

# First points of contact

Information for  
international students  
at Goethe University

## 1. International Office and programmes for international students

### 1.1. International Office (IO)

- **Orientation days** for international Bachelor and Master students prior to the beginning of each winter and summer semester: end of September / March for BA and state examination students, beginning of October for MA students
- **General consultation hours for international students' applications** (admission procedure, application requirements, language courses, taking up your studies); Campus Westend, PEG building, ground floor, Service Center: Mon & Wed 13:00-16:00; Tues & Thurs 9:00-12:00
- **Consultation hours regarding Masters and PhD studies** (application requirements, questions regarding academic equivalence of prior degrees); Campus Westend, PEG building, 2nd floor: Mon 13:00-16:00
- **Social counselling** (questions regarding right of residence and social matters, study finances, structuring your studies); Campus Westend, PEG building, 2nd floor: Thurs 9:00-12:00; no appointment required
- **Advice on scholarships** (scholarships offered specifically for international students); Campus Westend, PEG building, 2nd floor: Thurs 9:00-12:00; no appointment required
- **Guest students and exchange students**; Campus Westend, PEG building, 2nd floor: Wed & Thurs 10:00-12:00  
Email: [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de)
- **Goethe-Welcome-Centre (GWC)**: Support for visiting researchers; Campus Westend, *Bauleitgebäude* („Random White House“): Wed 13:30-15:00 and by appointment. Contact: [vonBothmer@em.uni-frankfurt.de](mailto:vonBothmer@em.uni-frankfurt.de)
- **Hotline**: +49-69-798-3838 (Mon-Fri 9:00-12:00 and Mon-Thurs 13:00-16:00)
- **Email**: [international@uni-frankfurt.de](mailto:international@uni-frankfurt.de)
- **Further information**: [www.uni-frankfurt.de/io](http://www.uni-frankfurt.de/io)

### 1.2. Internationaler Studientreff (IST)

This is a project for international and German students run by the International Office and advice, get-togethers, excursions and discovery tours in Frankfurt.

- **Open consultation hours** (finding your way around Goethe University, questions regarding personal matters, study-related questions that are not subject-specific, finding accommodation, getting used to life in Frankfurt and Germany etc); Campus Westend, PEG building, ground floor, Service Point: Tues & Thurs afternoon.
- **Email**: [studientreff.international@uni-frankfurt.de](mailto:studientreff.international@uni-frankfurt.de)
- **Further information**: [www.uni-frankfurt.de/ist](http://www.uni-frankfurt.de/ist)

### 1.3. Kompass<sup>3</sup>

The International Office, together with the Career Service and the *Gleichstellungsbüro* (equal opportunities office), offers the Kompass<sup>3</sup> Certification Programme for international students.

International students can participate in numerous workshops and seminars in order to develop a variety of skills necessary for successful studies and a good career start. After successful completion of the programme, students will receive an official certification of participation.

- **Email**: [kompass@uni-frankfurt.de](mailto:kompass@uni-frankfurt.de)
- **Further information**: [www.uni-frankfurt.de/59780523/250\\_Kompass](http://www.uni-frankfurt.de/59780523/250_Kompass)

### 1.4. Buddy-Programme

This programme arranges sponsorships for one semester between German and international students.

- **Email**: [buddy.international@uni-frankfurt.de](mailto:buddy.international@uni-frankfurt.de)
- **Further information**: [www.uni-frankfurt.de/55616991/150\\_Buddy-Programm](http://www.uni-frankfurt.de/55616991/150_Buddy-Programm)

## 2. Central Student Guidance and Students Office

**Central hotline:** +49-69-798-3838 (Mon-Fri 9:00-12:00 and Mon-Thurs 13:00-16:00)

**Contact:** [ssc@uni-frankfurt.de](mailto:ssc@uni-frankfurt.de)

### 2.1. Studien Service Center (SSC)

The SSC is operated jointly by the *Zentrale Studienberatung* (central student guidance) and the *Studierendensekretariat* (students office). Here, you find advice on all kinds of questions regarding your studies.

- **Address:** Campus Westend, PEG building, ground floor, Service Point
- **Opening hours:** Mon-Thurs 9:00-16:30; Fri 9:00-13:00
- **Further information:** [www.uni-frankfurt.de/41119347/ssc](http://www.uni-frankfurt.de/41119347/ssc)

### 2.2. Zentrale Studienberatung (central student guidance)

Information on study programmes (requirements, content, structure, focus, possible combinations, subsequent studies etc.), support in choosing or changing a programme, information on changing programme or location.

- **Open consultation hours** (for times see the homepage)  
**Address:** Campus Westend, PEG building, 1st floor (register at the Service Point on the ground floor)
- **Further information:** [www.uni-frankfurt.de/36735485/zsb](http://www.uni-frankfurt.de/36735485/zsb)

### 2.3. Studierendensekretariat (students office)

The Students Office is your point of contact for questions regarding your student status (e.g. enrolment, re-enrolment, leave of absence etc.)

