

Guide for Visiting Students

Information and
practical advice



**Goethe University
International Office
Visiting Students and Scholars**

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Introduction

Dear Visiting Student,

We are pleased about your decision to study at the Johann Wolfgang Goethe University and we wish you a successful stay in Frankfurt. You have chosen a cosmopolitan university which enjoys welcoming visiting students and scholars. Of the 38,000 students presently enrolled more than 4,000 are non-Germans coming from over 100 different nations. The university has established long-term partnerships with 16 foreign universities and participates in European exchange programs with 190 partner institutions. Students, the academic staff and the administration of the university support this international orientation. All members of the university are prepared to answer your questions and to help you to cope with your everyday life as a visiting student. We are certain that you will soon make many friends.

As a student at Goethe University you are going to live in an international city in which almost a third of the residents are non-Germans. The city's cultural, political and economic life is highly influenced by its multicultural population.

This brochure will facilitate your start as an exchange/scholarship student at Goethe University. The brochure provides practical information about your arrival in Frankfurt, enrollment at the university, beginning of lectures, as well as many useful addresses. Please let us know if you have any ideas about improving this brochure. We would gladly consider your suggestions in the next edition.

We wish you all the best for your studies and your stay in Frankfurt.

Almuth Rhode
Director International Programs

Julia Freier
Advisor of visiting students

Application dates

For the summer semester: 1 November until **15 December at the latest**

Beginning of lectures: Mid-April

For the winter semester: 1 May until **15 June at the latest**

Beginning of lectures: Mid-October

Please send your application form and the application for a room to us by the above deadlines. We must receive your application before the last day of the deadline. Unfortunately, we have more applicants for student housing than there are rooms available. Therefore, no guarantee can be given that you will receive a room in student housing.

Semester dates

Summer semester 2010:

Beginning of semester: 1 April 2010

Beginning of lectures: 12 April 2010

End of lectures: 16 July 2010

Winter semester 2010/2011:

Beginning of semester: 1 October 2010

Beginning of lectures: 18 October 2010

End of lectures: 18 February 2011

Summer semester 2011:

Beginning of semester: 1 April 2011

Beginning of lectures: 11 April 2011

End of lectures: 15 July 2011

I. COUNSELING

1. Administrative and social counseling

In case of questions of personal, administrative or social nature, please contact:

Julia Freier (Advisor for visiting students)

International Office

Campus Bockenheim, Senckenberganlage 31 (Juridicum)

9th floor, room 906

Phone: +49 (69) 798 250 80

Fax: +49 (69) 798 250 81

E-mail: freier@em.uni-frankfurt.de

Web: www.uni-frankfurt.de/english/international/exchprog

Office hours: Tuesday and Thursday 9 a.m. to 12 p.m.

Isabelle Grycz de Porras (Advisor for visiting scholars)

International Office

Campus Bockenheim, Senckenberganlage 31 (Juridicum)

9th floor, room 905

Phone: +49 (69) 798 233 42

Fax: +49 (69) 798 250 81

E-mail: porras@em.uni-frankfurt.de

Web: www.uni-frankfurt.de/english/international/exchprog

Office hours: Tuesday 10 a.m. to 12 p.m. and Wednesday 1.30 to 3 p.m.

We will try to assist you with the following:

- Admission problems
- Problems with your accommodation
- Help in your search for a room
- Problems with the immigration office
- etc.

Mailing Address:

Johann Wolfgang Goethe-Universität Frankfurt

International Office

Postfach 11 19 32

60054 Frankfurt

2. Academic counseling

In case you have questions concerning your subject of study, please contact the advisor of your department; see university homepage:

www.uni-frankfurt.de/english/international/exchprog/preparations/cordinators.html

The advisor in the department can help you with:

- Organization of your studies
- Exams (performance reports, papers, ECTS points...)
- Admission as a doctoral candidate
- etc.

II. THINGS TO DO BEFORE LEAVING HOME

1. Application for admission as a visiting student at Goethe University Frankfurt

Who can apply?

A. Exchange programs (e.g. Erasmus)

We have been informed by your university or scholarship organization that you will be a visiting student at Goethe University Frankfurt. You will be permitted to study at Goethe University for a limited period of time. While you are in Frankfurt, we, the International Office, and the responsible program manager of your department will advise and support you. We will try to assist you in your search for accommodation to the best of our ability.

