



International Center  
Kiel University  
Westring 400, 24118 Kiel, Germany

[www.international.uni-kiel.de](http://www.international.uni-kiel.de)

**Step by Step**

**Predeparture information  
for studying in Kiel**

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## Congratulations!

You have been admitted to study at Kiel University (CAU).

You most likely have a lot of questions:

- What do I need to do before leaving for Kiel?
- How do I find a place to live?
- Who might be able to assist me?

To answer questions of this kind, we have gathered all the important information you need into this brochure.

We as a university have adopted the National Code of Conduct for Foreign Students at German Universities. The goal of the Code is to ensure that foreign students receive high-quality services and advising, and that these services continually improve. The Code formulates standards for the quality of study for foreign nationals at German universities that go above and beyond the current minimum legal requirements.

More information on this is available at:

<http://www.hrk.de/hrk-international/study-in-germany/code-of-conduct/>



If you have any further questions do not hesitate to contact us. All contact details are included in this brochure.

**We are looking forward to seeing you in Kiel!**



# Chapter 1

## University at Sea

Before we give you some practical tips for studying at Kiel University, we would like to give you an overview of the special features of your new home.

### Kiel Ahoy!

Blue sky, blue Water: Kiel is, above all, a special city due to its location. Not only the long tradition as a port city characterizes the maritime flair but also Kiel's current reputation as "Sailing City", which is heard every year by millions of people during the "Kiel Week" in June. Life in the "City at the Fjord" takes place outside. Whether sunbathing at the beach, windsurfing on the water or relaxing at a barbecue in the park – Kiel offers a lot of leisure activities. The Scandinavian neighbors can also be reached quickly, e.g. by ferry: cheap trips to Oslo in Norway or Gothenburg in Sweden are offered all year round and almost daily.

### On Track Together

But not only the proximity to the sea makes the city special: Kiel unites several universities at one location, so that valuable knowledge is passed on to the students for many generations.

### Kiel's Academic Diversity

Kiel University is the largest University in Kiel. Around 27,000 students from Germany and all around the world are currently being trained by over 500 dedicated teachers. The largest study on mobile students and PhD candidates worldwide – the "International Student Barometer" – has shown that teachers in Kiel enjoy a very good reputation abroad. Where Max Planck and Heinrich Hertz once worked, a multitude of subjects can be studied today. Here you can get an overview on current study subjects (in German only): [www.studium.uni-kiel.de/de/studienangebot/studienfaecher](http://www.studium.uni-kiel.de/de/studienangebot/studienfaecher).

### Safe in Kiel

According to the same survey, students in the city of Kiel feel very safe. To be sure, Kiel is a very safe city, and you can feel personally secure coming here. The results of the survey also show that students at Kiel University are very satisfied with the services and advising they receive – an outstanding combination that lets you feel good all around in this beautiful city on the Baltic Sea.

### Kiel is International

Through close partnerships with approximately 40 universities across Europe, Asia and the Americas, as well as through some 250 partnerships under the ERASMUS+ – program, Kiel University is happy to accept the international challenges of the 21st Century. Kiel attracts the best minds, and the more than 2,000 international students and young scientists and scholars currently enrolled at the University enjoy extensive funding and networking opportunities.

### We are very pleased that you have decided to come to Kiel and study at Kiel University.

You can get an overview of our University at:  
[www.uni-kiel.de/ueberblick/index-e.shtml](http://www.uni-kiel.de/ueberblick/index-e.shtml) or  
[www.uni-kiel.de/index-e.shtml](http://www.uni-kiel.de/index-e.shtml)





## Chapter 2

### First steps before you arrive

This section will inform you about important steps before you start your stay at Kiel University.

#### Step 1: Visa/Residence Permit

For the stay in Germany some formalities are to be considered. These differ, depending on from which country you enter. We have broken down the different requirements for you in the following section.

##### I.

If you are a resident of the European Union (EU), the European Economic Area (EEA), or Switzerland, you can enter the country without a visa. Later, however, you will have to register with the Residency Office of the City of Kiel, where you will have to present your housing contract/residential lease.

##### II.

Students from a few non-EU countries, including the United States and Canada, may enter Germany without a visa, but they then need to obtain a residency permit from their local Immigration Office in Germany, the Zuwanderungsabteilung. The nearest German Embassy or Consulate will be able to tell you if your nationality belongs to this group. Here you will find an overview of the foreign representatives of Germany:  
[www.auswaertiges-amt.de/en/aamt/auslandsvertretungen](http://www.auswaertiges-amt.de/en/aamt/auslandsvertretungen).

