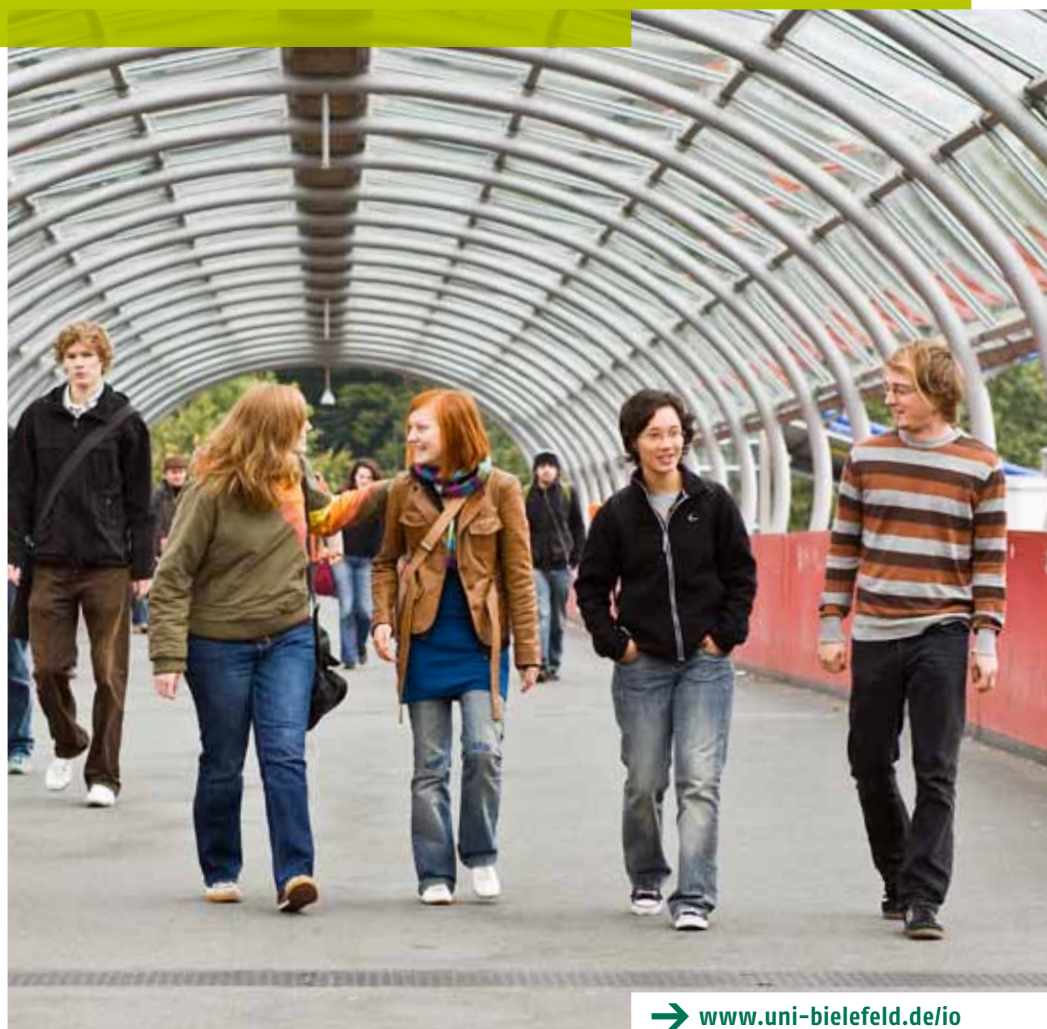


Studying in Bielefeld

Information for Students in ERASMUS
and other Cooperation Programs



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Edited by:
 Karin Kruse, Sabine Scheuer

Translated by:
 Jonathan Harrow

Layout:
deteringdesign.de

Photography:
 Pressestelle Universität Bielefeld (Langohr, Trautner), Martin Brockhoff,
 Studentenwerk Bielefeld, Bielefeld Marketing GmbH, deteringdesign,
 Susanne Freitag, Matthias Schrupf

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www.uni-bielefeld.de/International/Students

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Welcome



Dear student,

this brochure is intended for students who are participating in either the European Exchange Program ERASMUS – part of the European Lifelong Learning Program (LLP) – or another cooperation program and who have chosen Bielefeld as their host university.

We look forward to welcoming you to your studies at Bielefeld University. It is a very dynamic university offering a broad range of subjects and excellent working conditions. Bielefeld University concentrates its teaching and research on a series of academic disciplines in 13 faculties encompassing the Natural Sciences, the Humanities, and the Social Sciences. The faculties are the basic units of research and teaching and they offer a variety of attractive, modern, interdisciplinary, and internationally oriented courses of studies.

One unique feature is the university building with its vast central hall. This brings all faculties and services in close reach and encourages contact with other students.

The goal of this brochure is to give you the most important information on our university along with all details on admission, registration, accommodation, and so forth.

See you soon in Bielefeld!

ERASMUS Coordinators at Bielefeld University*

Biology

Herr Prof. Dr. Beyschlag
Herr Prof. Dr. Reinhold
Herr Prof. Dr. Trillmich

Chemistry

Herr Dr. Eisfeld
Frau Prof. Dr. Godt
Herr Prof. Dr. Hellweg
Frau Prof. Dr. Lück
Herr Prof. Dr. Sewald
Herr Prof. Dr. Weber

Educational Science

Frau Prof. Dr. Diehm
Frau Machold/Frau Munley

School Education

Frau Romahn/Frau Fungler

General Educational Science

Herr Prof. Dr. Jütte/Frau Behrens
Herr Prof. Dr. Otto/Herr Düker
Frau Dr. Hunner-Kreisel
Herr Prof. Dr. Keuffer
Frau Prof. Dr. Lütje-Klose

History

Herr Prof. Dr. Abelshauser
Frau Dr. Anders
Frau Dr. Brandt
Herr Prof. Dr. Merl
Herr Prof. Dr. Reinhardt

Health Sciences

Herr Prof. Dr. Ulrich

Art/Music

Herr Prof. Dr. Kahrmann
Frau Prof. Dr. Kranefeld

Literary Studies/Linguistics

German as a Foreign Language

Herr Dr. Köster
Frau Dr. Settinieri

English Studies, Linguistics

Herr Prof. Dr. Gibbon
Frau Dr. Gramley
Herr Prof. Dr. Kracht
Frau Prof. Dr. Wagner

Romance and Spanish Languages

Herr Dr. Bellostá v. Colbe
Herr Prof. Dr. Dausendschön-Gay

German Language and Literature

Herr Prof. Dr. Braungart
Herr Dr. Lorenz
Herr Dr. Sahel

Linguistics

Herr Prof. Dr. Kracht
Herr Prof. Dr. Dr. Müller
Frau Prof. Dr. Stenneken

Mathematics

Frau Prof. Dr. Gentz
Herr Prof. Dr. Röckner

Philosophy

Herr Prof. Dr. Carrier
Herr Prof. Dr. Bittner

Physics

Herr Prof. Dr. Blanchard
Herr Prof. Dr. Hütten
Herr Prof. Dr. Laine
Herr Prof. Dr. Laermann
Herr Prof. Dr. Reiss
Herr Prof. Dr. Schröder
Herr Prof. Dr. Schwarz
Herr Dr. Schüttpehl

Psychology

Herr Dr. Ostendorf
Herr Prof. Dr. Markowitsch
Frau Vasilj

Law

Herr Prof. Dr. Reichard
Herr Prof. Dr. Staudinger
Frau Groß

Sociology

Industry and Labor

Herr Dr. Vollmer

Science and Technology Studies

Herr Prof. Dr. Huber

Sociology

Herr Prof. Dr. Dammann
Herr Prof. Dr. Faist / Frau Fauser
Herr Prof. Dr. Liebig
Frau Prof. Dr. Müller
Frau Prof. Dr. Pfaff-Czernecka