The link to our online application form will be sent to you via e-mail as soon as your home university has informed us about your nomination. With this e-mail we will also send you the application form for the student dorm.

After having filled in all data, the completed form has to be printed out and must be signed and stamped by your ERASMUS coordinator (or the specific supervisors of the respective program). The signature of your coordinator serves as the confirmation that you have sufficient knowledge of German in order to study at Goethe University. In addition, your coordinator certifies that you have a valid university entry level certificate.

Do not forget to have the application form stamped by your international office (or your department)! Forms which are incomplete cannot be accepted!

B. Freemover

Students from other universities can apply as a freemover. Please hand in these documents before the deadline:

- the application form
- a copy of confirmation of enrollment from your home university
- an official transcript from your home university
- a letter of invitation from a professor of Goethe University
- a letter of motivation by yourself (about one page, type written)

2. Accommodation in student dormitories

Unfortunately, the number of rooms available to us is very small. So we cannot guarantee placement for all exchange students. In order to apply for a room you will have to contact Ms Freier. The application form for student housing will be sent to you together with the link to the online application form.

The period of tenancy starts on:

- **1 September** for the winter semester. It ends on 28 February (one semester) or 31 July (two semesters).
- **1 March** for the summer semester. It ends 31 July.

Student Services no longer offers other periods of tenancy.

Should you receive a “conditional confirmation” for a room in the student dormitory, you will be asked to transfer the amount of € 500 (deposit) to the account of the office of student housing within a certain deadline. If you fail to transfer the deposit within the deadline, no room will be reserved for you.

In case you do not need the room you have to inform Ms Freier by letter, fax, or e-mail immediately!

Please note that bed sheets, duvets, blankets, pillows and towels are not provided by the dormitories. Please bring them with you.

3. Looking for private accommodation

Unfortunately, there are more applicants for a room in a student dormitory than there are rooms available. If you do not get a room in a dorm, you will have to look for accommodation elsewhere. The search for private accommodation is not easy though.

Below you find some useful addresses:

1. Dormitories of other institutions

- **Friedrich-Dessauer-Haus**
Friedrich-Wilhelm-von-Steuben-Straße 90, 60488 Frankfurt
Phone: +49 (69) 789 882 90 / Fax: +49 (69) 789 882 921
- **Alfred Delp-Haus (Campus Westend)**
Siolistraße 7, 60323 Frankfurt
Phone: +49 (69) 789 882 940
- **Evangelische Kirche in Hessen und Nassau**
Martin-Luther-King-Haus
Henriette-Fürth-Straße 2, 60529 Frankfurt
Phone: +49 (69) 35 69 09
- **Susanna von Klettenberg-Haus (Campus Westend)**
Siolistraße 7, 60325 Frankfurt
Phone: +49 (69) 915 068 79 11
- **Gemeinnützige Wohnungsgesellschaft mbH Hessen**
Fritz-Tarnow-Straße 21, 60320 Frankfurt
Phone: +49 (69) 97551-284

2. Private Accommodation Agencies

- **Wohnrauminitiative Frankfurt e.V.**
Unterweg 12, 60318 Frankfurt
Phone: +49 (69) 955 297 76
E-mail: info@wif-ev.de
Web: www.wif-ev.de
- **Bulletin Board Room Offers**
Bockenheimer Landstraße 133 (Campus Bockenheim),
Sozialzentrum Neue Mensa,
3rd floor, opposite room 320
- **Mitwohnzentrale Mainhattan (Flat-sharing Agency)**
Fürstenbergerstraße 145, 60322 Frankfurt
Phone: +49 (69) 597 55 61
E-mail: mwz.mainhattan@web.de
Web: www.mitwohnzentrale-mainhattan.de

- **HomeCompany / Barber und Franke (Flat-sharing Agency)**

Bergerstraße 27, 60316 Frankfurt

Phone: +49 (69) 194 45

E-mail: frankfurt@homecompany.de

Web: www.homecompany.de

- **City-Mitwohnzentrale GmbH (Flat-sharing Agency)**

Hansaallee 2, 60322 Frankfurt

Phone: +49 (69) 299 050

E-mail: frankfurt@city-residence.de

Web: www.city-mitwohnzentrale.de

Temporary overnight accommodation:

- **Die Jugendherberge Frankfurt (youth hostel)**

Haus der Jugend

Deutscherrenufer 12, 60594 Frankfurt

Phone: +49 (69) 610 01 50 / Fax: +49 (69) 610 015 99

E-mail: jugendherberge-frankfurt@t-online.de

Web: www.jugendherberge-frankfurt.de

Some students sublet their dormitory rooms during their stay abroad. If interested, please contact the dormitory administration for further information.