- **Address:** Campus Westend, PEG building, 1st floor  
**Opening hours:** Mon & Wed 13:00-16:00, Tues & Thurs 8:30-11:30
- **Further information:** [www.uni-frankfurt.de/36192867/studierendensekretariat](http://www.uni-frankfurt.de/36192867/studierendensekretariat)

## 3. German language skills, writing, methods and key competences

### 3.1. Internationales Studienzentrum (ISZ, International Study Centre)

The ISZ pools Goethe University's wide and diverse range of offers in the areas German as foreign language, foreign languages, and how to prepare for your studies as an international applicant.

- **Studienkolleg (preparatory college):** preparation for the assessment test (*Feststellungsprüfung*) and the foundation course for medicine (*Medizin-Propädeutikum*)
- **DSH courses:** preparation for the test of German language skills at university level (*DSH-Prüfung*)  
Email: [arbeitsbereich-dsh@uni-frankfurt.de](mailto:arbeitsbereich-dsh@uni-frankfurt.de)
- **German classes:** German as language of instruction for all international students, German beginner classes for Master students and visiting scholars
- **Writing support** for international students and doctoral candidates  
Registration: [schreibberatung@uni-frankfurt.de](mailto:schreibberatung@uni-frankfurt.de)  
Campus Bockenheim, Juridicum, room 615c, Senckenberger Anlage 31
- **Schreibcafé (writing café):** Wed 16:00-19:00; Juridicum 615, Campus Bockenheim
- **Study support:** Contact: Dr Helga Dormann ([H.Dormann@em.uni-frankfurt.de](mailto:H.Dormann@em.uni-frankfurt.de))  
Consultation hours: Wed 13:00-14:00; Neue Mensa 106, Campus Bockenheim  
Email: [studienbegleitung@uni-frankfurt.de](mailto:studienbegleitung@uni-frankfurt.de)
- **Arranging a language tandem:** [www.uni-frankfurt.de/43668117/tandem](http://www.uni-frankfurt.de/43668117/tandem)
- **Further information:** [www.uni-frankfurt.de/43662305/home](http://www.uni-frankfurt.de/43662305/home)

### 3.2. Schreibzentrum (writing centre)

This Writing Centre offers courses, workshops and consultation hours for academic writing for all students. Furthermore, there is a lot of useful material for downloading. If you struggle with academic German, you should make use of the Writing Centre services.

- **Address:** Campus Westend, IG-Farben-Haus, room IG 0.213;
- **Email:** [schreibzentrum@dlist.uni-frankfurt.de](mailto:schreibzentrum@dlist.uni-frankfurt.de)
- **Further information:** [www.uni-frankfurt.de/43403430/Schreibzentrum](http://www.uni-frankfurt.de/43403430/Schreibzentrum)

### 3.3. Frankfurter Akademisches Schlüsselkompetenztraining

The *Frankfurter Akademische Schlüsselkompetenz-Training* offers training of academic key competences. In groups, students can acquire essential study skills and reflect on how they experience and cope with their studies and how they can develop these skills further. This training offers a wide range of workshops on learning strategies, time management, media skills etc.

- **Contact:** Kathrin Heinrich ([ka.henrich@em.uni-frankfurt.de](mailto:ka.henrich@em.uni-frankfurt.de))
- **Further information:** [www.schluessselkompetenzen.uni-frankfurt.de](http://www.schluessselkompetenzen.uni-frankfurt.de)

### 3.4. Programme “Starker Start ins Studium“ (“Kick off your studies!”)

Four cross-faculty centres with a variety of offers to develop essential study skills

- **Methodenzentrum Sozialwissenschaften (Social Sciences Method Centre) :** [www.methodenzentrum.uni-frankfurt.de](http://www.methodenzentrum.uni-frankfurt.de)
- **Kompetenzzentrum Naturwissenschaften (Science Competence Centre):** [www.starkerstart.uni-frankfurt.de/38922940/Home](http://www.starkerstart.uni-frankfurt.de/38922940/Home)
- **Methodenzentrum Geisteswissenschaften (Humanities Method Centre):** key competence training, writing centre etc (see above)
- **Akademie für Bildungsforschung und Lehrerbildung - Academy for research into education and teacher development (ABL) :** [www.abl.uni-frankfurt.de](http://www.abl.uni-frankfurt.de)
- **Further information:** [www.starkerstart.uni-frankfurt.de](http://www.starkerstart.uni-frankfurt.de)

### 3.5. Hochschulrechenzentrum (HRZ, University IT Centre)

Numerous events and courses related to using PCs, software etc.