##### III.

If you are not from one of these countries, you need to obtain the necessary information on how to procure a visa from the German Embassy nearest you.

As a general rule, everyone must have the following documents:

- Admission statement to a German university
- Financial statement on your ability to cover your expenses while studying in Germany
- Valid passport

In some cases the Embassy may require additional documentation.

**Attention:** It is your responsibility to seek the information you need from the German Embassy ahead of time, as the requirements for the granting of a visa can vary. More information about Visa requirements:  
[www.auswaertiges-amt.de/de/einreiseundaufenthalt/-/207794](http://www.auswaertiges-amt.de/de/einreiseundaufenthalt/-/207794).

In general, you will receive a temporary visa valid for three months. Once you have successfully enrolled at the CAU Kiel – but before your three month temporary visa has expired! – the Immigration Office can extend your visa.

In order to have your visa extended, you will also need to show this documentse:

- proof of enrollment (a current student ID),
- proof of housing (with your residential lease/ housing contract),
- proof of health insurance
- proof of financing for the duration of your program

During this process, we will be happy to help you with any questions that might arise, for instance about signing up for German health insurance (see chapter 4 for details).

Absolutely do not forget to purchase traveller's insurance for your trip to Germany, so you'll be covered from the moment you arrive.

**Please note:** It is very important to apply for a visa. If you have travelled to Germany without a valid visa, you will not be allowed to apply for one once you are in Germany and will be asked to leave the country immediately and return home!

Although this may seem at once like a great deal of information, rest assured that it sounds more complicated than it really is. On p. 11 you will find a list of names of people who can help you with any questions you may have.

## Step 2: Preparations for your stay in Kiel

### Culture

Some people experience the so-called "culture shock". To help prevent this, you should get yourself prepared for Germany, because not every surprise is a pleasant one. Much about Germany will be different than your home country. Familiarize yourself with this country's culture, perhaps by reading a travel guide or the information on the website of the German Academic Exchange Service, the DAAD: [www.daad.de/deutschland/in-deutschland/en/](http://www.daad.de/deutschland/in-deutschland/en/). You can also consult the webpages of the German Foreign Office, part of the Federal Foreign Ministry, which may be very helpful: [www.auswaertiges-amt.de/EN/Startseite\\_node.html](http://www.auswaertiges-amt.de/EN/Startseite_node.html).

### Language

In an alien country it's always an advantage to know at least a bit of the country's language. Offers to learn German can be found on the website of the department Deutsch als Fremdsprache [www.zfs-daf.uni-kiel.de/en?set\\_language=en](http://www.zfs-daf.uni-kiel.de/en?set_language=en). Please note that the registration for study support courses is already taking place from February 15th to March 15th (for the following summer semester) and August 15th to September 15th (for the following winter semester).

Additionally language courses are offered by the Volkshochschule Kiel ([www.foerde-vhs.de](http://www.foerde-vhs.de)) as well as UNS KIEL – Institute for German and Student Guidance ([www.unsgermany.de/index.php/en/deutsch-kurse-kiel-english.html](http://www.unsgermany.de/index.php/en/deutsch-kurse-kiel-english.html)).

### Weather

Be sure to bring warm clothing, because Kiel is on the Baltic Sea, and it can be quite breezy. It can get cold here in the north, and warm clothing and rain gear is absolutely necessary, even during the summer months. The beautiful beach days at the peak of summer will compensate you for any bad weather.

### More about Schleswig-Holstein

You can find out more about Schleswig-Holstein, the "land between the seas", at: [www.schleswig-holstein.de/EN/Home/home\\_node.html](http://www.schleswig-holstein.de/EN/Home/home_node.html) and of course the city of Kiel has its own website, too: [www.kiel.de](http://www.kiel.de).

## Step 3: Living in Kiel

As in any large city, many students search for apartments here. In the following, we have listed some housing options for you so that you can take care of your accommodation in advance.