4. German language skills

Lectures at Goethe University are generally held in German. We assume that your German skills have been tested by your university or your scholarship institution in the course of selection for the exchange program. Therefore, we do not ask visiting students to participate in and to pass the *“Deutsche Sprachprüfung zum Hochschulzugang” (DSH)*, which is required of degree-seeking foreign students. However, your German skills should be appropriate to your course of study. While some papers may be written in English or in another language, good German skills are required to attend lectures and participate in seminars.

Every year in **March/September** the International Office offers an all-day **German intensive language course (DIA)** for visiting students which is free of charge. It is **designed for students, who already have a basic knowledge of German** (at least a B1 level according to the Common European Framework of Reference for Languages). If you want to enroll in the DIA course, you can do so on the online application form.

5. Cost of living

Before enrollment you have to pay approx. € 220 (subject to change, the exact amount is indicated on your *Zulassungsbescheid*). This sum comprises the following amounts: 26% for Student Services; 4% for Student Body Committees; the remaining 70% for the costs of the semester ticket of the *Rhein-Main-Verkehrsverbund (RMV)*.

The advantages of the semester ticket are: every student has free use of public transport within the area of the *Rhein-Main-Verkehrsverbund* once the semester has begun (1 April / 1 October). The student card (Goethe-Card) is valid as a ticket.

A room in a dormitory costs approx. € 200 to € 220; in addition you have to pay a deposit of € 500 before the rental period starts.

A privately rented room costs approx. € 300 to € 400.

Lunch at the cafeteria costs approx. € 2 to € 3,50.

In all, you have to expect to pay approx. **€ 700 for your monthly expenses** such as rent, food, books etc.

6. Health insurance

Proof of health insurance is not demanded at enrollment. However, you must have a valid health insurance for your own safety.

Students from EU-countries, who already have health insurance in their home country, should bring proof of health insurance with them (**European Health Insurance Card**). In case of illness it is also valid in Germany.

Students from non-EU-countries must purchase health insurance. Please find below the addresses of some insurance providers where student health insurance is available.

Allgemeine Ortskrankenkasse (AOK)

Wildungerstraße 1, 60487 Frankfurt

AOK Studenten-Service

Phone: +49 (69) 7 144 968 10/11

Web: www.unilife.de/hess/rd/index.htm

Barmer Ersatzkasse (BEK)

Kurt-Schumacher-Straße 30-32, 60313 Frankfurt

Phone: +49 (69) 2167 1 47-0

E-mail: frankfurt@barmer.de

Deutsche Angestelltenkrankenkasse (DAK)

Zeil 53, 60313 Frankfurt

Phone: +49 (69) 73 91 475-0

E-Mail: service753000@dak.de

7. Liability Insurance

You should have liability insurance that is internationally valid since it is difficult to get one in Germany for just one or two semesters.

8. What next?

Once we have received your complete application papers, we will process them and inform you about your admission as soon as possible. The letter of admission and further material and information about enrollment at the university will be sent out in July/August (winter semester) or in February (summer semester). **Please read this material carefully, paying particular attention to the documents required for enrollment.** If you have further questions, please contact us.

Before enrollment you have to pay the amount of approx. € 220 for the semester social fee at a bank of your choice **after you have arrived in Frankfurt. Please do not transfer the money from your home country!** Please state the correct reason for payment (*Verwendungszweck*)! You can find it on the *Zulassungsbescheid*. The exact amount is also indicated on your *Zulassungsbescheid*.

In the same letter, we will also inform you if you will receive a dormitory room or not.

VISA

Please inquire at the German embassy or the German consulate in your home country well ahead in time (at least 2 months prior to your departure to Germany) whether you need a visa to be allowed to stay in Germany!

