

## Guide for Visiting Students

Information and practical advice



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

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# Application Dates

## **For the summer semester: 15 December at the latest (date of receipt)**

Beginning of lectures: Mid-April

End of study period: Middle of February

## **For the winter semester: 15 June at the latest (date of receipt)**

Beginning of lectures: Mid-October

End of study period: Middle of July

Please contact the respective faculty directly, in order to receive information about **exam schedules**. Exams may be held after the lecture period has ended.

Please send your application form to us by the above deadlines by **postal mail**:

Johann Wolfgang Goethe-Universität Frankfurt

International Office

c/o Ms Julia Freier

60629 Frankfurt am Main

# Semester Dates

## **Winter Semester 2016/2017:**

Beginning of semester: 1 October 2016

Beginning of lectures: 17 October 2016

End of lectures: 10 February 2017

## **Summer semester 2017:**

Beginning of semester: 1 April 2017

Beginning of lectures: 18 April 2017

End of lectures: 21 July 2017

## **Winter Semester 2017/2018:**

Beginning of semester: 1 October 2016

Beginning of lectures: 16 October 2017

End of lectures: 09 February 2018

# I. ADVISING

## 1. Administrative and social advising

In case of questions of administrative nature, please contact:

### **Julia Freier (Advisor for visiting students)**

International Office

Campus Westend, Theodor-W.-Adorno-Platz 6, PEG-Building  
2<sup>nd</sup> floor

Phone: +49-(0)69-798 150 80

Fax: +49-(0)69-798 763 150 81

E-mail: [freier@em.uni-frankfurt.de](mailto:freier@em.uni-frankfurt.de)

Web: <http://www2.uni-frankfurt.de/44386987/exchprog>

**Office hours:** see [website](#)

### **Isabelle Grycz de Porras (Advisor for visiting scholars)**

International Office

Campus Westend, Bauleitgebäude (Bauleit-Building)

Phone: +49-(0)69-798 171 93

Fax: +49-(0)69-798 763 171 93

E-mail: [porras@em.uni-frankfurt.de](mailto:porras@em.uni-frankfurt.de)

Web: <http://www2.uni-frankfurt.de/45729918/Welcome>

We will try to assist you with the following:

- Application, admission and enrollment as a guest student (=non-degree seeking student)
- Accommodation in student housing (through the limited contingency for exchange students)  
If you do **not** receive accommodation through the contingency, you will need to find accommodation **on your own**. Please start looking for private accommodation early on, (e.g. in a flat-share).
- Problems with the immigration office, etc.

## 2. Academic advising

In case you have questions concerning your subject of study, please contact the coordinator of your department **directly**; ERASMUS students find the list of departmental coordinators on the university homepage: [www.uni-frankfurt.de/51566438/Erasmus-PartnerHS-und-FB-Koord.pdf](http://www.uni-frankfurt.de/51566438/Erasmus-PartnerHS-und-FB-Koord.pdf).

You can find a list of all faculties [here](#).

The coordinator at the department/faculty/institute can help you with:

- Organization of your studies (registration for classes, class schedule, [ERASMUS: Learning Agreement])
- Exams (certificates of completion/participation (*Scheine*), papers, Credit/ECTS points...)
- Admission as a doctoral candidate
- etc.

## 3. Course list

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

You can access the course catalogue **without** login.

The language of instruction at Goethe University is mostly German. Nevertheless, some departments offer classes in English. They can be found easily by going to the online course catalogue, and by switching the language of instruction to "English" in the "Search for Lectures" form.

The course catalogue for the upcoming semester will be updated by the end of the current semester, i.e.:

- approx. in June/July for the winter semester
- approx. in January/February for the summer semester.

## 4. Academic orientation

At the beginning of every semester most of the departments organize orientation days (you can find the dates under: <http://www.uni-frankfurt.de/36075742/OV>).