Political Science

Herr Prof. Dr. Sack
Herr Prof. Dr. Vasilache

Sport Science

Frau Dr. Bläsing
Herr Prof. Dr. Kurz

Faculty of Technology

Computer Science

Frau Prof. Dr. Hammer

Biotechnology

Herr Prof. Dr. Noll

Theology

Herr Prof. Dr. Witulski

Business Studies and Economics

Business Studies, Management Science

Herr Prof. Dr. Jahnke

Economics

Herr Prof. Dr. Eckwert
Herr Prof. Dr. Trockel

Interdisciplinary Program

Gender Studies

(History, Educational Science, Sociology)
Frau Prof. Dr. Müller



01 The Institution

Liebe Programm-Studierende!
Sicherlich habt Ihr viele Fragen zu Bielefeld und der Universität Bielefeld. Wie sieht es in Bielefeld aus, wie läuft das Studium, wie groß ist die Universität ...?
Wir haben für Euch einige Informationen zusammengestellt, damit Ihr wisst, was Euch in Bielefeld erwartet! Viel Spaß beim Durchlesen und eine wunderschöne Zeit in Bielefeld wünscht Euch

→ **Iren from Bielefeld**

Hyvät Opiskelijat!
Teillä on varmasti paljon kysymyksiä, jotka koskevat Bielefeldiä ja Bielefeldin yliopistoa. Miltä kaupunki näyttää, minkälaista on opiskella täällä ja miten iso yliopisto on ...?
Olemme siksi koonneet teille vähän lisätietoa tähän esitteeseen, jotta tietäisitte mitä odottaa Bielefeldiltä. Hyviä lukuhetkiä ja hauskaa vaihtovuotta Bielefeldissä!

→ **Suvi from Helsinki**

Cari studenti,
Sicuramente avrete molte domande a proposito di Bielefeld e della sua università. Com'è Bielefeld? Come si svolge lo studio e quanto è grande l'università? Abbiamo raccolto per voi alcune informazioni, affinché sappiate cosa vi aspetta a Bielefeld! Vi auguriamo buon divertimento nella lettura e una buona permanenza a Bielefeld!

→ **Roberto from Rome**

Queridos/as estudiantes,
Seguramente tendréis preguntas sobre Bielefeld y la Universidad de Bielefeld. ¿Cómo es Bielefeld, cómo se estudia en Bielefeld, cómo de grande es la universidad...?
Os hemos preparado algunas informaciones, para que sepáis lo que os espera en Bielefeld. ¡Qué os divertáis leyéndolas y que tengáis una maravillosa estancia en Bielefeld!

→ **Ana Veronica from Sevilla**

Chers étudiants!
Vous avez certainement plein de questions sur Bielefeld et l'université. A quoi ressemble Bielefeld, comment se passent les études, quelle est la taille de l'université ... ?
Nous avons rassemblé pour vous quelques informations afin que vous sachiez ce qui vous attend à Bielefeld. ... vous souhaite une bonne lecture et un bon séjour à Bielefeld.

→ **Anne-Claire from Lyon**

Universität Bielefeld

Universitätsstraße 25
D-33615 Bielefeld
Tel. +49 521. 106-00
Fax +49 521. 106-5844
www.uni-bielefeld.de

International Office

Universitätsstraße 25
D-33615 Bielefeld
Tel. +49 521. 106-4088
Fax +49 521. 106-6439
io@uni-bielefeld.de
www.uni-bielefeld.de/io

Erasmus Institutional Coordinator

International Office
Karin Kruse, M.A.
Tel. +49 521. 106-4087 / -4088
karin.kruse@uni-bielefeld.de

Incoming Students

Erasmus and other cooperation programs
International Office
Sabine Scheuer, M.A.
Tel. +49 521. 106-2426
sabine.scheuer@uni-bielefeld.de





02 Bielefeld: A Brief Portrait of the City

Bielefeld is the largest city within the region of East Westphalia ("Ostwestfalen-Lippe"), and with 330,000 inhabitants, it is the region's main economic and cultural center.



In the past, the city was famous for its linen trade; later, in the 19th century, it became well known for its flourishing textile and engineering industries (e.g., sewing machines, bicycles) as well as its printing works. The city's cultural life is many-sided and offers besides art exhibitions, music, theatre, opera and ballet a number of fringe and alternative cultural and social events. Being situated on the edge of the Teutoburg Forest, Bielefeld area also offers many attractive walks and hikes. And there are many possibilities for a good weekend out: the Palace of Detmold and the Detmold *Westfälisches Freilichtmuseum* (open-air museum) are easy to reach by train or car; so is Münster with its

- **330,000 inhabitants**
- **Cultural center of Ostwestfalen-Lippe**
- **Recreation in the Teutoburger Wald**
- **Many tourist destinations**

historic old town and numerous castles surrounded by water (*Wasserschlösser*) nearby; Hamlin (Hameln) – the "Pied Piper" town; the palaces and castles along the river Weser dating from the times of the *Weser Renaissance* and Lemgo with its *Hexenbürgermeisterhaus* (a medieval town hall) are also worth a visit.

The Bielefeld program of events is not only published in the daily newspapers (*Neue Westfälische*, *Westfalenblatt*) and local magazines (*Bielefelder* and *Bielefelder Spiegel*), but can also be found on the Internet: www.bielefeld.de

Moreover, every winter term, the ASTA publishes *Studieren in Bielefeld*, containing a lot of interesting information about the university and the city. A map of the city is available from bookshops, paper shops, and the Tourist Information.



Information

Tourist Information "Neues Rathaus"

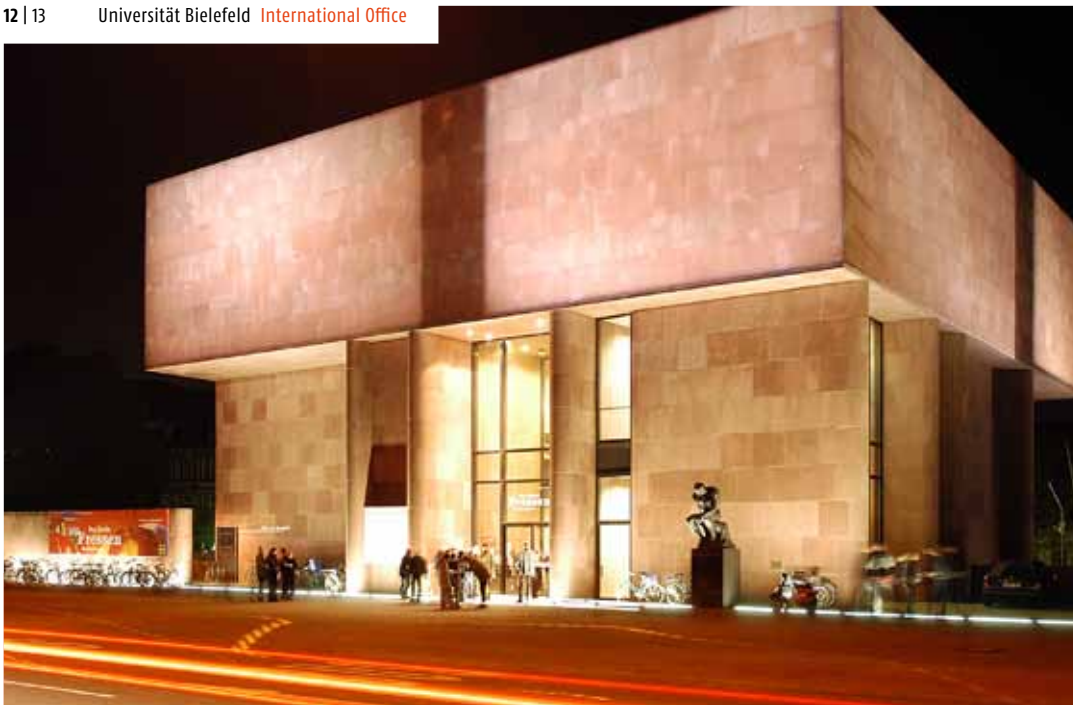
Opening hours:

Mo – Fri 9:00 – 17:30

Sat 9:00 – 13:00

Niederwall 23 | D-33602 Bielefeld

Tel. +49 521. 17 88 99 | www.bielefeld.de



culture & diversity

Theater

Two municipal theaters (Stadttheater and Theater am Alten Markt/TAM) as well as seven small independent theater groups and the Ravensberger Puppenspiele (puppet theater).