III. IN FRANKFURT

1. Arrival in Frankfurt

If you arrive by plane, you may either take a taxi (expensive) or you may take the S-Bahn (suburban train). The way from the arrival hall to the airport station is indicated by signposts. Do not forget to buy a ticket at a ticket machine before getting into the S-Bahn. You will need approx. € 4 which you can get in one of the banks at the airport. Lines 8 and 9 (directions Offenbach or Hanau) will take you to the central station (Hauptbahnhof) of Frankfurt.

The way from the central station to the different campuses of the university:

Campus Bockenheim:

To go to the University Campus Bockenheim from the central station, you take the underground/subway line U4 in direction "Bockenheimer Warte" where you get off. The administration of Goethe University is located there.

Campus Westend:

The Campus Westend is located at the bus stop "Uni Campus Westend". To get there from the Campus Bockenheim at "Bockenheimer Warte" take bus lines no. 36 (direction Hainer Weg) or 75 (Campus bus). To go to the Campus Westend from the central station, you take the *S-Bahn* (suburban train) lines 1-9 to "Hauptwache", where you take the underground lines U1-3 (directions Ginnheim, Gonzenheim, Oberursel/Hohemark) to "Holzhausenstrasse". It's a ten-minute-walk from there.

Campus Riedberg:

To go to the Campus Riedberg from the central station, you take the *S-Bahn* (suburban train) lines 1-9 to "Hauptwache", where you take the underground lines U1-3 (directions Ginnheim, Gonzenheim, Oberursel/Hohemark) to „Heddernheim“, „Sandelmühle“ or „Zeilweg“. There you take bus no. 26 (direction Nordwestzentrum) to bus stop „Uni Campus Riedberg“.

Campus Niederrad:

From the central station take streetcar/tram no. 12 or 21 (directions Schwanheim, Stadion) to „Universitätsklinikum“.

On the day of your arrival you should open a bank account, sign your lease contract at the office of student housing (please mind their office hours) and move into the dormitory. Then you can come to the International Office in order to get enrolled.

2. Bank account

It is absolutely necessary that you have opened a bank account before you move into the dormitory. The student housing office demands an account from which to debit the monthly rent. Several banks have branches close to the university where you can change money and open an account. Please make an appointment with one of the banks before opening the account.

Below are some addresses of banks close to campus Bockenheim:

Frankfurter Sparkasse

Adalbertstraße 2 (Ladengalerie), 60486 Frankfurt

Phone: +49 (69) 264 110 05

Commerzbank

Gräffstraße 85, 60487 Frankfurt

Phone: +49 (69) 795 095 0

Volksbank

Leipzigerstraße 48, 60487 Frankfurt

Phone: +49 (69) 217 212 500

3. Lease contract

The student housing office is located at Bockenheimer Landstraße 133, 3rd floor, rooms 319/320. Ms Weser, Ms Heck and Mr. Mik are responsible for the renting of rooms. Contracts must be made with one of them. You should have € 250 to € 300 on your account for the first month's rent when signing the contract.

Please note that these offices are only open on:

Mon, Tue, Thur and Fri between 10 a.m. and 12 p.m.

Mon, Tue, Wed and Thur between 1 p.m. and 3 p.m.

Since moving into the student dormitory is not possible at all times and sometimes all the necessary steps realistically cannot be managed on the day of arrival, you might want to consider making reservations at a youth hostel for your first night in Frankfurt.

4. Moving into the dormitory

After having signed your lease contract, you can go to your dormitory. There you have to show the receipt for the paid rent and security deposit to the dormitory janitor. He will then assign you a room. You have to see the dormitory janitor before 2 p.m. to receive the keys for your room.

5. Enrollment

The date and place (office) of your enrollment are given in your letter of admission.

To enroll you need the following documents:

1. Letter of admission (**Zulassungsbescheid**)
2. Receipt for approx. € 220 (**subject to change, the exact amount is indicated on your Zulassungsbescheid**)
(= *studentische Beiträge*: they are not tuition fees, but a social contribution to the student body committees plus the cost of the semester ticket).
3. Application form for the Goethe-Card and a photo

At enrollment you receive a **printout** (*Stammdatenblatt* [data sheet] and confirmation of enrollment). Please take care of these papers; the data sheet includes information necessary for your re-enrollment (see below). At enrollment you need to apply for the **Goethe-Card (student identity card and semester ticket) at the International Office**. The necessary form will have been sent to you together with the admission letter. You will then be able to pick up your Goethe-Card at the International Office.