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

Some further addresses for academic advising:

1. Individual **department** advising. Please ask for office hours and places at the respective department.
2. **Zentrale Studienberatung**: Service Point, ground floor, PEG-Building, Theodor-W.-Adorno-Platz 6 (Registration).

## II. THINGS TO DO BEFORE LEAVING HOME

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

#### University partnerships/Exchange programs

If you plan to participate in an exchange program (e.g. Erasmus) or a university partnership or in case you are a scholarship holder (e.g. DAAD) and wish to study at Goethe University, please contact the International Office/Erasmus-Office of your home university. As soon as your home university informs us about your nomination, the link to our online application form will be sent to you via e-mail. You will also receive the application form for the student dormitory. Please fill out the application form online, print it out, have it stamped and signed and send it to us by regular mail within the application deadline.

**Do not forget to have the application form stamped by your international office (or the specific supervisors of the respective program)! Forms that are incomplete cannot be accepted!**

#### Freemover

Students from other universities (non-partner institutions) can apply as a Freemover guest student. In order to apply you need an academic supervisor at Goethe University. Once you have found an academic supervisor, you can fill in the [application form](#). The form needs to be signed by the International Office of home university and your academic supervisor at Goethe University. **Then, your supervisor might send the form directly to the International Office. Additionally, please hand in the following documents:**

- a copy of confirmation of enrollment from your home university
- an official transcript from your home university
- a letter of motivation by yourself (about one page, type written).

Only complete applications with all the required documents submitted within the application deadline can be accepted.

Regrettably, we do not provide student housing for Freemover guest students. Please look for private accommodation early enough.

## 2. Accommodation in student dormitories

**Unfortunately, the number of rooms/ apartments available to us is very small. So we cannot guarantee placement for all exchange students.** The application form for student housing will be made available through the online application work flow (approx. Mid-May (application winter term) or Mid-November (application summer term)).

The period of tenancy starts on:

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

Student Services does not offer other periods of tenancy.

Should you receive a “**conditional confirmation**” for accommodation in the student dormitory, you will be asked to transfer the deposit and first rent to the account of the office of student housing **approximately six weeks before** the beginning of the standardized rental period. **If you fail to transfer the deposit within the deadline, no accommodation will be reserved for you.**

If you have handed in a binding application for accommodation in a student residence and you do not need the accommodation you have to inform us ([incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de)) immediately!

Please note that bed sheets, duvets, blankets, pillows and towels are not provided by the dormitories. Please bring them with you or you will need to buy them after your arrival in Frankfurt. Also, pots, pans and dishes will not be provided.



### 3. Looking for private accommodation

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

Below you can find some useful addresses:

#### Dormitories of other institutions

- **Bauverein Katholische Studentenwohnheime e.V.**  
Friedrich-Wilhelm-von-Steuben-Straße 90, 60488 Frankfurt  
Phone: +49-(0)69-789 882 90

##### **Alfred Delp-Haus (Campus Westend)**

[www.adh-studentenhaus.de](http://www.adh-studentenhaus.de)

Siolistraße 7  
60323 Frankfurt

##### **Friedrich Dessauer-Haus**

<http://www.fdh-studi.de>

Friedrich-Wilhelm-von-Steuben-Straße 90, 60488 Frankfurt  
Phone: +49-(0)69-789 882 90 / Fax: +49-(0)69-789 882 921

Please send your application to the administrative office at Friedrich Dessauer-Haus:

Friedrich-Wilhelm-von-Steuben-Straße 90  
60488 Frankfurt

Phone: +49-(0)69-789 882 90

Office hours: Mon, Wed, Fri 8 a.m. – 1 p.m. and Tue, Thu 2 – 4 p.m.