Societies and clubs

You can join groups dedicated to music, arts, dance, theater, ecology, international and intercultural exchange, education, women, men, juniors, seniors, ...

Swimming and skating

Indoor- and outdoor swimming pools and an ice-rink.

Mitfahrzentrale

An agency for sharing rides and traveling cheaply by car in Germany and abroad: Stapenhorststraße 43.

Museum of Modern Art

Free admission for students on Wednesday evenings in the *Kunsthalle* (Alfred-Bozi-Str.)

Antique markets / Flea market

Almost every week from spring to autumn in various parts of the city (including Siegfriedplatz) as well as next to the university.

Sights and attractions

Some of the highlights are the medieval castle *Sparrenburg* (and the *Sparrenburg Festival* held in July), the *open-air Farmhouse Museum*, the *Historical Museum*, the *zoo in Olderdissen*, *Alter Markt* in the old part of town, the *Leineweber Fair* (in June), the *Summer Festival* with music and theater on the old town's *Klosterplatz* and the *Wine Festival* (in autumn).

Here is a brief list of places to go and things to do that might be interesting for students:

Pubs (Kneipen)

Typical student pubs are, for example: Zweischlingen, Tinneff, Ferdis Pizzapinte, Spinnerei Café, Falkendom, Hammermühle, Neue Börse, Café Berlin, Milestones, and Mellow Gold. Some of the pubs have beer gardens (*Biergärten*), and some have regular live music and dancing.

Cafés / Bistros

Bernstein, Ratscafé KaffeeKunst, Alex, Casa, ...

Clubs

Sam's, Ringlokschuppen, Stereo, Movie, Forum, ...

Movie theaters

Two art theaters: Kamera and Lichtwerk, two big movie centers: Cinestar and CinemaxX.





03 A Brief Portrait of Bielefeld University

Bielefeld University, founded in 1969, is a state university that has about 18,000 students including some 1,500 international students from 100 different countries.

They can study just about any subject at the University of Bielefeld apart from medicine and engineering. The 13 faculties are: Biology, Chemistry, Economics, Educational Science, History, Philosophy and Theology, Health Sciences, Law, Linguistics and Literary Studies (with the department of Arts and Music), Mathematics, Physics, Psychology and Sport Sciences, Sociology, and Technology.

One outstanding feature of the university is its interdisciplinary approach. Students can take a range of interdisciplinary courses such as clinical linguistics, biochemistry, or applied informatics in the natural sciences. In addition, the university has been a leader in reorganizing its courses in line with the internationally recognized Bachelor's and Master's degrees. This has generated new study courses providing access to what are new fields of research. The university currently offers more than 80 Bachelor's and Master's courses.

The university stands out through its close contact between students and staff along with a great number of services and facilities that are easily accessible to all students.

The Library

This is one of the most modern in Germany and particularly convenient for the user. It is stocked with more than 2 million books and electronic media and subscribes to about 5,300 national and international periodicals. All departmental libraries are linked together both spatially and by computer. Most books and media items are on open shelves and easily accessible to the public. On request, the *Fernleihe*-Service can order any books or journal articles that are not available in the library from other academic and public libraries in Germany. WLAN throughout the library provides access to the Internet from your own laptop. The librarians offer an introductory course on how to use their facilities at the beginning of each semester.



All libraries are situated on Level 1 of the university building and are also open to the general public. Most books may be borrowed and taken out for what is usually a four-week lending period.

Opening hours:

Mo–Fri: 8:00–1:00 (in the morning!)

Sat, Sun, and public holidays: 9:00–22:00

Faculty of Linguistics and Literature

The Faculty of Linguistics and Literature offers numerous courses in many European and a few non-European languages for students who wish to learn a new language or improve their existing knowledge (self-tutoring courses are also available). Additional courses are available in special fields of study such as "French for Historians," and "English for Law Students." German courses for exchange students (before and during term) are provided in cooperation with the International Office and the DaF service facility "PunktUm" that also offers counseling and training for international students in the use of German as a scientific language.

Sports Program

A comprehensive Sports Program is published every semester. Students of all faculties generally have free admission to the swimming pool, the sports halls, and sports grounds during certain parts of the day. The range of activities includes aikido, badminton, fitness training, gymnastics, table tennis, volleyball, yoga and many other sports. To find out more, please visit the following web site:

→ www.uni-bielefeld.de/Universitaet/Serviceangebot/Sport/

Computing Service

The Computing Service (HRZ) provides computing facilities for all students including text and data processing as well as Internet access. In addition to the central PC pool, one computer room is reserved especially for women. The computing service also provides scanners as well as printers including color laser and poster printing facilities. In addition, the HRZ offers each semester a number of computer and software training courses. All faculties are supplied with their own terminals linked to the HRZ. WLAN access is available throughout the university building, so that you can answer your e-mails or talk to friends in a chat room while enjoying a coffee in the gallery.



ServiceCenterMedien

The ServiceCenterMedien (SCM) records and partly stores films, documentaries, and news programs (also foreign ones, when they can be received). Copies can be provided for scientific purposes. Moreover, audiovisual equipment can also be lent out for seminars. The media service center gives support in regard to any technical or theoretical questions on media.

Music and Radio

Bielefeld University has its own University Choir and University Orchestra. If you enjoy singing or playing an instrument, find out more on the following Internet pages. And if you only like to listen, this tip is for you as well!

University Choir:

→ www.uni-bielefeld.de/unichor

University Orchestra:

→ www.uni-bielefeld.de/hochschulorchester

Classical music is all very well, but where can you go and dance? Parties, of course! What would university be like without parties? During the semester, a party is held nearly every Wednesday evening either in the Westend, the *Mensa*, or the Audi-Min. Starting at 11 in the evening, you can enjoy a lot of good music either for free or at a very low price. And if you prefer to party at

home, just tune in to the university's own radio station, the *Uni-Funk*. Students at Bielefeld University have been running their own station since December 2000. Just tune in to **Hertz 87.9** and enjoy!

→ www.radiohertz.de

Culture

Apart from the concerts given by the University Choir and Orchestra, many other cultural events take place at the university. Once a week, the **Unikino** offers good films at a budget price in one of the lecture halls. "Die Feuerzangenbowle" starring Heinz Rühmann is particularly legendary. If you're in Bielefeld during the winter semester, be sure not to miss it in December! There are also **Theater Groups** presenting their work in the Audi-Min, **Bands** playing in the main university hall, a wide range of facilities at the **Ästhetisches Zentrum**, and lots more... There's bound to be something you'll like!

→ www.uni-bielefeld.de/aesthetisches-zentrum/kulturkalender/



Cooperation Programs

The University has numerous cooperation programs with universities throughout the world. Some of these are full university partnerships, f. ex. with: State University Novgorod (Russian Federation), California State University, Long Beach (USA), Université de Madagascar in Antananarivo, Ecole des Hautes Etudes en Sciences Sociales in Paris (France), Tel Aviv University (Israel), Erasmus University Rotterdam (the Netherlands), Rzeszow University (Poland) or Osaka University (Japan).

On the faculty level exist about 100 more cooperation agreements that enable visiting scholars and exchange students to come to Bielefeld from abroad and vice versa.