6. Goethe-Card

The Goethe-Card will be your student identity card and includes the following functions:

- Student identity card (including photo)
- Library card
- Chip-card to which you can charge money for use in cafeterias and copy machines in the library
- RMV-AStA-semester ticket
- Entrance ticket for the 'Palmengarten' (botanical garden).

In order to use your RMV-AStA-semester ticket you will need to validate it at the beginning of each new semester. Therefore the lower half of the chip card will be stamped with the RMV logo and the period/date of validity.

To validate your chip-card insert it into one of the semester ticket validating machines. The locations can be found at the following link: <http://goethecard.uni-frankfurt.de>.

How to proceed the following semesters?

After the successful re-enrollment, you will need to renew your Goethe-Card at one of the validating printers for the following semester. The stamp on the lower half of the chip-card will be deleted and newly stamped with the RMV logo and the new period of validity.

Help and Information

HRZ Servicezentrum/Goethe-Card Helpdesk

E-Mail: goethecard@uni-frankfurt.de

Senckenberganlage 31 (Juridicum)

1st floor, room 152

Mon – Fri 9 a.m. – 12 p.m. and 1 a.m. – 4 p.m.

...and finally this is the Goethe-Card homepage: <http://goethecard.uni-frankfurt.de>

7. Getting in contact with your department

The following is a list of department addresses.

You can buy the *Kommentierte Vorlesungsverzeichnis* (subject specific annotated catalogue) and ask for course guidance at the office room (*Geschäftszimmer/Sekretariat*) of the respective department.

FB 01 Law

Auslandsbüro (Latavra Shukvani): Phone: +49 (69) 798 343 77

Grüneburgplatz 1 (Campus Westend), RuW-Building, room 1.133

FB 02 Business Administration and Economics

Auslandsbüro (Lars Pilz): Phone: +49 (69) 798 346 08

Grüneburgplatz 1 (Campus Westend), RuW-Building, room 1.247

FB 03 Social Sciences

Dekanat: Phone: +49 (69) 798 225 21

Robert-Mayer-Straße 5, 22nd floor, room 2226

FB 04 Education

Dekanat: Phone: +49 (69) 798 287 29,
Robert-Mayer-Straße. 5 (Turm), room 1427

FB 05 Psychology and Sport Sciences

Dekanat: Phone: +49 (69) 798 232 67
Kettenhofweg 128, 2nd floor

FB 06 Protestant Theology

Dekanat: Phone: +49 (69) 798 333 44
Grüneburgplatz 1 (Campus Westend), room 1.712

FB 07 Roman Catholic Theology

Dekanat: Phone: +49 (69) 798 333 49
Grüneburgplatz 1 (Campus Westend), room 1.717

FB 08 Philosophy and History

Dekanat: Phone: +49 (69) 798 327 58
Grüneburgplatz 1 (Campus Westend), 2nd floor, rooms 2.411-2.414

FB 09 Linguistics, Culture and Civilization Studies

Dekanat: Phone: +49 (69) 798 229 15
Mertonstraße 17-21, D wing, Room 101

FB 10 Modern Languages

Dekanat: Phone: +49 (69) 798 327 42
Grüneburgplatz 1 (Campus Westend), 2nd floor, room 2.355

FB 11 Geosciences and Geography

Dekanat: Phone: +49 (69) 798 402 08
Altenhöferallee 1 (Campus Riedberg), GW-Building, room 3.107

FB 12 Computer Sciences and Mathematics

Dekanat: Phone: +49 (69) 798 246 02
Robert-Mayer-Straße 10, room 605a

FB 13 Physics

Dekanat: Phone: +49 (69) 798 472 02
Max-von-Laue-Straße 1 (Campus Riedberg), room __.224

FB 14 Biochemistry, Chemistry and Pharmacy

Dekanat: Phone: +49 (69) 798 295 45
Max-von-Laue-Straße 9 (Campus Riedberg), building N 101, room 1.12

FB 15 Life Sciences

Dekanat: Phone: +49 (69) 798 464 71

Max-von-Laue-Straße 9 (Campus Riedberg), building N 101, room 1.08

FB 16 Medicine

Dekanat: Phone: +49 (69) 6301 60 10

Theodor-Stern-Kai 7 (Campus Niederrad), house 1, 2nd floor, room 211

8. Course list

In order to find the complete course list of all university courses, please go to:
www.uni-frankfurt.de → *Schnelleinstieg* (quick entry) → *Vorlesungsverzeichnis* (QIS/LSF)

or click here.

