An Introduction for Exchange Students – Welcome to LMU

Welcome Day 2022

International Office
22.09.2022
Due to the pandemic there are currently no drop-in hours. You can, however, contact us by e-mail:

- **Erasmus+ / SEMP / UK:** Claudia Gebhard, Pascale Lacoste  
  erasmus-incoming@lmu.de

- **LMUexchange:** Tithmalis Fahrmair-Min  
  lmuxchange-incoming@lmu.de

- **Housing:** Christl Kern  
  housing-incoming@lmu.de
International Office

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
3. Organizing your studies
3. Organizing your studies – Enrollment

- Enrollment of Erasmus+, SEMP, UK and LMUexchange students will begin in the last week of September.

- 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.

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

- 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.

- Do not forget to pay the semester fee of 138€.
3. Organizing your studies – LMU Card

- After registration is completed, you should apply to have your LMUcard 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.
- You can apply for the LMUcard if you travel to Munich at a later date.
3. Organizing your studies – LMU Card

➤ Features

- MVV basic semester ticket
- Student cafeterias
- Copier, printer
- Library card

➤ Further information on IT website.
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.

Seminar:
- 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+ & LMU exchange 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

- 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
3. 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.
3. 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.
3. Organizing your studies – Re-registering for the second semester

- **Re-registering for the second semester**: transfer the semester fee to the account of the University:
  
  Payee: LMU Muenchen  
  Bank: Bayer. Landesbank Muenchen  
  IBAN: DE54 7005 0000 3701 1903 15  
  BIC: BYLADEMM  
  Reason for transfer: Your registration number °2023/LMU Rueckmeldung SoSe 2023

- Detailed information about re-registering for the next semester on our website.

- 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.
4. Formalities
4. Formalities – Registering your address

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

➔ There are currently very long waiting times, so try to get an appointment in time.

➔ You need the following documents for the registration:

• Completed registration form
• Copy of valid passport (for non EU citizens) or Identity Card (for EU/EEA and Swiss citizens)
• Copy of confirmation from your landlord /-lady (Wohnungsgeberbestätigung)

Kreisverwaltungsreferat (KVR)
Bürgerbüro
Ruppertstraße 19
80466 München
Tel.: + 49 89 233-96 000
4. Formalities – Confirmation of landlord/ -lady

- You need a form from your landlady / landlord confirming that you live at the given address.
- If you live in student accommodation, then the confirmation will be sent to you automatically by Studentenwerk München.
- The form can be downloaded online.
- Non-compliance may lead to a fine of 1000€.

- If you change your address during your stay in Munich, you have to make an appointment with the city again.
4. 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.

➔ Apply for your residence permit immediately after enrolling at LMU (costs approx. 100€).
4. 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
4. 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
4. Formalities – Basic Semester Ticket

→ 63€ of the mandatory fee of 138€ 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.
4. 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, and costs 201.60€ 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.

→ Check the website: IsarCard Semester (English).
4. 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.
  • Please see *Rundfunkbeitrag*.

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.
5. Student Life

….if you want to buy souvenirs: 
LMU Online Shop

….if you want to watch movies: 
Ukino
5. Student Life – University library

- 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.
5. 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: 11.00-14.00
6. COVID-19
6. COVID-19

- Vaccinations / Tests (only in exceptional cases free of charge, usually around 10€)
- Information from LMU

- Rules: Wearing medical masks / FFP2-masks in public transportation (as of September 20th)
Munich – “Weltstadt mit Herz”

Munich is one of Germany’s most attractive cities with some 1.5 million inhabitants.
Exchange students will find first-class facilities and studying conditions in Munich. But the city has so much more to offer.

LMU’s main building is in Schwabing, an area with many pubs, bars and cinemas.

The English Garden, an impressive 900 acre city park right next door, offers an inviting place to relax with its beer gardens and lush greenery.

Internationally renowned museums, concert halls and theaters, and its famous Opera House, make Munich one of Europe’s leading cultural centers, while the nearby Alps, scenic lakes and royal palaces of Upper Bavaria offer further opportunities for recreation.
We wish you a wonderful time at LMU and all the best for your studies.

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