

**Studying. Living.
Feeling at home.**



International Office



MARTIN-LUTHER-UNIVERSITÄT
HALLE-WITTENBERG



Good to know!

Getting started at a new university in a foreign country is not always easy: Where do I register? How do I find a place to live? What kinds of language courses are available? This guide is designed to make your start at MLU a smooth one. In it you will find important university contact information, tips on how to find an apartment and information about health insurance. The guide also covers things like language courses, jobs and scholarships.

If you still have questions, please do not hesitate to contact us. The team at the International Office looks forward to meeting you!

www.international.uni-halle.de

www.facebook.com/InternationalOfficeUniHalle

International Office



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Welcome!



We are pleased that you have decided to attend Martin-Luther-Universität Halle-Wittenberg (MLU)! In the months that follow, you – together with 20,000 other students – will be shaping university life at MLU.

You are not only starting a new semester here in Halle, you are jumping into entirely new surroundings – a new city, a new university, a new learning environment. New experiences, challenges and ideas await you.

We wish you all the best during your time here at MLU – may it be an all-around enriching experience!



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Welcome!

Contact us

Do not hesitate to contact the team at the International Office with questions about your stay at MLU – we are happy to help!

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Always there for you

International Office

The International Office at MLU is here to support you during your stay in Halle. No matter what the issue is – your studies, accommodation or insurance – our job is to help you. We also organize special support services for MLU's international students so they can make the most of their time in Germany.

→ [**www.international.uni-halle.de/international_office**](http://www.international.uni-halle.de/international_office)



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Student Service Center

The Student Service Center (SSC) provides support in all academic matters at MLU – from application to admission and enrolment.

→ www.uni-halle.de/ssc/bewerbungsinformationen

Academic Advising Office (Allgemeine Studienberatung)

What can I study at Martin-Luther-Universität Halle-Wittenberg (MLU)? What requirements must I meet? The Academic Advising Office provides general information about the University's course offerings and courses of study.

→ <http://studienberatung.verwaltung.uni-halle.de>

Commissioner for Foreigners

The Commissioner for Foreigners is there for you should you encounter difficulties within the University or with the City of Halle's administrative agencies. If requested, the Commissioner for Foreigners will sit-in on examinations. The Commissioner is also committed to making sure that you receive the proper learning environment and support while at MLU.

→ www.auslaenderbeauftragter.uni-halle.de



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Orientation

The academic year

The academic year at Martin-Luther-Universität (MLU) is divided into two semesters:

- ▶ Winter Term: 1 October – 31 March
- ▶ Summer Term: 1 April – 30 September

Classes are held from mid-October until the beginning of February and from the beginning of April until the end of July. Semester break is to be used for writing papers, preparing for exams and/or taking part in internships.

Click here for a list of all the important dates for the coming academic year:

→ <http://tiny.cc/eb6xzw>

Academic year



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What a semester at MLU costs

MLU does not charge a tuition fee. You do, however, have to pay semester fees. Below is a list of the costs (per semester) you can expect during your studies in Halle. Although most of the figures shown here are estimates, they should be helpful in planning your budget. You will need approximately EUR 4,000 per term to cover your costs.

- ▶ Semester fees: 80 euros
- ▶ Books and photocopies: 500 euros
- ▶ Living accommodation: 1,500 euros
- ▶ Food: 900 euros
- ▶ Health insurance: 480 euros
- ▶ Personal costs (clothing, leisure activities): 600 euros
- ▶ *Semesterticket PLUS* for bus and train (HAVAG Ticket): 75 euros

Buddy Program

Every beginning is tough – especially if you are studying abroad! The International Office's "Buddy Program" is designed to make it easier for our international exchange students to quickly get accommodated and feel at home at MLU. The "buddies" are MLU students who know their way around Halle. They help incoming international students with the formalities of registering with the city, for example, and introduce them to the German ways of life. Your buddy's contact information will be sent to you before you arrive in Halle, giving you chance to get to know him or her.