9. Academic orientation

At the beginning of every term the International Office and most of the departments organize orientation days. (The dates will either be mentioned in the enrollment papers or you can ask about orientation at enrollment).

The orientation days organized by the International Office are designed especially for foreign students, the orientation days of the departments are designed for all first year students.

Please note that department orientation days are designed especially for **first year students**, that is students who are just about to start their first term.

The Orientation Program of the International Office offers you:

- An introduction into studying at a German university ("What's different from home?")
- Help to find your way around ("Where is lecture room V, what happens in a lecture?")
- Guidelines, how curricula are structured and what you need to fulfill the syllabus ("What's a *Prüfungsordnung*? How many *Scheine* do I need?")
- An overview over the orientation programs in the different departments and subjects ("When is the introduction to Sociology and where do I meet Professor X?")
- Contact to other new students who are in the same situation as you are and to institutions that take care of foreign students ("Should we go to this seminar together?" Who takes care of what?")

The Orientation Program of the International Office is designed especially for those newcomers to Goethe University who have no direct experience with the German system of higher education. It does not replace the orientation program in the various departments. It will normally take place for 2 to 3 days, two weeks before lectures start in April and October.

Some further addresses for academic counseling:

1. Individual department counseling. Please ask for office hours and places at the respective department.
2. **Zentrale Studienberatung:**
Bockenheimer Landstraße 133, 5th Floor, room 520 (Information Center)/522 (Registration).

10. At the residents' registration office

You have to register at the registration office **within a week's time after your arrival in Frankfurt.**

For the registration you need proof of your admission / enrollment at the University, proof of your scholarship and your passport and your lease contract.

Office hours of the residents' registration office, Bürgeramt, Zeil 3:

Monday and Thursday:	9 a.m. – 6 p.m.
Tuesday and Wednesday:	7.30 a.m. – 1.30 p.m.
Friday:	7.30 a.m. – 1 p.m.

Non-EU citizens:

After going to the resident's registration office you must go to the immigration office (*Ausländerbehörde*) for your visa at Rebstocker Straße 4:

Tel.: +49 (69) 212 424 85/441 33,

E-mail: auslaenderbehoerde@stadt-frankfurt.de

Office hours:

Monday:	8 a.m. – 1 p.m.
Tuesday:	closed
Wednesday:	7.30 a.m. – 3 p.m.
Thursday:	1 p.m. – 6 p.m.
Friday:	7.30 a.m. – 2 p.m.

Directions: From S-Bahn station *Galluswarte* please take the *Straßenbahn* number 11 direction *Höchst* to station *Rebstöcker Straße*; remaining walking distance from there approximately 5 minutes.

11. The 'DIA' (intensive German for foreigners) - course

Every year in March/September an all-day German course takes place which is especially designed for visiting students.

This intensive course of German for foreigners (DIA) starts at the beginning of March/September with a diagnostic test. According to their German language skills participants are divided into different levels.

If you want to enroll in the DIA course, you can do so on the online application form. **For participation in the DIA course, good basic German language skills are required (at least a B1 level according to the Common European Framework of Reference for Languages).** If you have signed up for the German language course but do not/cannot participate after all, please let us know before the course starts, so that we can take you off the list.

12. German courses during the term

During the term several German courses are offered by the *Internationales Studienzentrum* to improve and enhance your German language skills.

Specific academic language skills are taught, such as composition and writing of academic papers, discussion and presentation of papers, pronunciation and intonation etc. You can combine a variety of these courses in your schedule.

Please ask for an information leaflet about these ***studienbegleitende Deutschkurse*** during enrollment or you can also find the schedule in the online course catalogue → Other Courses → Internationales Studienzentrum → Studienbegleitende Deutschkurse → Kurse für Studierende or [click here](#).

13. E-mail / Internet

Together with the Goethe-Card, students automatically receive an access authorization to the university information portal (QIS/LSF) as well as to the Internet (account).

Computer-Pools open for students (Campus Bockenheim):

- Hochschulrechenzentrum at Grärfstraße 38, room 02 (basement)
Mon – Thur 8 a.m. – 6 p.m., Fri 8 a.m. – 5 p.m.
- University library during regular hours.

