalities – IsarCard Semester

- You can buy an optional top-up ticket if you need to use public transport regularly.
- It is valid for the duration of one semester.
- It costs 209.30€ and entitles you to unlimited travel within the MVV network.
- You can buy it at MVV ticket machines or kiosks selling MVG tickets.
  - To buy a ticket you must present your student ID at the kiosk or type your matriculation number into the ticket machine.
- **Keep the receipt in a safe place!** Without the receipt you will not be issued with a substitute if you lose your season ticket.
3. Formalities – IsarCard Semester

For more information on the IsarCard Semester:

- https://www.mvv-muenchen.de/tickets/zeitkarten-abos/mvv-semesterticket/index.html

Or in English

3. Formalities – Health System

- When going to a medical practice take along your EHIC/GHIC (valid for acute illnesses only) or your German insurance card.

- Doctor must be a GP in regular practice.
  - **DO NOT** go to a doctor who is in private practice.

- Private insurance holders will need to pay all bills first, then claim for reimbursement from the insurance provider.

- Fee for prescription medication: depending on the cost of the medication, between 5€ and 10€

- **Emergency doctor, fire brigade, ambulance: 112**

- **Police: 110**
3. Formalities – Personal Liability Insurance

- It is important to have a personal liability insurance (insurance policies from your home country are not valid in Germany)

- Costs approx. 30€ per year

- Personal liability insurance covers damages to other people or objects
3. Formalities – Miscellaneous

Radio and Television License

⇒ Every household must pay for a TV/radio license: 18.36€ per month.

• Applicable regardless of owning a TV/radio
• Applicable regardless of accommodation type, student accommodation included
  • www.studentenwerk-muenchen.de/en/student-accommodation/tips-for-moving-in/
  • www.rundfunkbeitrag.de/studierende

Illegal Downloading

⇒ It is **strictly forbidden** to download music, films, series, and etc. from the Internet.

⇒ High fines (approx. 300-1200 € per piece of music) and in the worst case prison sentences.
Electronic lending system: OPAC

(Online Public Access Catalogue) for literature research

- Stabi (Bayerischen Staatsbibliothek)
- UB (Universitäts-Bibliothek)
- Philologicum (combines language and literature studies, offers about 740 workspaces, individual and group study rooms)
- Individual institutes also have "Fachbibliotheken"

To use the library facilities you need your LMUcard. On presentation of your residence confirmation you can borrow and take home books.

https://www.ub.uni-muenchen.de/aktuelles/betriebsinfos/faq-zur-bibliotheksnutzung/index.html#bibls_mit_lesplaetzen
4. Student Life – Student Restaurants and Cafeterias

- 8 restaurants and several small cafeterias in Munich, Großhadern and Garching
- Pay with your LMUcard:
- **Main restaurant**: Leopoldstr. 13A, subway station: Giselastraße (U3/U6)
- **Opening hours** (during the semester)
  Monday to Thursday 11:00-14:30 and
  Friday 11:00-13:55
- [www.studentenwerk-muenchen.de/en/canteen](http://www.studentenwerk-muenchen.de/en/canteen)
Munich – “Weltstadt mit Herz”

Munich is one of Germany’s most attractive cities with some 1.5 million inhabitants.
交换学生将会在慕尼黑找到一流的设施和学习条件。但这个城市还有更多要提供。

LMU的主楼位于施万宾，一个有很多酒吧、酒吧和电影院的区域。

英国花园，一个令人印象深刻的900英亩城市公园，就在旁边，提供了一个诱人的地方放松，以其啤酒花园和繁茂的绿色植物。

国际著名的博物馆、音乐厅和剧院，以及其著名的歌剧院，使慕尼黑成为欧洲领先的文化中心，而附近的阿尔卑斯山脉、风景如画的湖泊和上巴伐利亚的皇家宫殿则提供了进一步的娱乐机会。

学生生活

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We wish you a wonderful time at LMU and all the best for your studies.