[www.studentenwohnheime-frankfurt.de](http://www.studentenwohnheime-frankfurt.de)

- **Evangelische Studentenwohnheime in Hessen und Nassau**  
[www.evstudwh.de](http://www.evstudwh.de)

##### **Martin-Luther-King-Haus**

Henriette-Fürth-Straße 2, 60529 Frankfurt  
Phone: +49-(0)69-356 909 / Fax: +49-(0)69-353 564 64

### **Susanna-von-Klettenberg-Haus**

Siolistraße 7, 60323 Frankfurt

Phone: +49-(0)69-915 068 791 1 / Fax: +49-(0)69-915 068 791 9

Please send your application to:

Ev. Studentenwohnheime

Verwaltung

Siolistr. 7, Haus 4

60323 Frankfurt

While filling out the application form, please pay attention to the details given on the application form.

- **Gemeinnützige Wohnungsgesellschaft mbH Hessen**

[www.gwh.de/mieten/studentenwohnanlagen](http://www.gwh.de/mieten/studentenwohnanlagen)

Fritz-Tarnow-Straße 21, 60320 Frankfurt

Phone: +49-(0)69-975 512 84

- **Schneider Bau GmbH**

Studentenwohnheim Campus Riedberg

Max-von-Laue-Straße 18, 60438 Frankfurt

Phone: +49-(0)671-837 872 0

The application form is available online: [www.schneider-bau.com](http://www.schneider-bau.com)

### **Private Accommodation Agencies**

- **Wohnrauminitiative Frankfurt e.V.**

Unterweg 12, 60318 Frankfurt

Phone: +49-(0)69-955 297 76

E-mail: [info@wif-ev.de](mailto:info@wif-ev.de)

Web: [www.wif-ev.de](http://www.wif-ev.de)

- **Bulletin Board Room Offers**

ServiceCenter

Hörsaalzentrum, Campus Westend, Theodor-W.-Adorno-Platz 5

Opening hours: Mon. – Fri. 9 a.m. – 5 p.m.

- **Mitwohnzentrale Mainhattan (Flat-sharing Agency)**  
Fürstenbergerstraße 145, 60322 Frankfurt  
Phone: +49-(0)69-597 556 1  
E-mail: [info@mitwohnzentral-mainhattan.de](mailto:info@mitwohnzentral-mainhattan.de)  
Web: [www.mitwohnzentrale-mainhattan.de](http://www.mitwohnzentrale-mainhattan.de)
- **HomeCompany - Wohnen auf Zeit (Flat-sharing Agency)**  
Sandweg 63, 60316 Frankfurt  
Phone: +49-(0)69-194 45  
E-mail: [frankfurt@homecompany.de](mailto:frankfurt@homecompany.de)  
Web: [www.homecompany.de](http://www.homecompany.de)
- **City-Residence GmbH (Flat-sharing Agency)**  
Hansaallee 2, 60322 Frankfurt  
Phone: +49-(0)69-299 050  
E-mail: [frankfurt@city-residence.de](mailto:frankfurt@city-residence.de)  
Web: [www.city-residence.de](http://www.city-residence.de)

#### Temporary overnight accommodation

- **Die Jugendherberge Frankfurt (youth hostel)**  
Haus der Jugend  
Deutschherrenufer 12, 60594 Frankfurt  
Phone: +49-(0)69-610 01 50 / Fax: +49-(0)69-610 015 99  
E-mail: [jugendherberge-frankfurt@t-online.de](mailto:jugendherberge-frankfurt@t-online.de)  
Web: [www.jugendherberge-frankfurt.de](http://www.jugendherberge-frankfurt.de)

Some students sublet their dormitory rooms during their stay abroad. If interested, please contact the dormitory administration of the *Studentenwerk* 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 home 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.

**Only exception:** Exchange students at the **faculty of Economics and Business Administration** do not need any German language skills, as courses are offered in English.

Every year in **March/September** the International Office together with the *Internationales Studienzentrum* 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. € 300 (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: during the whole semester every student has free use of public transport within the area of the *Rhein-Main-Verkehrsverbund*. The student card (Goethe-Card) is valid as a ticket.