## I. Dormitories

The dormitories do not belong to the University and therefore aren't affiliated with the International Center. They belong to the Studentenwerk instead, an organization responsible for catering and housing for CAU students. They do, however, offer a few rooms to international students for placement through the International Center. Unfortunately, because this is a popular option, it is not possible to provide every student with a room. The International Center only offers rooms to students of the following categories:

- Participants in the ERASMUS+ - Program
- Scholarship holders of partner universities
- Scholarship holders of the city of Kiel
- DNSZ-scholarship holders
- Scholarship holders of the German Academic Exchange Service (DAAD) and scholarship holders of the Northelbian Evangelical Lutheran Church

Important dates for living in the dormitory:

- Rent in the various dormitories ranges between € 200 and € 250 per month. Please note that you will have to pay a deposit of € 300 in advance.
- The rental period in the dormitories is usually at least six months.
- Rental contracts will always be valid for six months: for winter semester from September 1st of a given year to February 28th of the following year (application deadline: June 15th), and for summer semester from March 1st to August 31st of the same year (application deadline: January 15th). Exceptions from these standard rental periods are permitted only in rare exceptional cases. The rent for the room must be paid in full over the entire period of the lease. You should therefore take into account that you might have to pay rent for one or two months even if you are not yet, or no longer, residing in the dormitory.

A room in a student dormitory is probably the easiest housing option for you.

Application for a dormitory room at the International Center:

- Download an application form on the IC website: [www.international.uni-kiel.de/en/advising-activities-services/service-information/ccomodation-in-kiel](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/ccomodation-in-kiel).
- Please fill in this form and send it to us by email, post or fax (address see back of this brochure).
- Please always pay attention to the stated deadlines!

International students who do not belong to the categories above should apply for a dormitory room directly through the Studentenwerk Schleswig-Holstein:

Email contact: [wohnen@studentenwerk.sh](mailto:wohnen@studentenwerk.sh)

Homepage: [www.studentenwerk.sh/en/accommodation/dormitories/kiel/index.html](http://www.studentenwerk.sh/en/accommodation/dormitories/kiel/index.html)

More information about "Housing in Kiel" is available on our website at: [www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel)

## II. Looking for housing on your own

Flat/WG room

Of course you can also look for housing on your own. Depending on how long you will be in Kiel, renting a room in a flat or getting a flat of your own might be a sensible option.

**Note** that German leases (and many other types of contracts) must be cancelled three months before their term is up and that you will likely have to pay a deposit, often in the range of two months' rent (computed without the cost of utilities).



### Zwischenmiete

If you will not be staying for a longer period, consider renting a room in a shared flat (called a WG, for Wohnge-meinschaft "housing collective"). You might find these available for short-term occupancy (called Zwischenmiete in German). In this type of arrangement, you agree to rent a room for a limited period in which the primary occupant is away. Usually much of the furniture remains in the room. Sometimes even entire flats/apartments are offered, furnished, for short-term arrangements. You must sign a short-term lease (usually for one semester). Here you might have to pay a deposit as well, though often less than with a standard lease.

It can also be productive to inquire with anyone offering a room in a WG/shared flat, even if the owner hasn't explicitly mentioned Zwischenmiete.

**You can find flats/apartments or rooms in shared flats/ WGs advertised here:**

[www.wg-gesucht.de/en/](http://www.wg-gesucht.de/en/) (also many flats/apartments)

[www.studenten-wg.de](http://www.studenten-wg.de) (German only; also many flats/apartments)

[www.immonet.de](http://www.immonet.de) (German only; also many flats/apartments)

[www.zwischenmiete.de](http://www.zwischenmiete.de) (German only)

[www.nestoria.de/wohnung/mieten/kiel](http://www.nestoria.de/wohnung/mieten/kiel) (German only; also many flats/apartments)

[www.immobilio.de](http://www.immobilio.de) (German only; also many flats/apartments)

[www.wg-liste.de](http://www.wg-liste.de) (German only)

[www.wohnungsboerse.net/mieten/Kiel/wohnungen-mietwohnungen](http://www.wohnungsboerse.net/mieten/Kiel/wohnungen-mietwohnungen) (German only; also many flats/apartments)

## Step 4: Important Contacts

### I. The International Center (IC)

The International Center of Kiel University will assist you throughout your program. If you have any questions related to your stay in Kiel, even before your arrival in Germany, you are welcome to contact our

**International Student Advisor:**

Jan Bensien, International Center

[jbensien@uv.uni-kiel.de](mailto:jbensien@uv.uni-kiel.de)