Further information:

- Hochschulrechenzentrum, Phone: +49 (69) 798-22912, -22603
E-mail: beratung@rz.uni-frankfurt.de

14. Re-enrollment and withdrawal from the university

If you study in Frankfurt for **only one term**, you have to **withdraw from the university** at the end of the semester. In order to take the name off the university register go to the Student Registration Office.

If you study for more than one term you have to **re-enroll** at the end of the term. That means that you have to renew your status as an enrolled student with the Student Registration Office within the period of **1 – 31 July** (for the winter semester) and **1 – 31 January** (for the summer semester).

Within these deadlines you have to pay the required amount for the *Semesterticket und Studentische Beiträge* (currently approx. € 220 but subject to change). After you paid the required amount you have to validate your Goethe-Card at the *Validierer*. Do not wait until the end of the semester to re-validate the ticket. Do so about a week after you transferred the money (in January or July respectively), so that any problem that might have occurred with re-enrollment can still be taken care of within the deadline. After you have successfully re-enrolled, you will be able to print out your confirmation of enrollment through this link: <http://go.uni-frankfurt.de>.

The Student Registration Office is located on the ground floor of the “Sozialzentrum Neue Mensa”, Campus Bockenheim, Bockenheimer Landstraße 133, room 001.

Tel.: +49 (69) 798 7980

Office hours are posted at the door.

Mailing address: Postfach 11 19 32, 60054 Frankfurt

Re-enrollment is a very important process. If you do not re-enroll you are **no longer an official student**. In case you have questions concerning re-enrollment please come to our office hours to seek advice before the deadline for re-enrollment (1 – 31 January / 1 – 31 July) has passed.

15. Prolongation – Important Information!

In addition to re-enrollment as described above:

Scholarship holders (e.g. DAAD) need to make sure that Ms Freier always has a current letter of award (*Stipendienzusage*) before the deadline for re-enrollment ends!

Freemover guest students need to present a letter of invitation from their academic advisor for the extended period of study before the deadline for re-enrollment ends in order to extend their studies!

If you have been expelled from Goethe University (*exmatrikuliert*) due to your failure to transfer the required amount within the deadline or because you have failed to show your current letter of award (scholarship holders) or letter of invitation from your academic advisor (freemover guest students), re-enrollment is not possible; you will irrecoverably lose your status as guest student!

IV. Practical Tips

1. Public transport / Goethe-Card

All students at Goethe University have free use of public transport with the Goethe-Card (semester ticket, valid from **1 October** or **1 April** respectively). Please note that after your arrival you first have to apply for the Goethe-Card (during enrollment). It will take several days to receive the Goethe-Card. In the meantime you will have to buy a regular ticket in order to use public transportation.

You find a map which shows the entire RMV-region where you are allowed to use your semester ticket under the following link. It includes buses, subways, trams, *S-Bahn*, *Regio-nalexpress*, *Stadtexpress*, *Regionalbahn*, BUT NOT Intercity, Eurocity and ICE trains:
<http://www2.asta-frankfurt.de/uploads/ASTfaltblatt-online.pdf>.

2. Further information

For further information about

- university libraries
- sports at the university
- meals in the cafeteria
- Frankfurt's sights
- and, and, and...

see the *Studienführer* of Goethe University. This detailed information brochure is available at the Service-Point (Bockenheimer Landstraße 133/Sozialzentrum).

V. What to do before returning home

1. Withdrawal from the university

Before leaving for your home country you have to **withdraw** from the university at the end of the semester. In order to do so, please turn to the Student Registration Office. You might also do so by mail by filling out the request of withdrawal form (*Antrag auf Exmatrikulation*) which you can find under the following link and sending it to the Student Registration Office (*Studierendensekretariat*):

<http://www.uni-frankfurt.de/studium/verwaltung/download/a-exmatrikulation.pdf>

2. ERASMUS Certificate

About one or two weeks before returning home you should contact Ms Freier in the International Office to claim the form **ERASMUS-Certificate**. This certificate confirms the exact period of time of your Erasmus stay at our university. If your university has its own certificate of arrival/departure we can sign that document instead.

3. Giving notice of departure at the residents' registration office

Please remember to give notice of departure at the residents' registration office (*Bürgeramt*) before leaving Frankfurt.