An Introduction for Exchange Students – Welcome to LMU

➔ Welcome Day 2021

International Office
14 October 2021
1. About LMU
2. Organizing your Studies
3. Formalities
4. Student Life
1. About LMU
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
    lmuexchangeincoming@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/tJUqdeiuqJ0jHNwM1olfO32CRO3LusfonFV
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 LMU exchange students

Locations

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
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
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 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.

- If you are studying remotely you will not receive an LMUcard.

- You can apply for the LMUcard 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.
**ECTS**

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
German courses in LSF

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: BYLademmm
  
  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
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
  - 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

Kreisverwaltungsreferat (KVR)
Bürgerbüro
Ruppertstraße 19
80466 München
Tel.: + 49 89 233-96 000
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.

3. Formalities – Basic Semester Ticket

- 69.40€ of the mandatory fee of 144.40€ (147€ for the summer semester 2022) is for a basic semester ticket entitled 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 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.
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.
4. Student Life
4. 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.

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

- 8 restaurants and several small cafeterias in Munich, Großhadern and Garching
- Pay with your LMUcard:

  ![LMUcard Image]

- **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.
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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