Phone +49(0)431/880-3716, Fax +49(0)431/880-1666

[www.international.uni-kiel.de/en/advising-activities-services/advising](http://www.international.uni-kiel.de/en/advising-activities-services/advising)

The IC helps you with the following topics:

- Questions and problems concerning your academic program or your stay in Kiel
- Information for your arrival to the "Sailing City" or your accommodation during your study
- Financial assistances
- Questions concerning visa issues and residency permit
- Jobs both during and after your studies
- Information about health insurance

### ERASMUS Incoming Officer

Susan Brode, International Center

[erasmus-incomings@uv.uni-kiel.de](mailto:erasmus-incomings@uv.uni-kiel.de)

Phone +49(0)431/880-1843, Fax +49(0)431/880-1666

[www.international.uni-kiel.de/en/application-admission/application-admission/admission-as-an-erasmus-incoming](http://www.international.uni-kiel.de/en/application-admission/application-admission/admission-as-an-erasmus-incoming)

Assistance with

- Choice of courses, finding your academic adviser
- Learning Agreement
- Confirmation of Arrival, Confirmation of Departure
- Registration to courses and examination
- Transcripts of Records



In the first lecture week there will be a seminar about "Erasmus in Kiel". Furthermore, we invite all international students to an orientation program of several days' duration that takes place at the beginning of each semester (p. 23).

**Please do not hesitate to also contact us directly!**

On our website you find important information about each of these topics: [www.international.uni-kiel.de/en/advising-activities-services/service-information](http://www.international.uni-kiel.de/en/advising-activities-services/service-information). There you will also find further information about the extracurricular programs we offer, including excursions, theater nights, events, sailing trips and many more. [www.international.uni-kiel.de/en/advising-activities-services/activities-events](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events).

**Contact to international student associations**

The International Center cooperates closely with several international student associations. Even if not all countries' students have initiated a student association, there are still many you can get in touch with even before your arrival in Kiel. Chinese, Cameroonian, Indian, Pakistani, Ghanaian, Nigerian and other associations exist. Please check out the following website, where we have listed the most important student associations: [www.international.uni-kiel.de/en/advising-activities-services/advising/student-associations](http://www.international.uni-kiel.de/en/advising-activities-services/advising/student-associations).

**II. The Tutors of the International Center**

The Tutors have been international students at our University for a few semesters. They are experienced students and know how studying at Kiel University works and what life in Kiel is like. They will help you during enrollment and during our orientation program at the beginning of the semester. Moreover, they offer activities throughout the semester, e.g. excursions, international feature films, theater events and information programs about different countries.

More information at: [www.international.uni-kiel.de/en/advising-activities-services/advising/tutors-for-students](http://www.international.uni-kiel.de/en/advising-activities-services/advising/tutors-for-students)

**III. The Studentenwerk**

The Studentenwerk Schleswig-Holstein operates dormitories and cafeterias and provides various advising and support services for students.

The "Student Advice Center" provides information and advice for questions about living in Kiel as an international student. They also organize and coordinate an arrival service for residents of the Studentenwerk's dormitories and a "Study Buddy Program", in which an international student is matched with a German student who serves as a personal contact during the beginning of the semester. In addition, the "Student Advice Center" offers a wide range of cultural events and integration projects.

You can check out their website to obtain further information.

Contact: Department "Sozialberatung Internationales"

Email: [sozialberatung@studentenwerk.sh](mailto:sozialberatung@studentenwerk.sh)

phone +49(0)431-8816 154

[www.studentenwerk.sh](http://www.studentenwerk.sh), Keyword: International

You can learn more about the "Study Buddy Program" at:

[www.studentenwerk.sh/en/social-advice-center/international/study-buddy-programme/study-buddy-programme.html](http://www.studentenwerk.sh/en/social-advice-center/international/study-buddy-programme/study-buddy-programme.html)

**IV. The academic advisors**

Academic guidance will be provided to all foreign students in all academic programs. You can ask your academic advisor any question concerning your studies. You can find out who the advisor is for your academic program at the following website (in German only): [www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar](http://www.studium.uni-kiel.de/de/kontakt-beratung/studienfachberatung/glossar)

## V. The electronic study information sheets

It is quite important that you learn about your academic program before coming to Germany. All basic information you need can be found on the academic information sheets.