A room/ apartment in a dormitory costs approx. € 200 to € 350; in addition you have to pay a deposit of two monthly rents **approximately six weeks before** the beginning of the standardized rental period.

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

Lunch at a 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. Liability insurance

Since it will be difficult to get liability insurance for just one or two semesters, please check with your (health) insurance company at home and make sure you have valid liability insurance for Germany.

## 7. What next?

### Letter of admission

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 information about enrollment at the university will be sent out in 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. € 300 for the semester social contribution at a bank of your choice. **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 August/February, we will also inform you if you will receive a dormitory room/apartment 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!**

Students, who need to apply for visa, might need the admissions letter before February/August. Please contact [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de), in order to ask for a preliminary letter of admission. The preliminary letter can only be issued, once we have received your complete application.

# III. IN FRANKFURT

## 1. Arrival in Frankfurt

If a dormitory room/ apartment has been reserved for you, on the day of arrival you should first sign your rental contract at the office of student housing (please mind their office hours) and move into the dormitory. Then you can come to the university in order to get enrolled. Remember to pay the semester social contribution before you come to enrollment and do not forget to bring the bank receipt with you.

If you arrive by plane, you can either take a taxi (€ 30 – € 40) or you can take the *S-Bahn* (suburban train). Signposts indicate the way from the arrival hall to the airport station. 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 locations of the university:**

#### **Campus Bockenheim:**

To go to the university Campus Bockenheim from the central station, take the underground/subway line U4 direction “Bockenheimer Warte“, where you get off. The student residence administration of Student Services (*Studentenwerk*) is located there.

#### **Campus Westend:**

The Campus Westend is located at the Bus station “Uni Campus Westend“. To get there from the Campus Bockenheim at “Bockenheimer Warte“ take bus lines no. 36 direction Hainer Weg or no. 75 (Campus bus). To go to the Campus Westend from the central station, you take the *S-Bahn* lines 1-9 to “Hauptwache“, where you take the underground lines U1, 2, 3 or 8 directions Ginnheim, Gonzenheim, Oberursel/ Hohemark or Riedberg to “Holzhausenstraße“. It's a five-minute-walk from there to Campus Westend, where **the International Office is located on the 2nd floor of the PEG-Building. The closest bus stop is “Max-Horkeimer-Straße” (bus line no. 75).**

#### **Campus Riedberg:**

To go to the Campus Riedberg from the central station, you take the *S-Bahn* lines 1-9 to “Hauptwache“, where you take the underground line U8 direction Riedberg to “Uni Campus Riedberg“.

### **Campus Niederrad:**

From the central station take the tram no. 12 (station: "Hbf/Münchener Straße") or 21 directions Schwanheim or Stadion to "Universitätsklinikum".

## **2. Bank account**

The student housing office requires a German 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. Usually, you have to make an appointment to open up a bank account. You need to give the student housing office your account information and sign the direct debit authorization (within the first three days after moving in).

Below are some addresses of banks close to campus Bockenheim:

### **Frankfurter Sparkasse**

Adalbertstraße 2 (Ladengalerie), 60486 Frankfurt

Phone: +49-(0)69-264 110 05

### **Commerzbank**

Gräffstraße 85, 60487 Frankfurt

Phone: +49-(0)69-795 095 0

### **Volksbank**

Leipzigerstraße 48, 60487 Frankfurt

Phone: +49-(0)69-217 212 500

## **3. Lease contract**

The student housing office is located at Bockenheimer Landstraße 133, 3<sup>rd</sup> floor, rooms 319/320. Contracts must be made with the student housing office (see point 2 on page 7).

Please note that these offices are only open on:

**Mon, Tue, Wed and Fri 10 a.m. – 12 noon.**

**Mon and Thu 1 – 3 p.m.**

Moving into the student dormitory is not possible at all times. Sometimes all the necessary steps realistically cannot be managed on the day of arrival. Therefore, 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. You have to show the receipt for the paid rent and security deposit to the dormitory janitor. He will then assign you a room/ apartment. You have to see the dormitory janitor before 2 p.m. to receive the keys for your room/ apartment.