Bielefeld University maintains ERASMUS links with 170 partner institutions throughout the European Union to support the exchange of students and scholars as well as the development of new curricula and the organization of intensive programs.

ZiF: Center for Interdisciplinary Research

Situated close to the main campus is the *Zentrum für interdisziplinäre Forschung* (ZiF: Center for Interdisciplinary Research), an institution where national and international research groups work together for several weeks, months or even years on a variety of interdisciplinary themes. Additionally, the ZiF organizes workshops, conferences, talks and exhibitions that are often open to students and the public.

→ www.uni-bielefeld.de/ZiF

SFB: Collaborative Research Centers

Of special importance in the university are the *Sonderforschungsbereiche* (SFB: Collaborative Research Centers) funded by the *Deutsche Forschungsgemeinschaft*, as well as other research groups attached to several faculties.

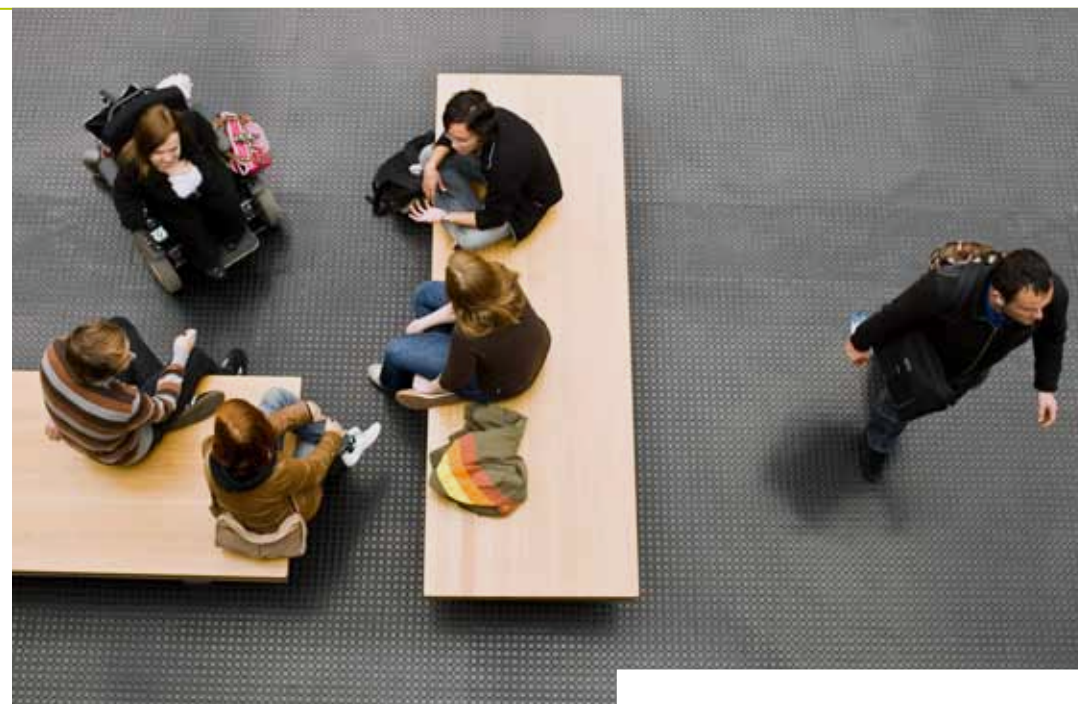
For more information see:

→ www.uni-bielefeld.de/Universitaet/Forschung/Forschungsschwerpunkte.html

Excellence Initiative

In the 2007 Initiative for Excellence to promote Institutions of Higher Education in Germany, Bielefeld University was successful in receiving major funding to perform internationally visible and competitive research in the following areas:

- Cognitive Interaction Technology (*Mensch-Maschine-Kommunikation*)
- Bielefeld International Graduate School in History and Sociology



Furthermore...

The university campus is about four kilometers away from the city centre and is linked directly to the city and the main railway station by tram route Nr. 4. All departments and services of the university are housed under one roof. The lecture theaters and seminar rooms, the library facilities and administrative offices, the *Mensa* and cafeterias are all easy to reach from the central hall. The hall also has several small shops, a cash dispenser, a post office, coffee shops and a restaurant, and is a very lively place of communication.

Just a quick word about the design of the university: It is much easier to find your way round than you may first think.

A location reference such as A4-103, E0-115, or C5-208 has to be read like this: The letter (e.g., "A") stands for a part or wing of the building (*Zahn*). The number following (e.g., "4") refers to the floor or level, and the number following the hyphen gives the room number. Opposite all lifts/elevators, you can find plans with an outline of the building, and the signs in the central hall and elsewhere give further help for orientation.

04 How to Get to Bielefeld University



The public transport organisation *moBiel* publishes bus and tram timetables for all connections in the city and surroundings:
→ www.mobiel.de

Fares depend on the distances traveled and the zones (*Zonen*) in which bus and tram stops are located. Avoid buying single tickets (*Einzelfahrscheine*). It is cheaper to buy small blocks of tickets (*Mehrfahrkarte* or *Sammelfahrscheine*) that can be used for four rides, or even a ticket for the whole week. These can be obtained from ticket dispensers or the *moBiel* central office at Jahnplatz.

As soon as students have received their student card they are able to use trams and buses within Bielefeld and its surroundings for free thanks to the included *Semesterticket*.

Semesterticket

The *Semesterticket* was introduced for students at Bielefeld University in winter semester 1992/93. With their student card and a valid semester stamp Bielefeld students can travel the whole semester (i.e. six months) without further costs on all trams and buses in Bielefeld as well as all regional trains (but not IC and ICE express trains) throughout North Rhine-Westphalia.



It is important, though, that students always have their student card on them when they use public transport, so that they can show it on demand. Click on the following link to find out which transport zones are covered by the *Semesterticket*:

→ www.uni-bielefeld.de/stud/verkehrsgruppe

public ↔ close-by

Our tip

If you like to ride a bicycle, bring it with you. Alternatively, second-hand bikes are available for a reasonable price. Although cars unfortunately still dominate city traffic, more and more bicycle lanes are being built. And you will soon find the relatively car-free routes and bicycle tracks through the many parks and green-belt areas.