You can find any study information sheets on:  
[www.studium.uni-kiel.de/de/studienangebot](http://www.studium.uni-kiel.de/de/studienangebot)  
(German only)

## VI. The online course program in UnivIS

UnivIS is the information system of Kiel University. It holds all kinds of information. Most importantly, this is where you can find the University's online course registry, with times, dates, titles, names, short descriptions and rooms. The URL for the start page is:  
[www.univis.uni-kiel.de/form](http://www.univis.uni-kiel.de/form)

After your enrollment you will get a personal "ID" with which you can also log into the Campus-Management-System of Kiel University. There you will find an overview of your records, your grades and your courses:  
<https://h1-prod-web-all.uv.uni-kiel.de>



# Chapter 3

## Travelling to Kiel

Kiel is the seat of government and the biggest city in Schleswig-Holstein, and its size officially qualifies it as a small metropolis. The advantage in this is that it is easy to get around in the City on the Baltic. The University, the beach or the park are never far away. There are different ways to get to Kiel and to move there.

### Step 1: How do I get to Kiel?

#### I. Arrival by train

The transport connections of the Deutsche Bahn in Kiel are very good. To find a suitable route for you, the DB has an application: [bahn.de/m/view/de/buchung/mobil/db-navigator.shtml](http://bahn.de/m/view/de/buchung/mobil/db-navigator.shtml)

#### II. Arrival by bus

For short trips and a small pocket [meinfernbus.de](http://meinfernbus.de) or [flixbus.de](http://flixbus.de) can be booked. The busses also drive through Europe and offer, in addition to a favorable transfer, a little bit of luxury: toilets, coffee, socket-outlets and even WLAN are present in every bus.

### III. Arrival by carpooling

Like busses, carpoolings are suitable for a small pocket, but not for everyone: you will sit with at least one stranger over a longer time in the small room of a car. But this is also what makes it so nice: you can make new contacts really fast and sometimes a carpool can even drive you to the door. The platforms [mitfahrgelegenheit.de](http://mitfahrgelegenheit.de) and [blablaacar.de](http://blablaacar.de) are reliable and help you to find a nice carpool.

### IV. After arriving by airplane

From Hamburg Airport you can take the airport shuttle "Kielius", which makes the trip between Hamburg Airport and Kiel up to 19 times daily. A one-way fare from Hamburg Airport to Kiel costs € 21.00, and a round-trip fare costs € 37.00. With a valid student ID (after your enrollment) you have to pay only € 7.00 per trip (back and forth € 12.00). The bus stops at a clearly marked location directly outside the airport terminal. The schedule is online at: [www.bahn.de/autokraft/view/angebot/kielius/en-kielius-ueb.shtml](http://www.bahn.de/autokraft/view/angebot/kielius/en-kielius-ueb.shtml)

## Step 2: How to get to the dormitory/university

### I. Taxi

From the railway station, you can take a bus or taxi to the University, your student dormitory or wherever you're staying (taxi fare to the University starts from € 10.00). Taxis wait outside the north exit (straight ahead), and buses are outside the west exit (to the left).

### II. Public transport

Taking the bus in Kiel generally costs € 2.60 per ride. A monthly ticket costs at least € 59.00. After your enrollment at CAU you will receive your CAU Card. After activation it will allow you to use public transportation in Kiel free of charge (see page 15). In general, you should always find out what bus to take before you leave for Kiel (use a computerized route finder). Also find out some alternatives, in

case your transportation is delayed. Information about the bus system (including schedules and fares) is available from the Schleswig-Holstein transport alliance:

[www.nah.sh/nah-sh-english/](http://www.nah.sh/nah-sh-english/), or the Kiel Transit Company (KVG): [www.kvg-kiel.de/en/index.php](http://www.kvg-kiel.de/en/index.php). Here you can use a computerized route finder function by filling in the Start (from) and Ziel (to) fields. For example, your Start might be "Bahnhof" and Ziel might be "Universität" (or the location of your housing).

### III. After arriving by ferry

If you arrive on one of the Baltic Sea ferries (at either Norwegenkai, Schwedenkai, or Ostuferhafen), you can take the bus or a taxi to your destination of choice. Taxis are usually waiting there; if you plan to take the bus, determine your route in advance (see above), based on the names given here.