#### **5. Health insurance**

In order to be enrolled you must have a health insurance valid in Germany.

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 a German health insurance. Please find below the addresses of some insurance providers where student health insurance is available:

##### **Allgemeine Ortskrankenkasse (AOK)**

Friedrichstraße 10-12, 60323 Frankfurt

AOK Studenten-Service

Phone: +49-(0)69-714 496 810,-11

Web: [www.unilife.de/hess/rd/index.htm](http://www.unilife.de/hess/rd/index.htm)

##### **Barmer Ersatzkasse (BEK)**

Kurt-Schumacher-Straße 30-32, 60313 Frankfurt

Phone: +49-(0)69-216 714 70

E-mail: [frankfurt@barmer.de](mailto:frankfurt@barmer.de)



## Deutsche Angestelltenkrankenkasse (DAK)

Zeil 53, 60313 Frankfurt

Phone: +49-(0)69-739 147 50

E-Mail: [service753000@dak.de](mailto:service753000@dak.de)

## 6. Enrollment

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

To enroll you need the following documents:

- Letter of admission (**Zulassungsbescheid**)
- Receipt for approx. € 300 (= semester social contribution: they are not tuition fees, but a social contribution to the student body committees plus the cost of the semester ticket). The semester social contribution is subject to change. The exact amount is indicated on your *Zulassungsbescheid*.
- a photo

At enrollment you will 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 point 12 on page 21). At enrollment you will also apply for the **Goethe-Card (student identity card and semester ticket)** at the International Office.

## 7. 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 on 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).

If you paid the semester social contribution you will be able to apply for the Goethe-Card during enrollment. After approx. two weeks you can collect your Goethe-Card at the International Office. In order to use your RMV-AStA-semester ticket you will need

to validate it at the beginning of each 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?

**To successfully re-enroll, you will have to pay the semester social contribution for the next semester.** Afterwards you can 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](mailto:goethecard@uni-frankfurt.de)

Containerbau Wismarer Str., ground floor

Monday – Friday from 9 – 12 a.m. and 1 – 4 p.m.

<http://goethecard.uni-frankfurt.de>

## **8. Getting in contact with your department**

The following is a list of department addresses:

### **FB 01 Law**

*Auslandsbüro* (Latavra Shukvani): Phone: +49-(0)69-798 343 77

Theodor-W.-Adorno-Platz 4 (Campus Westend), RuW-Building, room 1.133

### **FB 02 Business Administration and Economics**

*Auslandsbüro* (Lars Pilz): Phone: +49-(0)69-798 346 08

Theodor-W.-Adorno-Platz 4 (Campus Westend), RuW-Building, room 1.247

### **FB 03 Social Sciences**

*Dekanat*: Phone: +49-(0)69-798 365 73

Theodor-W.-Adorno-Platz 6, PEG-Building, room 2.G149

### **FB 04 Education**

*Dekanat*: Phone: +49-(0)69-798 362 03

Theodor-W.-Adorno-Platz 6, PEG-Building, room 4.G004

**FB 05 Psychology and Sport Sciences**

*Dekanat:* Phone: +49-(0)69-798 353 01

Theodor-W.-Adorno-Platz 6, PEG-Building, room 5.G116

**FB 06 Protestant Theology**

*Dekanat:* Phone: +49-(0)69-798 333 44

Norbert-Wollheim-Platz 1 (Campus Westend), room 1.712

**FB 07 Roman Catholic Theology**

*Dekanat:* Phone: +49-(0)69-798 333 46

Norbert-Wollheim-Platz 1 (Campus Westend), room 1.715

**FB 08 Philosophy and History**

*Dekanat:* Phone: +49-(0)69-798 327 58

Norbert-Wollheim-Platz 1 (Campus Westend), 2<sup>nd</sup> floor, rooms 2.411-2.414