Arriving

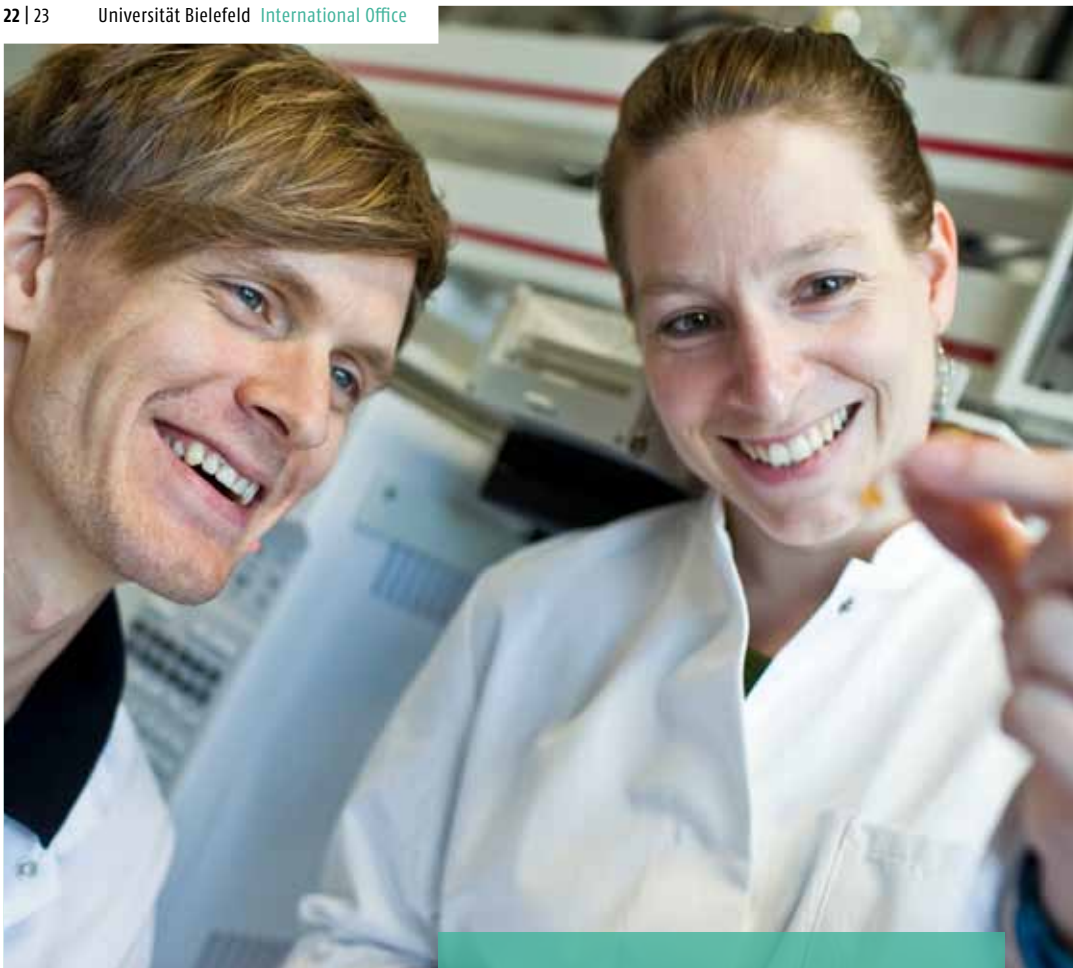
By train/tram

- from the Central Railway Station (*Hauptbahnhof*):
tram route (*StadtBahn*) 4
- from Jahnplatz (city centre):
tram route (*StadtBahn*) 4

By car

Take the motorway exit *Bielefeld-Mitte* or *Bielefeld-Sennestadt*, then follow the road signs toward *Zentrum* (city centre), i. e. *Jahnplatz*, from where you just follow the signposts for the university.





05 Academic Year

The academic year is divided into Summer Semester and Winter Semester. Winter semester starts on October 1st and finishes on March 31st; the summer semester starts on April 1st and runs until September 30th.

Lectures and courses run from mid-October to mid-February (Winter Semester), and from the beginning of April to mid-July (Summer Semester). The rest of the academic year, the so-called *Semesterferien* (mid-February to beginning of April and mid-July to mid-October) are used to produce oral and written assignments and prepare for exams. The Christmas break is from December 22 or 23 to January 2 or 3.

Some degree courses have no fixed regulations on the number of lectures you have to attend every week. Other degree courses prescribe a fixed timetable. You can complete a course successfully by preparing essays (often to be presented orally) and passing written and oral exams. Consult your program coordinator to find out which seminars and lectures are right for you.

Towards the end of each lecture period (mid-January or mid-June), the *Elektronisches kommentiertes Vorlesungsverzeichnis* (eKVV) is published for the following semester:

→ www.uni-bielefeld.de/ekvv

It gives brief information (content and references for reading lists) about the courses to be offered in the next semester. The idea behind the eKVV is to help you work out your own personal study plan. You can use it to organize and manage your individual studies, to register for courses, and send questions to your lecturers. With the Internet-aided teaching and learning platform Stud.IP, you can use teaching materials or talk to your colleagues in a virtual forum.

Registered Erasmus and cooperation students who stay longer than one semester have to re-register for the second semester at the end of the first (i.e. in January). Deadlines are in January and June. Every registered student receives an e-mail reminding him or her about re-registration.



06 Admission and Enrollment



In contrast to other international students who have to provide an "approved certificate of admission" and must pass the language test DSH (Deutsche Sprachprüfung für den Hochschulzugang) or the TestDAF, application procedures are less complicated for ERASMUS and other exchange students who do not study for a degree at Bielefeld University. They only need to have been nominated by e-mail or cover

letter by their home university. However, exchange students who decide to prolong their stay and take their final exams at Bielefeld University are obliged to pass the DSH or TestDaF and apply for regular admission as a degree student.



Admission

In order to be admitted, Erasmus and other cooperation students need to contact the International Office at Bielefeld University after nomination for the exchange by their home universities. They will then receive an 'Infoletter' with applications for admission and housing. These forms should be returned to the International Office as soon as possible.

Information on our web site:

→ www.uni-bielefeld.de/en/International/Students/Erasmus/

Enrollment/Registration

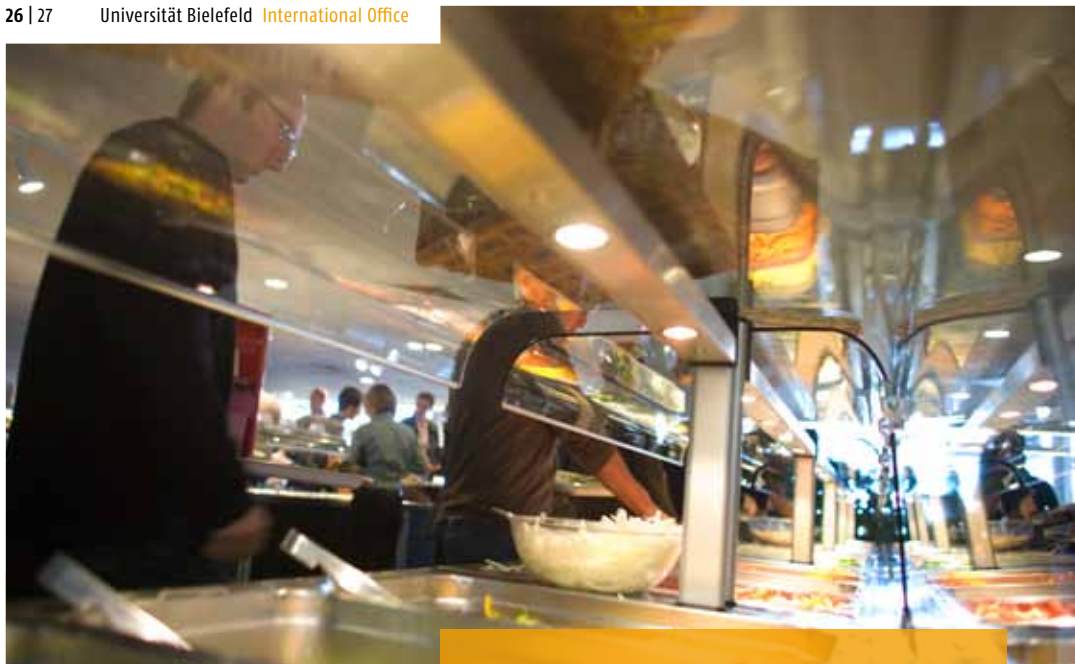
This usually takes place at the beginning of the welcome & orientation program offered for ERASMUS and other cooperation students every semester. It is called *Einschreibung* or *Immatrikulation*.

In order to register all students have to pay the semester fee (incl. *Semesterticket*) and show proof of a valid health insurance.

Student Card / Studentenausweis

About one week after completing all enrollment formalities, students will receive by mail the so-called Leporello, a data-sheet. It contains certificates of admission (*Immatrikulationsbescheinigungen*) and a personal e-mail password. With the *Immatrikulationsbescheinigung* the student card (*Studentenausweis*) can be collected from the *Zentrale Leihstelle*, situated in room A1-151.

The student card is also a library card (to take out books from the university library) and serves as *Semesterticket* for public transport. It can also be used to get an International Students' Identity Card (ISIC), and allows for reduced entrance fees in museums, theatres and cinemas.



07 Welcome Weeks

Every semester starts off with welcome and orientation weeks for ERASMUS and other exchange students.