**Further information:** [www.uni-frankfurt.de/hrz](http://www.uni-frankfurt.de/hrz)

### 3.6. Library

Guided tours and courses (e.g. finding literature, using data banks etc) offered by the library.

**Further information:** [www.ub.uni-frankfurt.de/benutzung/literatursuche.html](http://www.ub.uni-frankfurt.de/benutzung/literatursuche.html)

## 4. Faculties

All faculties have their own subject-specific counselling, offering advice on questions specific to their subject. The names and consultation hours of the respective counsellors are listed on the individual faculties' homepages. Alternatively, you can find them in the Goethe University's *Beratungswegweiser (support services guide)*, see below.

## 5. Job market and career design

### 5.1. Career Service

Support for German and international students to help with career orientation and career design: individual counselling (career coaching, application check, exam coaching), workshops and lectures (lectures by practitioners, job orientation, training for applications, starting a job, qualifications specific to specific job areas, life/work planning seminars)

- **International Career Service** specifically for international students:  
[www.career.uni-frankfurt.de/59623356/International-Career-Service](http://www.career.uni-frankfurt.de/59623356/International-Career-Service)
- **Contact:** Jens Blank
- **Address:** Campus Westend, PEG building, 1st floor
- **Further information:** [www.career.uni-frankfurt.de](http://www.career.uni-frankfurt.de)

### 5.2. Career Center and *Arbeitsagentur* (federal employment agency )

This is part of the Career Service and brokers job offers for students and graduates in cooperation with external industry partners. There are also courses for additional qualifications and career fairs.

- **Consultation hours in the *Hörsaalzentrum*** (main lecture hall building)  
Federal Employment Agency: Mon & Fri 09:00-13:00  
CareerCenter at Goethe University: Mon 14:00-17:00 and Thurs 09:00-17:00
- **Further information:** [www.careercenter-jobs.de](http://www.careercenter-jobs.de)

### 5.3. Centre for international migration and development (CIM)

This is a competence centre for global mobility of labour, a part of the German government's international cooperation activities. The CIM helps specialists and managers find employment worldwide, supports its partners in issues related to migration, and offers opportunities for those returning from abroad.

- **Address:** Mendelssohnstraße 75-77, 60325 Frankfurt am Main; tel. 069-7191210'
- **Further information:** [www.cimonline.de](http://www.cimonline.de)

## 6. Legal and financial aspects

### 6.1. International Office (see no 1 above)

Social counselling: e.g. attestation for international students to obtain an extension of their residence permit from the Immigration Office. Awarding of graduation scholarships and internship scholarships:

[www.uni-frankfurt.de/61582811/100 Stipendien-der-GU](http://www.uni-frankfurt.de/61582811/100_Stipendien-der-GU)

Every summer semester, the **DAAD award** for international students (*Bildungsausländer*) is awarded for outstanding study achievements and social or cultural engagement (€ 1,000 – nominations of candidates are welcome).

### 6.2. *Beratungszentrum* (consultation centre) of the Studentenwerk Frankfurt am Main

Study finance, accommodation, social matters, students with children, hardship funds for semester tickets, advice for international students, ISIC – International Students Identity Card, jobs, legal advice for students  
(Consultation hours: every 1st and 3rd Tuesday of the month, 13:00-14:00)

- **Address:** Campus Westend, *Hörsaalzentrum* (main lecture hall building), ground floor; tel. 0180-1788336
- **Opening hours:** Mon-Fri 9:00-17:00 **Email:** [beratungszentrum@studentenwerkfrankfurt.de](mailto:beratungszentrum@studentenwerkfrankfurt.de)
- **Further information:** [www.studentenwerkfrankfurt.de](http://www.studentenwerkfrankfurt.de)

### 6.3. Immigration Office Frankfurt

Residence permit for the time of your studies and, for a transitional period after graduation, for the purpose of finding a job.

- **Address:** Rebstöcker Str. 4, 60326 Frankfurt am Main, tel. 069-212-42485
- **Email:** [auslaenderbehoerde-studium@stadt-frankfurt.de](mailto:auslaenderbehoerde-studium@stadt-frankfurt.de)
- **Further information:** [www.ordnungsamt.frankfurt.de](http://www.ordnungsamt.frankfurt.de)

### 6.4. Rechtshilfekomitee für Ausländer e.V. (Committee for legal advice for foreigners)

Legal advice for foreigners, free of charge; *Christuskirche*, entrance in the tower, Beethovenplatz, Frankfurt-Westend: Tues 18:00-20:00; tel. (via ESG): 069-786210-00

### 6.5. Frankfurter Verein zur Förderung Ausländischer Studierender in Not e.V. (Frankfurt Association for the Support of International Students in Need)

Affiliated to the International Study Centre ISZ. Students at the *Studienkolleg* (preparatory college), DHS students, and students in their first semester at a Frankfurt university can apply for support in financial emergencies.