**FB 09 Linguistics, Culture and Civilization Studies**

*Dekanat:* Phone: +49-(0)69-798 229 15

Dantestraße 9 (Campus Bockenheim), D wing, room 101

**FB 10 Modern Languages**

*Dekanat:* Phone: +49-(0)69-798 327 42

Norbert-Wollheim-Platz 1 (Campus Westend), room 2.355

**FB 11 Geosciences and Geography**

*Dekanat:* Phone: +49-(0)69-798 402 08

Altenhöferallee 1 (Campus Riedberg), *Geozentrum*, room 3.107

→ Institute of Human Geography (Theodor-W.-Adorno-Platz 6, PEG-Building, room 2.G004,

Phone: +49 (0)69 798 351 79/-35162)

**FB 12 Computer Sciences and Mathematics**

*Dekanat:* Phone: +49-(0)69-798 246 02

Robert-Mayer-Straße 10 (Campus Bockenheim), room 605a

**FB 13 Physics**

*Dekanat:* Phone: +49-(0)69-798 472 02

Max-von-Laue-Straße 1 (Campus Riedberg), room \_\_.224/226

**FB 14 Biochemistry, Chemistry and Pharmacy**

*Dekanat:* Phone: +49-(0)69-798 295 45

Max-von-Laue-Straße 9 (Campus Riedberg), building N 101, room 1.12

**FB 15 Life Sciences**

*Dekanat:* Phone: +49-(0)69-798 464 71

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

## FB 16 Medicine

Auslandsbüro (Siegfried Barta): Phone: +49-(0)69-6301 60 10  
Theodor-Stern-Kai 7 (Campus Niederrad), house 1, 2<sup>nd</sup> floor, room 208

### 9. At the residents' registration office

You have to register at the residents' 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, proof of sufficient funding, your passport and your rental contract and the [Wohnungsgeberbestätigung](#) (lessor confirmation). You can book an [appointment](#) online before going to the *Bürgeramt*.

#### Office hours of the residents' registration office, Bürgeramt (Zeil 3, 60313 Frankfurt):

Monday: 9 a.m. – 5 p.m.  
Tuesday, Wednesday and Friday: 7.30 a.m. – 1 p.m.  
Thursday: 10 a.m. – 6 p.m.

#### Non-EU citizens:

After going to the residents' registration office you **must** go to the immigration office (*Ausländerbehörde*) for your visa (Rebstöcker Straße 4, 60326 Frankfurt):

Phone: +49-(0)69-212 424 85/441 33, e-mail: [auslaenderbehoerde@stadt-frankfurt.de](mailto: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 – 6 p.m.  
Friday: 7.30 a.m. – 12 noon

Directions: From *S-Bahn* station “Galluswarte” please take tram no. 11 direction Höchst to “Rebstöcker Straße”. It's a five-minute-walk from there.

## 10. The language course *Deutsch-Intensiv für Austauschstudierende* (DIA-Course)

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

This intensive course of German for foreigners (DIA) starts at the beginning of March/September with a diagnostic test. Usually the placement test is held on Friday, first week of March/September. According to their German language skills participants are divided into different levels. As soon as possible, we will post the **preliminary** dates for the DIA-course [here](#).

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.

## 11. German courses during the semester

During the semester several German courses are offered by the *Internationales Studienzentrum* to improve and enhance your German language skills. In these courses 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. The courses are free of charge for guest students.

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](#).

## 12. 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 (Windows) open for students:

- Campus Bockenheim, University Library, entrance hall (during regular hours)
- Campus Westend, IG-Farben-Haus, room 0.413; PEG-Building, room 1.G083

- Campus Riedberg, *Geozentrum*, room 3.102

Further information:

- Hochschulrechenzentrum
- E-mail: [beratung@rz.uni-frankfurt.de](mailto:beratung@rz.uni-frankfurt.de)
- [www2.uni-frankfurt.de/44236614/Service\\_Center](http://www2.uni-frankfurt.de/44236614/Service_Center)

### 13. Re-enrollment and withdrawal from the university

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

If you study for more than one semester you have to **re-enroll** at the end of the semester. That means that you have to renew your status as an enrolled student 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 semester social contribution (currently approx. € 300, but subject to change). After you have 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 occur 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>.