In the mornings students attend intensive German language courses on different levels. In the afternoons and evenings they get to know their new surroundings and following activities take place, amongst others:

- Registration
- Information on the study system
- Introductory tour of the library
- Tour of the city
- Trips and museum visits
- Welcome Dinner
- Pub and film evenings ...

ERASMUS and other exchange students will also get to meet their mentors during this program. Mentors are Bielefeld students who want to support newly arrived students in settling in and getting to know life at Bielefeld University and in the city.

We strongly recommend to take part in the orientation program because it makes it a lot easier to start living and studying in Bielefeld.

Above:
The university *Mensa* offers four different menus a day from Monday to Friday.

08 Finances

Erasmus and cooperation students are exempted from tuition fees, but all students have to pay a registration fee of approximately 207 Euro per semester (*Sozialbeitrag* + *Semesterticket*, see also section 4).

Students need to calculate a minimum of 620€ per month to cover living expenses. Here are some figures:

- Monthly rent costs between 200 and 300 €.
- Health Insurance: Approximately 70€ per month.
- In the *Mensa* students can choose between four dishes costing only from 1,60 € to 2,40 € for registered students.

The *Mensa* offers warm meals at lunchtime from Monday to Friday. Payment is made with a service-card from the *Studentenwerk* (association for student affairs), which registered students can obtain in the university hall near the *Mensa* entrance. The student service cafeteria is open all day and also offers economically priced meals and snacks.

→ www.studentenwerkbielefeld.de



09 Health Insurance



To enroll at Bielefeld University, you have to present proof of valid health insurance. If you have statutory health insurance in a country that belongs to the European Union (EU), this generally means presenting your European Health Insurance Card (EHIC). You can also obtain a similar form if you live in a country that has a social security agreement with Germany (e.g., Switzerland or Turkey). You can get these forms or the EHIC from the health insurance provider in your country.

If you come from a country that is neither a member of the EU nor has a social security agreement with Germany, we recommend taking out student health insurance with a statutory health insurance provider in Germany (for addresses, see the box on the right). This will cost you about 70 Euro a month. One advantage of statutory health insurance is that you only have to present your insurance card to receive treatment. All payments are handled directly between the insurer and the physician

(or hospital). The statutory health insurers provide comprehensive cover, although you have to pay a small contribution for certain prescribed medicines and services like dentures, spectacles, and physiotherapy.

If you have private health insurance (regardless of whether you come from an EU or non-EU member state), you will need to provide written confirmation (in either German or English) that (a) you have health insurance, (b) it is valid in Germany, and (c) it provides you with sufficient insurance cover. A simple travel health insurance will not be accepted as sufficient cover for staying several months as a student! You have to take this written confirmation of your private health insurance providers to one of the statutory health insurers. They will then issue you with a written exemption from compulsory insurance (called a *Befreiung*) and you will need to show this to enroll/register at the university. If you have private health insurance,

you will have to pay for any necessary health treatment yourself and then claim the money back from your health insurer. Please note that your health insurer may well reimburse only the going rates in your home country for the cost of your treatment. In that case, if treatment is more expensive in Germany, you will have to pay the difference yourself.

Students who are older than 30 years or have already been studying for 14 semesters (7 years) are no longer entitled to a reduced student insurance rate from the statutory health insurers. In this case, it is generally less expensive to take out private health insurance through, for example, the *Deutsches Studentenwerk* or the German Academic Exchange Service (DAAD). Make sure you check all the different options before choosing any particular insurance!

Addresses of statutory health insurance providers in Bielefeld

Allgemeine Ortskrankenkasse (AOK)

AOK student service, Room D1-12
Universitätsstraße 25
D-33615 Bielefeld
Tel. +49 521. 91 17 89-11
Fax +49 521. 91 17 89-20

Barmer GEK

Nikolaus-Dürkopp-Straße 16
D-33602 Bielefeld
Tel. 0800. 332 060 74-0

Deutsche Angestellten-Krankenkasse (DAK)

Alfred-Bozi-Straße 15
D-33602 Bielefeld
Tel. +49 521. 98 91 11-0

Techniker-Krankenkasse (TK)

Walther-Rathenau-Straße 33-35
D-33602 Bielefeld
Tel. 0800. 285 85 85
On Tuesdays the TK campus team can be met at the University in room C0-255.

10 Accommodation



Finding accommodation in Bielefeld is just as difficult as in most German university towns. However, in previous years, all cooperation students managed to find a room in a hall of residence or were offered private accommodation.

The International Office tries to arrange accommodation for all students in cooperation programs. For this, students have to send in the form 'Accommodation request' which is part of the infoletter for nominated students.

Send the completed form together with the application for admission to:

Universität Bielefeld
International Office
 Universitätsstraße 25
 33615 Bielefeld
 Germany

A student assistant is responsible for coordinating accommodation. She can be contacted at wohnen-io@uni-bielefeld.de

The International Office currently offers about 50 places in halls of residence on or near the campus. This accommodation costs 232 – 245 € per month (October 2010). Rooms have everything you need: furniture plus bedding, tableware, and kitchenware.

Rooms can be rented for any of the following set time periods:

- From September to February 28./29.
- From September to Juli 31.
- From March to Juli 31.



The International Office also tries to provide private accommodation f.ex. rooms in shared apartments (*Wohngemeinschaften*) or small single apartments. Private accommodation may be more expensive and costs up to 300 € per month depending on the size and the features of the room or apartment.

Please note

Although the International Office makes every effort to find accommodation, we cannot always guarantee to find a room for every student. But an early application and a certain flexibility on your side helps a lot. And if, for some reason, you have to change your plans and will not be coming to Bielefeld, please inform the International Office immediately, so that there might be a chance to offer the room already reserved for you to someone else.

11 Information on Visa and Residence Permits



Citizens of European Union member states, of the European Economic Community states (Iceland, Liechtenstein, Norway, Switzerland), and of those states that have entered intergovernmental agreements with the Federal Republic of Germany (Australia, Canada, Israel, Japan, New Zealand, South Korea, United States of America) may enter the country without a visa. Nonetheless, students still have to be registered where they are living and may need to obtain a residence permit for their study period in Germany. Registration is performed at the *Bürgerberatung* (Citizens' Advice Center; for addresses and

opening hours, see next page) by presenting a valid identity card (usually a national passport).

Students who are not citizens of European Union states or European Economic Community member states additionally have to apply for a residence permit at the *Ausländerabteilung* (aliens' registration office). This requires a recent passport photograph, proof of sufficient funds for the duration of their study period in Bielefeld, and the *Immatrikulationsbescheinigung* (certificate of registration).

Students coming from countries not listed in the first paragraph of this chapter must obtain a *Visum zu Studienzwecken* (study visa) from the German embassy or consulate general in their home country **before** entering Germany. Tourist visas **cannot** be turned into study visas! It is very important for you to get in touch with the consular agency **as early as possible** and find out about current regulations on entry and residence.

To apply for a study visa, you will need the following documents:

1. Proof of sufficient funds (including proof of health insurance).
2. Official admission to study at Bielefeld University (the *Zulassungsbescheid*).
3. Passport photographs.

Left site:
CITEC – Center of Excellence
„Cognitive Interaction Technology“
at Bielefeld University

Usual practice is for the German embassy or consulate to apply to the aliens' registration office of the city in which you intend to live for permission to grant a visa (*Sichtvermerkserteilung*). This received the embassy will issue a visa for taking up studies in Germany.

After entering Germany and registration at the university students with a visa then have to apply at the aliens' registration office for a students' residence permit (§ 16 German Residence Law).

The aliens' registration office will require proof of sufficient funds (currently set at 650 € per month). If this is not covered fully by a scholarship, students will have to make up the difference with own funds or funds by someone who will formally act as guarantor (by signing a so-called *Verpflichtungserklärung*).