→ <http://tiny.cc/3c6xzw>

Getting started with a helping hand



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Arriving in Halle

Entry

Whether you are spending just a semester at MLU or plan to stay for an entire course of study, all new arrivals in Halle are required to register with the city's local registration authority (*Amt für Bürgerservice / Einwohnermeldeamt*). You should register within your first few weeks of arriving in Halle.



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Arriving in Halle

For students from the EU, EEA and Switzerland

Are you a citizen of a European Union country or a country belonging to the European Economic Area? Or are you from Switzerland? If you come from one of these regions and plan to study more than three months in Halle, you are required to register with the city's local registration authority.

For non-EU students

If you are not from one of the above-mentioned regions, you will require the following two documents:

- ▶ The registration document from the local registration authority
- ▶ A residence title from the City of Halle's Authority for Foreign Citizens (*Ausländerbehörde*)

You must also hold a **student visa** when you enter Germany.

More about the residence permit and the opening hours of the local registration authority and Authority for Foreign Citizens can be found here:

→ <http://tiny.cc/ae6xzw>

Registering with the city



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At the university

Matriculation

In order to study at Martin-Luther-Universität, you must register with the University's *Immatrikulationsamt* (Registration Office).

Please bring the following:

- ▶ Letter of acceptance
- ▶ Passport photos
- ▶ Proof of adequate health insurance

Once you have paid the semester fee, you will be issued your student ID (Uni-Service-Card).

For more information:

→ www.uni-halle.de/ssc/bewerbungsinformationen

Student e-mail account

Every student who enrolls at MLU will be issued an e-mail account with a student e-mail address. The University uses this address to send important administrative information to its students. You are therefore required to check your student account at regular intervals.



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Uni-Service-Card

You will be issued your Uni-Service-Card once you have officially matriculated at MLU. The card has many functions – it is your:

- ▶ Student ID
- ▶ Library card
- ▶ Copy card
- ▶ Money card for meals at the *Mensa* (student dining hall)
- ▶ *Semesterticket* for bus and train travel within the City of Halle

You can find more information here:

→ <http://immaamt.verwaltung.uni-halle.de/usc>

Re-registration (*Rückmeldung*)

If you are studying more than one semester at MLU you are required to “re-register” before the next semester starts. This process also involves paying the semester fee.

Please note the re-registration deadlines:

- ▶ For the winter term: 20 June – 31 July
- ▶ For the summer term: 1 December – 31 January

Details can be found here:

→ <http://immaamt.verwaltung.uni-halle.de/rueckmeldung>



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Insurance and health

Students wishing to study in Germany must have health insurance coverage. You will not be allowed to matriculate without it.

Students may choose between state health insurance or a private health insurance provider.

Students coming from EU countries usually have a European Health Insurance Card (EHIC); this card is important when visiting the doctor. Students from non-EU countries have two options: They either bring proof of adequate health insurance coverage from their home country, or they sign up for health coverage in Germany with either a state or private health insurance provider.

The current premiums for state health insurance are generally the same (around 80 euros per month).

The premiums for private health insurance are not set by law and therefore vary. Factors such as age and condition of health are used to determine the premiums for private health coverage.



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Health

When you need to visit a doctor, a good resource is the Intercultural Health Guide issued by the City of Halle. The guide provides a list of medical doctors as well as support services and organizations in Halle. The guide also indicates which doctors speak English and other foreign languages.

Are you stressed, constantly under the weather or have test anxiety? Then you might benefit from a visit to the counseling service offered by the *Studentwerk Halle*. Another good resource for support is the *Psychosoziale Zentrum für Migrantinnen und Migranten Sachsen-Anhalt*. These facilities offer counseling services and therapies that take into account the person's cultural and ethnic background as well as his/her language knowledge.

You can find more information about health insurance, the Health Guide and other support services here:

→ <http://tiny.cc/mg6xzw>

Health

Emergency numbers

- ▶ Police: 110 or 112
- ▶ Fire: 112
- ▶ Emergency doctor: 112



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Accommodations

Providing our students with a great learning environment is one way we make sure our students enjoy their time at MLU. When it comes to feeling at home in Halle, having a comfortable place to live is just as important.