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.**

### 14. Prolongation/Extension – Important Information!

In addition to re-enrollment as described above:

**Deadlines:**

Extension for summer term:	31 December
Extension for winter term:	30 June

**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!

**ERASMUS/exchange students:** The following confirmations that an extension has been approved need to reach the International Office ([incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de))

1. Confirmation of home institution (e-mail by International Office of home institution is sufficient).
2. Confirmation of faculty/institute at Goethe University (e-mail by departmental coordinator/*Auslandsbüro* of the faculty is sufficient).

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

**If you have been expelled (*exmatrikuliert*)** from Goethe University 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 confirmation of home institution/faculty at Goethe University (ERASMUS/exchange students) or letter of permission from your academic advisor (Freemover guest students) re-enrollment is not possible; you will irrecoverably lose your status as guest student!

## VI. PRACTICAL TIPS

### 1. Public transport/Goethe-Card

All students at Goethe University have free use of public transport with the Goethe-Card during the whole semester. Please note that after your arrival you will apply for the Goethe-Card during enrollment. Unfortunately, until you can pick up your Goethe-Card at the International Office your application will take several days of processing time. In the meantime you will have to buy a regular ticket in order to use public transportation.

You can find a map, which shows the entire RMV-region where you are allowed to travel with your semester ticket [here](#). It includes buses, subways, trams, *S-Bahn*, *Regionalexpress*, *Stadtxpress*, *Regionalbahn*, BUT NOT the Intercity, Eurocity and ICE trains.

# 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. In order to do so, please turn to the Student Registration Office (*Studierendensekretariat*). You might also do so by mail by filling out the request of un-enrollment form ("*Antrag auf Exmatrikulation*"), which you can find under the following link and send it to the Student Registration Office:

<http://www2.uni-frankfurt.de/35793970/a-exmatrikulation.pdf>

The Student Registration Office is located on the first floor of the PEG-Building, Theodor-W.-Adorno-Platz 6, Campus Westend.

Phone: +49-(0)69-798 7980

Office hours are posted at the door.

Mailing address: J. W. Goethe-Universität, Studierendensekretariat, Postfach 11 19 32, 60629 Frankfurt

## 2. Certificate (Alumni-Certificate)

At the end of the lecture period we will send you the Alumni-Certificate via e-mail. 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 and stamp that document [during office hours](#). Please check the respective form or enquire at your home university, how many days prior to the end of your study period the form can be signed (usually not more than three days).

In concurrence with the end of the lecture period, we will attest the following periods of attendance:

- Winter semester: end of mobility → February
- Summer semester: end of mobility → July

We will only issue certificates of attendance with the period of attendance dating until March or August, if you present us with proof that your attendance at Goethe University was necessary beyond the end of the lecture period, e.g. due to exams.

**Exception:** Students at the faculty of Economics and Business Administration do not need to provide proof from the faculty that their exams were held in March/August.

Students at the faculty of Medicine: Please present the "Participation Certificate" from the "Auslandsbüro" of the faculty as proof.



### 3. Transcript

If you need a transcript of records to take back to your home university, please complete the following steps in the work-flow of your user account (online platform)

- enter the postal address of your home institution
- upload your certificates of completion/ participation (*Leistungs-/ Teilnahme schein*), obtained during your study period as an exchange student at Goethe University
- complete the transcript questionnaire.

In case you are studying at the department/ faculty of **Law, Economics** and **Business Administration** or **Medicine**, the transcript of records is issued by *Auslandsbüro* of the respective department/ faculty, please contact them directly, if you have any questions concerning the transcript.

### 4. 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.