A city map of Kiel is available here:

<http://ims.kiel.de/extern/kielmaps> (in German only)

**Attention:** If you have a room administered by the Studentenwerk, an arrival service may be available to you. More information about signing up and availability criteria can be found at [www.studentenwerk.sh/en/international/arrival-service/arrival-service.html](http://www.studentenwerk.sh/en/international/arrival-service/arrival-service.html). Please note that applications have to be submitted early, as many requests for this service are received by the Studentenwerk each semester.



## Chapter 4

### Arriving in Kiel

#### 1. Important formalities

After you have moved into your accommodation, there are a few things you need to do before you can immerse yourself in Kiel University life.

##### I. Enrollment

After you have moved into your dormitory room you should go to the International Center in order to get enrolled. On your admission letter you will find an appointed time for your enrollment. At this time, we will explain how you should proceed. You will not be on your own, as other students – your tutors – will accompany you.

##### II. Register at town hall

Register your residential lease/housing contract at the town hall. In order to avoid long waiting times, it is best to arrange an appointment in advance: [www.kiel.de/de/politik\\_verwaltung/service/termine.php](http://www.kiel.de/de/politik_verwaltung/service/termine.php).

##### III. Open a German bank account...

..., if no other proof of your financial status is available. (This step is required for obtaining the residency permission from the immigration office for non-EU citizens.)

##### IV. Sign up for health insurance

All students in Germany under 30 are in need of a valid health insurance. Please register with a statutory health insurance immediately after your arrival. Exceptions are only students from an EU country who have a European health insurance. More information on health insurance: [www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance?-set\\_language=en](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance?-set_language=en).

##### V. Residence permit for non-Eu or non-EEA citizens

If you are from a non-EU or non-EEA country (except Switzerland), and thus are subject to a visa requirement, go to the Immigration Office (Zuwanderungsabteilung) to apply for a residency permit. Please keep in mind that you have to contact the immigration office on the city where you have signed up as a resident!

##### VI. Stay enrolled

In order to stay matriculated at Kiel University, you have to re-enroll every single semester. The deadlines and exact details can be found here: [www.international.uni-kiel.de/en/application-admission/student-services](http://www.international.uni-kiel.de/en/application-admission/student-services).

Please travel to Kiel in time, as you can only enroll within a limited period of time.

**There are many important dates to keep in mind!**

## 1. Semester

Generally the winter semester starts with October and ends with the end of March, the summer semester lasts from the beginning of April to the end of September. Please notice that the lectures usually start one or two weeks after the start of the semester for 12 weeks. For the exact dates we recommend you a CAU website, where the most important dates are summarized: [www.uni-kiel.de/gf-praesidium/de/termine/semesterzeiten](http://www.uni-kiel.de/gf-praesidium/de/termine/semesterzeiten) (in German only).

## 2. Getting oriented on campus

Kiel University is Kiel's largest university and therefore has a sprawling campus. A campus map is available here: [www.uni-kiel.de/lageplan/index-e.shtml](http://www.uni-kiel.de/lageplan/index-e.shtml).

## 3. Getting around by bicycle

Getting around by bicycle in Kiel is simple. Many well-developed bicycle paths make it easy for you to get around without a car or the bus. Here are a few bicycle rental locations: [www.meinestadt.de/kiel/stadtplan/point-of-interest/fahrradverleih](http://www.meinestadt.de/kiel/stadtplan/point-of-interest/fahrradverleih) (in German only). Kiel has a major train station with a modern rail-to-bike service. This bicycle station possesses a service point with its own workshop, and it offers a parking garage for bicycles that is open 24 hours. The parking facility has over 600 spots under surveillance and protected from the elements. The daily fee is € 0.70. Reservations and information are available by phone at 0431-2 37 77 90, or by email at [radstation@bruecke-sh.de](mailto:radstation@bruecke-sh.de). High-quality bicycles can also be hired or rented for as little as € 7.50 per day. Hours of operation and further information may be found at [www.umsteiger-kiel.de](http://www.umsteiger-kiel.de) (in German only).

## 4. Important companions:

### Wireless internet and the CAU Card

In many buildings on campus you can access wireless internet via the CAUx-net. Students can access it using their "stu" user name, an ID which you receive when you enroll, and their password. Find out how to set up your notebook, tablet or smartphone to access WiFi here: [www.rz.uni-kiel.de/en/our-portfolio/wifi-networking](http://www.rz.uni-kiel.de/en/our-portfolio/wifi-networking) You will find information here about other CAU networks as well. All the Studentenwerk's student dormitories are equipped with wireless internet access.