International students are particularly fond of the dorm rooms run by the *Studentenwerk*, a student services organization. The organization has affordable rooms in more than ten residences and charges between 150 euros and 300 euros per month, depending on whether you rent a single room, an apartment or a double apartment. Each of the dormitories has resident assistants – most of them international students themselves – who look after the welfare of international students. The *Studentenwerk* also offers a private room search service.

Students who wish to look for a room or flat themselves are welcome to do so.

More information can be found on our website:

→ <http://tiny.cc/lh6xzw>

Accommodations



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Language courses

International students at Martin-Luther-Universität have a number of ways to improve their German language skills and even learn other foreign languages as well.

The International Office offers a special Language Tandem Program that matches up two or more students from different cultural and language backgrounds. Together they help each other learn more about the other's language, life and culture. International students are of course welcome to take advantage of the courses offered by the University's language and media center or the *Institut für Deutsche Sprache und Kultur*.

You can find more information here:

→ <http://tiny.cc/ej6xzw>

Language courses



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Tips for the everyday

Bank account

If you are planning a longer stay at Martin-Luther-Universität, we recommend opening a bank account at a German bank. It is the easiest way to receive stipend installments and pay for expenses such as rent. Many banks in the area offer free checking accounts to students. Make sure to learn about the bank's various services before opening an account.

Telephone and Internet

Whether you live in a dormitory or in private accommodations, if your studies keep you in Germany for a longer period of time, it might make sense to sign up for telephone and Internet service. Before you sign, make sure to carefully review the service costs and duration of the contract. There are several providers to choose from and their range of services and their costs vary greatly. For this reason we recommend that you take a look at the following links:

→ [**www.telefonanbieter.com**](http://www.telefonanbieter.com)

→ [**www.handytarife-rechner.de**](http://www.handytarife-rechner.de)

University data network

MLU students have WLAN access to the University's data network in all university buildings and facilities. Please check with your institute to learn which services are available. Internet access is available in institute computer pools and the *IT-Servicezentrum* (ITZ).

→ [**www.itz.uni-halle.de**](http://www.itz.uni-halle.de)

Electricity

Electricity in Germany is 230 Volts, 50 Hz. Lower voltage devices could be damaged if used without an adapter. Adapters for your electrical devices can be found in most department stores.



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Tips for the everyday

Radio and TV

Everyone in Germany who possesses a device capable of receiving radio or television broadcasts must pay a fee. This includes radios, TVs, mobile phones with radio reception and PCs with a radio or TV card.

For more information, please visit the GEZ website:

→ www.rundfunkbeitrag.de

Separating your garbage

You are required to separate your garbage in Germany. There are separate bins for paper, plastic and organic waste (compost). More information can be found here:

→ <http://tiny.cc/24i7jw>

Garbage

Driver's license

Driver's licenses issued in the EU are valid in Germany. Driver's licenses from other countries are valid for six months; after this period, you are required to obtain a German driver's license. International driver's licenses are valid in Germany when presented together with your driver's license from your home country. Please refer to the following site for further information:

→ <http://tiny.cc/wwayzw>

Driver's license

Student discounts

Whether you are going to the movies, swimming, taking the train or subscribing to a magazine – most of the time, students pay less if they have a valid student ID. Just another reason to have your Uni-Service-Card with you at all times!



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Financing your stay

Student jobs

For many German students temporary or part-time jobs are a great way to make money. These kinds of jobs – as a student assistant at the University or a server in a restaurant, for instance – are also open to Germany's international students. Please check the International Office website to learn more about the different regulations about working as a student:

→ <http://tiny.cc/pk6xzw>

Student jobs

Job search

If you are looking for a job, we recommend getting in touch with MLU's Career Center, which offers special services for international students. The Career Center team assists students in finding internships, searching for temporary or even steady jobs (with or without a degree), and even provide application writing workshops. The Center also publishes a regular newsletter with the latest job announcements.