At the end of their stay students are also supposed to give notice of departure (*abmelden*) at the citizens' office before leaving Germany!

Bürgeramt (Citizens' Office)

Bürgerberatung und Ausländerabteilung

Neues Rathaus
Niederwall 23
D-33602 Bielefeld
Tel. +49 521. 51-0

Opening hours

Bürgerberatung (Citizens' Advice Center)

Mon, Tue, Fri: 7:30 to 16:00
Wednesday: 7:30 to 13:00
Thursday: 7:30 to 19:00
Saturday: 9:30 to 12:30

Ausländerabteilung (Aliens' Registration Office)

Monday to Friday 8:00 to 12:00
Thursday 8:00 to 12:00
and 14:30 bis 18:00

12 Social Life and Free Time Activities



Activities organized by the International Office

To help to get to know the region as well as people in your new surroundings, the International Office organizes a number of social events and excursions. Several trips for one or more days to cities in the area or in other parts of Germany are offered each semester, as well as film and pub evenings, parties and other festivities.

Above:
Bielefeld University offers a wide range of sports and has its own full-sized indoor swimming pool.

Further activities are organized by the "**ERASMUS-Initiative**" of Bielefeld University, like a mentoring program which is supported by former and future German ERASMUS students. This "buddy students" program provides student mentors who support newly arrived ERASMUS and cooperation students, especially during the first weeks of their stay in Bielefeld.

For further information and to register for the mentoring program, send an e-mail to:

→ erasmus-initiative@uni-bielefeld.de

Other groups and associations organizing events and activities for students are:

Internationaler Studierendenrat

(ISR, International Students' Association)

The ISR represents the interests of international students within the ASTA (Students' Union). If you have questions, problems, or new ideas, you are always welcome to turn to the ISR people for help and support. They also organize an information meeting followed by an international party each semester. In the office of the ISR on Level 1 (next to the ASTA bureau) daily newspapers and periodicals from all over the world are available.

Evangelische Studierendengemeinde

(ESG, Protestant Students' Association)

The ESG welcomes all students regardless of their faith or nationality. Students at the ESG work, eat, worship, party, and go on trips together. At the beginning of each lecture period, as well as in December, a weekend party is organized for all first-year students and newcomers to the university. Programs of all events during the semester are published in print and online. If you like to you can always turn to the university chaplain. Members of the Studentenpfarramt (university chaplain's office) help the ESG with its work.

Address:

Evangelische Studierendengemeinde

Jakob-Kaiser-Straße 26

D-33615 Bielefeld

Tel. +49 521. 88 11 41

→ www.uni-bielefeld.de/stud/esg



Katholische Hochschulgemeinde

(KHG, Catholic Students' Association)

The KHG is a group of Christian students who meet regularly in different workshops. These include, for example, the *Aktion Straffälligenhilfe* (help for delinquents) and the *Schularbeitenhilfe für Kinder und Jugendliche aus Migrantenfamilien* (supervision of homework for pupils from immigrant families). There is usually an *Erstsemestertreffen* (first-year students meeting) at the beginning of term. International students are of course very welcome to take part in this and all other activities. The students' priest and the members of the KHG will be glad to help you with any kind of problem or concern. During term-time, a book and information stand is set up regularly in the central hall of the university; weekly meetings and mass take place at St. Jodokus church in the city center. Programs listing activities are available at the beginning of term.

Address:

Katholische Hochschulgemeinde

Klosterplatz 3

33602 Bielefeld

Tel. +49 521. 96586-18

→ www.khg-bielefeld.de



Muslimische Studentenvereinigung

(Muslim Student Union)

The German-speaking Muslim Student Union is an association of Muslim students set up to engage in exchange and dialogue with other religions and university groups. The union holds monthly meetings and organizes events for information and discussions.

Contact:

→ www.dms-bielefeld.de

or Wed 12:00 to 14:00 at the information stand in the central university hall.

Verein zur Förderung internationaler Studierender in Bielefeld e.V. (ViSiB)

(Society for the Support of International Students in Bielefeld)

The purpose of ViSiB is to support international degree and non-degree students during their period of study at the university. Therefore, ViSiB continually strives to:

- help international students and academics who encounter problems in Germany.
- encourage contact between international students or academics and the local population.
- support international students who are in need of financial assistance.

ViSiB started its work in 1985 and invites anyone who is interested in its aims to take part and become a member.

→ www.visib.de

13 Language Requirements

ERASMUS and other cooperation students should already have a fairly good knowledge of German, before they leave home.

It is recommended that non-degree students in cooperation programs have a German language level of at least B1 of the CEFR (Common European Framework of Reference for Languages) when they begin their study abroad period in Bielefeld.

In addition to the intensive German courses before the lecture period begins (see section on Welcome Program), Bielefeld University offers every semester several German language courses on different levels. Amongst them are courses that especially train academic writing and presentation skills. For information on German language courses see:

→ www.uni-bielefeld.de/punktum

Both Bielefeld University and the Fachhochschule Bielefeld (University of Applied Sciences) offer **international summer courses**.

For information contact:

bibis – Bildungswerk des Bielefelder Schulvereins e.V.

August-Bebel-Straße 135-145

D-33602 Bielefeld

Tel. +49 521. 982 40-0

Fax. +49 521. 982 40-22

→ www.bibisnet.de – Sommerkurse

In addition, many German higher education institutions offer summer language courses. They are published on the website of the German Academic Exchange Service DAAD. The DAAD also offers **scholarships** for summer language courses (f.ex. at the Bibis school). For these scholarships students have to apply by January to attend a summer course in the same year. For further information:

→ www.daad.de



14 What former students have to say about Bielefeld

We hope that after reading this booklet you now have a much better idea about what to expect when you come to Bielefeld. Here is a brief summary of the main points:

- Bielefeld is not grey but a very green city.
- Bielefeld University is an excellent place to study.
- Bielefeld is not a boring, but a very interesting and lively city.
- You won't be alone in Bielefeld; you will meet a great number of interesting people.
- The question to ask is not: "Shall I go to study in Bielefeld or better not?" but "When can I get to Bielefeld?" And the answer may well be: "As soon as possible!"

»We really enjoyed our summer semester at Bielefeld University. Where should we begin? The University. It's a great big building, but very practical. What we really liked is the way all the faculties are together in one place. It's not like that at our university. All sharing the same central hall makes it easier for students from different faculties to get to know each other. You can always meet a lot of people there. But the library is particularly impressive; a great advantage for your studies. We liked the way it's so easy to access books belonging to other faculties.

The city of Bielefeld was much better than we thought it would be. We had both expected a grey industrial city in the Ruhrgebiet. But, luckily it isn't! Everything is very clean and new. It's also fine for shopping and cultural events. The Teutoburg forest is all around and you can

go for walks in it. The only thing we really missed in Bielefeld was water: There are no lakes or rivers (or the sea). But being an ERASMUS student was a great life! We met a lot of people from different countries, and we quickly became friends. The International Office did a really good job of organizing the entire exchange program. The accommodation service, the mentoring program, and the welcome weeks – they really made it easier for us to settle in. The inexpensive and interesting International Office excursions helped us to get to know what Germany is like. We also made a lot of private trips, because it was the first time either of us had been to Germany. You really don't need to be bored in Bielefeld; there are so many parties and also sports facilities. The only disadvantage with ERASMUS was that our own international group of friends came together so quickly that we unfortunately did not make so

many German friends. Nonetheless, we have absolutely no hesitation in saying that we did not regret our decision to come to Bielefeld as ERASMUS students. It was really worth it!«

Olga Kirou from Thessalonica in Greece and
Suvi Savolainen from Helsinki in Finland

»At first, it was really hard to understand how the courses worked, that you have to choose everything yourself and put together your own study plan. There are no set guidelines like in Sweden. In general, I can say that studying at Bielefeld involves more theory than at home, but I came to appreciate that.«