Since 2017 the CAU Card is your student ID, your semester ticket for public transport in Kiel, and your non-cash payment means in canteens and cafeterias. You will receive the card after your enrollment at the International Center. The CAU Card is only valid after activation. You need to activate it for every semester at a validation terminal. You can find these machines e.g., in the canteens of CAU. Canteens and cafeterias (called Mensa) will only offer reduced student prices to students paying with a CAU Card. Students paying cash will be charged the higher guest price. In the cafés and at some photocopiers it is still possible to pay cash.

You can charge your card at the charging units which you can also find in the canteens. Here you can also check how much money is left on your card.

For detailed information check out: [www.studium.uni-kiel.de/en/cau-card](http://www.studium.uni-kiel.de/en/cau-card) and [www.international.uni-kiel.de/en/application-admission/student-services/cau-campus-card](http://www.international.uni-kiel.de/en/application-admission/student-services/cau-campus-card)





## 5. Whom can I contact when I lost something?

- [www.bahn.de/p/view/service/fundservice.shtml?dbkanal\\_007=L01\\_S01\\_D001\\_KIN0001\\_top-navi-flyout\\_service-fundservice\\_LZ01](http://www.bahn.de/p/view/service/fundservice.shtml?dbkanal_007=L01_S01_D001_KIN0001_top-navi-flyout_service-fundservice_LZ01) – the right address if you lost something in the train or a train station.
- [www.kvg-kiel.de/kontakt/fundbuero/](http://www.kvg-kiel.de/kontakt/fundbuero/) – you hurried to get out of the bus in Kiel and during the haste you lost or forgot something? At this website the bus company will be happy to help.
- [www.kiel.de/de/politik\\_verwaltung/service/\\_leistung.php?id=8966768](http://www.kiel.de/de/politik_verwaltung/service/_leistung.php?id=8966768) – If you lost something in general, on the street or elsewhere, the city of Kiel has an own lost-property-office.

## 6. Any books but science books...

...can be found and lend in the city library. And if you are a student, the library card is for free. The card can be requested on-site. Beyond books you can also lend CDs, DVDs and Blue rays. [www.kiel.de/de/bildung\\_wissens-schaft/stadtbuecherei/index.php](http://www.kiel.de/de/bildung_wissens-schaft/stadtbuecherei/index.php)

The Main Library of Kiel University (Leibnizstr. 9) is open to everyone interested in scientific and academic literature. In order to borrow volumes you need your CAU Card. The library staff will create a user account for you on your first visit. They will also give you a password. You

can use the electronic services offered by the library with the password and your user ID which you can find on the back site of your CAU Card. For detailed information check out: [www.ub.uni-kiel.de/service/ausleihe/cau-card](http://www.ub.uni-kiel.de/service/ausleihe/cau-card) (in German only).

## 7. The Orientation Program of the International Center

Right before the lecture period starts, we invite all newly enrolled international students to an orientation program. What we offer: We expect all students to participate in this program, because it provides a lot of information about your studies in Kiel: the academic program is explained, information about Schleswig-Holstein is presented, and there will be lots of information about what it is like to be a student in Kiel. We will answer your questions and make sure you get connected at the CAU right away, for example at the breakfast that we host for all new students. For detailed information please check out: [www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program)

**We are looking forward to meeting you and hope you have a safe and pleasant trip to Kiel!**

# Checklist

## The most important things to take care of before leaving

- Arrange for housing privately or in a student dorm ..... ( )
- Get a visa for my stay in Germany, if necessary ..... ( )
- Learn about Kiel and about Germany in general..... ( )
- Make note of all important dates and deadlines ..... ( )
- Research the bus connection to where I'm staying..... ( )

## What you will definitely need to bring with you:

- Valid passport ..... ( )
- Letter of admission ..... ( )
- Proof of financing..... ( )
- 4 passport photographs..... ( )
- School leaving certificate (Original document) ..... ( )
- All prior higher education transcripts ..... ( )
- If you have attended a preparatory course in Germany, your Studienkollegszeugnis (Original document) ..... ( )
- If you have attended another university in Germany, proof of exmatriculation ..... ( )