→ www.career.uni-halle.de



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DAAD scholarship

The German Academic Exchange Service (DAAD) offers a variety of scholarship programs for foreign students and is therefore *the* place to turn to if you are looking for a scholarship. The DAAD will also tell you which German institutions offer scholarships for foreign students.

→ www.daad.de

Foundations

Germany has numerous foundations that award scholarships to foreign students enrolled in German higher education institutions. We recommend contacting the institutions directly, as their application conditions vary. An overview of the foundations and information about the application process can be found here:

→ www.stipendiumplus.de/de/151.php

Germany Scholarship

It does not matter if you are just starting out or just about to finish your degree – apply for the “Germany Scholarship” at Martin-Luther-Universität! Recipients of the Germany Scholarship receive a monthly stipend of 300 euros for at least two semesters. The scholarship is open to students from all areas of study. Academic excellence, either at the University or school level, is required. Other selection criteria include outstanding personal achievement, social commitment outside the university setting or other notable personal circumstances. For information about applying:

→ www.uni-halle.de/deutschland-stipendium/fuer-studierende

In cases of financial difficulty

If you find yourself in financial difficulty, do not hesitate to contact the International Office for advice.

→ <http://tiny.cc/6l6xzw>



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Studying with children

Coming to Germany with a family means being able to share new cultural experiences. It also demands a bit more in terms of both organization and costs. The University's *Familienbüro* (Family Services Office) will be able to help. It offers students with children and young families a wide range of services plus helpful information and advice.

→ www.uni-halle.de/familiengerecht

Childcare

Students interested in finding regular childcare for their children should contact the student services organization *Studentenwerk*, which operates its own childcare facility (*Kita*) in Halle. Demand is high. We therefore recommend that parents apply for a place as early as possible.

→ <http://tiny.cc/6aj7jw>

Kita



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Studying with children

Childcare Centres in Halle

There are several other *Kitas* in Halle. A guide to the city's child-care centres can be found here:

→ <http://kitawegweiser-halle.de>

At the university

The *Kinderinsel*, literally “children's island”, is a room at the University run by the student council's task force on studying with children. It is designed as a meeting point for studying parents (both undergrad and graduate-level) and their children. There are play areas for the little ones and space for the young families to meet and talk. The *Kinderinsel* also offers a regular program of events.

→ www.stura.uni-halle.de/studierendenrat/ak-kinderinsel

Schools

In Germany all children 6 years and older are required to attend school. Education in Germany's public schools is free of charge. Schools offer learning support to children from abroad who are new to Germany and need special assistance in school subjects and language learning. For more information please contact the school authority in Halle (*Schulamt Halle*).

→ www.halle.de/de/Leben-Gesellschaft/Bildung/Schulen



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Enjoying Halle

***Semesterticket* (public transportation ticket)**

Your Uni-Service-Card also serves as your ticket for Halle's public transportation network (bus, tram and city train/S-Bahn):

- ▶ With your card, you can ride for free Monday through Friday, 7 PM–5 AM, and all day on the weekends.
- ▶ Paying an extra 75 euros each semester will give you unlimited use of Halle's public transportation network, Monday through Sunday. The *Semesterticket* "PLUS" can be purchased at HAVAG Service Centers throughout the city.

For more information:

→ www.havag.com/fahrkarten



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Enjoying Halle

Culture in Halle

An absolute “must” for students is the student club called the “Turm” (Tower). The club is located in the historic Moritzburg castle and is a favorite venue for parties, readings and concerts. Cafés, pubs, bars, clubs and “beer gardens” – Halle is full of them. Whether you are looking to sit and drink coffee, eat sushi or try an exotic cocktail – there is something for every taste.

Find out what is happening in Halle here:

→ www.veranstaltungskalender.halle.de

Cultural activities offered by the International Office

The International Office organizes cultural events for international students. Activities include excursions, country theme nights, concerts, museum events and a *Stammtisch*, a place where you can go to meet other international students on a regular basis, always held in one of Halle’s pubs. There are English, Polish, Spanish and Italian *Stammtisch* meetings as well.

More information about the cultural program can be found here:

→ <http://tiny.cc/kn6xzw>

Culture



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