Veronica from Malmö in Sweden

»The lecturers are always so friendly. You can ask them a lot of questions. I have got to know a lot of students and I also run into them at the university because it is so practical (rather than beautiful, like Bologna) – all the faculties are in one building. In the university, you can find everything you need as a student.«

Christian from Bologna in Italy

»Very good. I attended very interesting seminars and my homework assignments were also assessed with good grades. The time simply went by too quickly. It would have been best to stay in Bielefeld for a full year.«

Marjo from Jyväskylä in Finland

»I had a lot of good times, but here is one of them: Breakfast in the garden in the sunshine, riding into town on my bicycle, watching street artists and people in a good mood, munching a tasty cheese straw, letting the sun shine on my belly in the afternoon, evening in the disco, receiving a nice compliment, and chatting with Germans till late in the night.«

Marjo from Jyväskylä in Finland

»Maarten! He's got blond hair and blue eyes. He's incredibly amusing and intelligent. But that's a secret!«

Fanny from Lille in France

»Living together with people from other countries and listening to what they say lets you get to know new lifestyles and ways of looking at things that you didn't know before. For example, I was living with an American, whose family originally comes from Pakistan, who just amazed me with his broad and open outlook on life, and with a Dane who had been living for a long time in Greenland and had a lot of interesting things to say about it.«

Susana from Salamanca in Spain

Important Addresses

Bielefeld University

International Office

Postal Address	How to find it	Contact
Universität Bielefeld Postfach 10 01 31 D-33501 Bielefeld	Universitätsstraße 25 Block D, ground floor, Room D0-120 D-33615 Bielefeld	Tel. +49 521. 106-4088 Fax +49 5 21. 106-6439 io@uni-bielefeld.de www.uni-bielefeld.de/io

ZSB – Zentrale Studienberatung (Central Student Counseling)

Postal Address	How to find it	Contact
Universität Bielefeld Postfach 10 01 31 D-33501 Bielefeld	Universitätsstraße 25 Block R, 5th floor, Room R5-157 D-33615 Bielefeld	Tel. +49 521. 106-3017 /-3019 Fax +49 5 21. 106-6460 zsb@uni-bielefeld.de www.uni-bielefeld.de/zsb

PunktUm

Postal Address	How to find it	Contact
Universität Bielefeld Fakultät für Linguistik und Literaturwissenschaft, Deutsch als Fremdsprache Postfach 10 01 31 D-33501 Bielefeld	Universitätsstraße 25 Block C, 3rd floor, Room C3-210 D-33615 Bielefeld	Tel. +49 521. 106-3616 punktum@uni-bielefeld.de www.uni-bielefeld.de/punktum

Service für Studium, Lehre, Karriere, SL_K5 (Studies, Teaching and Career Services)

Postal Address	How to find it	Contact
Universität Bielefeld Postfach 10 01 31 D-33501 Bielefeld	Universitätsstraße 25 Block K, 5th floor, Room K5-119 D-33615 Bielefeld	Tel. +49 521. 106-3786 nicole.voss@uni-bielefeld.de www.uni-bielefeld.de/sl_k5

Institutions Outside Bielefeld University

Offices in Bielefeld

- **Bürgerberatung – Ausländerabteilung**
(Local Government Office – Departmental
Office for Foreign Affairs / Aliens Registration Office)
- **Bürgerberatung – Einwohnermeldeamt**
(Local Government Office – Registration Office)
- **Amt für Wohnungsbauförderung und
Wohnhilfen/Wohngeldabteilung**
(Accommodation Office / Department for
Accommodation Grants)
Neues Rathaus | Niederwall 23 | D-33602 Bielefeld
Tel. +49 521. 51-0 | buergerberatung@bielefeld.de
- **Gesundheitsamt**
(Local Health Body)
Nikolaus-Dürkopp-Straße 5-9
D-33602 Bielefeld
Tel. +49 521. 51-0
gesundheitsamt@bielefeld.de

National insurance providers

- **Allgemeine Ortskrankenkasse (AOK)**
(in the university building)
Universitätsstraße 25 | D-33615 Bielefeld
Tel. +49 521. 9 11 78 9-11 /-12 /-13
- **Barmer GEK**
Nikolaus-Dürkopp-Straße 16 | D-33602 Bielefeld
Tel. 0800. 332 060 74-0
- **Deutsche Angestellten Krankenkasse (DAK)**
Alfred-Bozi-Straße 15 | D-33602 Bielefeld
Tel. +49 521. 98 91 11-0
- **Techniker Krankenkasse (TK)**
Walther-Rathenau-Straße 33 | D-33602 Bielefeld
Tel. 0800. 285 85 85
(and in the university building)

Employment office

- **Agentur für Arbeit Bielefeld**
Werner-Bock-Straße 8 | D-33602 Bielefeld
Tel. 01801. 555-111
Student jobs centre in the main
university hall, D0-170.

Language schools in Bielefeld

- **Bielefelder Schulverein/bibis**
August-Bebel-Str. 135-145 | D-33602 Bielefeld
Tel. +49 521. 9 82 40-0 | www.bibisnet.de
- **IBZ-Friedenshaus**
Teutoburger Straße 106 | D-33607 Bielefeld
Tel. +49 521. 5 21 90-30 | www.ibz-bielefeld.de
- **TANDEM Bielefeld e.V.**
Nikolaus-Dürkopp-Str. 11 | D-33602 Bielefeld
Tel. +49 521. 6 92 63 | www.tandem-bielefeld.de
- **Volkshochschule (VHS)**
Ravensberger Park 1 | D-33607 Bielefeld
Tel. +49 521. 51-0 | www.vhs-bielefeld.de

Short-time Accommodation

- **Jugendgästehaus** (Guest house)
Hermann-Kleinewächter-Straße 1
D-33602 Bielefeld
Tel. +49 521. 5 22 05-0
jgh-bielefeld@djh-wl.de
www.djh-wl.de/jh/bielefeld
- **Kolpinghaus Bielefeld**
August-Bebel Str. 7a
D-33602 Bielefeld
Tel. +49 521. 6 03 63
info@kolpinghaus-bielefeld.de
www.kolpinghaus-bielefeld.de

Checklist of things to do

Before leaving your home country

- Contact the International Office about the Infoletter with applications for admission and housing.
- Read all information carefully and send the filled in application forms to the International Office as soon as possible.
- Ask your local health insurance provider for the EHIC (European health insurance card) or other evidence of health insurance.
- Have passport photographs taken.
- Make sure that you have proof of sufficient finances for your stay.
- If you need a visa: Apply for a study visa at the German embassy or consulate general in your home country as soon as you have received your *Zulassungsbescheid* (letter of admission).

After arrival in Bielefeld

- Register at the university. Please bring with you: Proof of health insurance, passport photographs, and registration fee (to cover administrative and social costs plus your *Semesterticket*).
- About a week later, you will receive your *Leporello* (data-sheet) with registration certificates (*Immatrikulationsbescheinigungen*) by post. Use this to collect your student card from the *Zentrale Leihstelle* (A1-151).
- Register with the city authorities (*Bürgerbüro*, *Neues Rathaus*).

Before you leave Bielefeld

- Go to the registrar's office (*Studierendensekretariat*) in C0-138 and withdraw from the university register (*Exmatrikulation*).
- Inform the *Bürgerbüro* (Citizens' Office) that you are leaving Germany.

Bielefeld University offers a wide range of sports. Inside the main building, there is a full-sized swimming pool and a large, multipurpose sports hall. Outside, there are tennis courts, football fields, a specially built jogging track (*Finnbahn*), and much more. In summer, you can even play beach volleyball.





Contact

Universität Bielefeld

International Office

Universitätsstraße 25

D-33615 Bielefeld

Tel. +49 521. 106-4088

Fax +49 521. 106-6439

io@uni-bielefeld.de