- **Contact:** Dr. Fritz Otto Kappler ([f.o.kappler@em.uni-frankfurt.de](mailto:f.o.kappler@em.uni-frankfurt.de))
- **Further information:** [www.uni-frankfurt.de/44205181/foerderverein](http://www.uni-frankfurt.de/44205181/foerderverein)

### 6.6. Further funds to support international students in difficult social situations:

**Studentenwerk Frankfurt** (Consultation Centre, see above): Under certain circumstances, financial aid may be available to students in the form of loan, aid or hardship funds.

**Protestant and catholic students communities (see below):** The **protestant and catholic students communities** have emergency funds for international students who, through no fault of their own, find themselves in a financial emergency.

## 7. Integration & social matters

### 7.1. Student communities

#### **A) Evangelische Studierendengemeinde (ESG, protestant students community)**

Wide range of courses and counselling services, cultural and leisure activities, support in financial emergencies, for all Frankfurt students.

- **Address:** Susanna von Klettenberg-Haus, Campus Westend, Siolistr. 7, 60323 Frankfurt
- **Contact:** Friederike Lang ([mail@esg-frankfurt.de](mailto:mail@esg-frankfurt.de)); tel. 069-4786210-00
- **Further information:** [www.esg-frankfurt.de](http://www.esg-frankfurt.de)

#### **B) Katholische Hochschulgemeinde (KHG, catholic students community)**

Wide range of courses and counselling services, cultural and leisure activities, support in financial emergencies, for all Frankfurt students.

- **Address:** Alfred Delp-Haus, Campus Westend, Siolistr. 7, 60323 Frankfurt
- **Contact:** Ivan Barbaric ([barbaric@khg-frankfurt.de](mailto:barbaric@khg-frankfurt.de)); tel. 069-788087-0
- **Further information:** [www.khg-frankfurt.de](http://www.khg-frankfurt.de)

## 7.2. Cross-faculty student initiatives

### **A) Erasmus Student Network Frankfurt (ESN)**

Student initiative (Hermes Club e.V.) and part of the Erasmus Student Network. Various offers and excursions for exchange students in Frankfurt.

- **Email:** [mail@esnfrankfurt.de](mailto:mail@esnfrankfurt.de)
- **Further information:** [www.esnfrankfurt.de](http://www.esnfrankfurt.de)

### **B) AStA Autonomes Ausländerinnen Referat (AStA autonomous unit for international students)**

This independent unit, affiliated to the students' representative body AStA, is a point of contact for all international students.

- AStA der Universität Frankfurt, Studierendenhaus, Mertonstr. 26-28, 1st floor, room C 126-127;  
**Contact:** 069-798-252-36
- **Further information:** [asta-frankfurt.de](http://asta-frankfurt.de)

### **C) Aeworldwide**

**ae Worldwide** aims to help integrate asylum-seeking academics into an academic environment appropriate to their career by way of tandem programmes, colloquia and consultation hours.

- **Email:** [info@aeworldwide.de](mailto:info@aeworldwide.de)
- **Further information:** [www.aeworldwide.de](http://www.aeworldwide.de)

## 7.3. Miscellaneous

### **A) STUBE (Studienbegleitungsprogramm) Hessen, World University Service**

Wide range of courses and seminars on developmental politics and intercultural topics, counselling and support for students from Africa, Asia and Latin America.

- **Email:** [stube@wusgermany.de](mailto:stube@wusgermany.de)
- **Further information:** [www.wusgermany.de](http://www.wusgermany.de)

### **B) Gleichstellungsbüro (Equal Opportunities Office)**

#### **Diversity Politics Coordination Office**

Counselling services for faculties, central facilities, and teachers and (study) counsellors regarding student diversity and different study situations.

Professional development, hand-outs and information material for a design of studies and teaching that advocates diversity. Development and implementation of the Goethe University's Diversity Concept.

- **Contact:** Saskia-Fee Bender ([saskia.bender@em.uni-frankfurt.de](mailto:saskia.bender@em.uni-frankfurt.de))
- **Further information:** [www.diversity.uni-frankfurt.de](http://www.diversity.uni-frankfurt.de)

#### **Goethe University Family Service**

Counselling, service and help for parents and families at Goethe University, information on child care

- **Address:** Gleichstellungsbüro (Equal Opportunities Office), Campus Westend, PA building, Theodor-W.-Adorno-Platz 1, 60629 Frankfurt
- **Contact:** Christina Rahn ([rahn@em.uni-frankfurt.de](mailto:rahn@em.uni-frankfurt.de))
- **Further information:** [www.familie.uni-frankfurt.de](http://www.familie.uni-frankfurt.de)

## 8. International doctoral students

### 8.1. International Office

Counselling on application and admission to doctoral studies for international students considering a doctoral degree (see no. 1)

### 8.2. GRADE – Goethe Graduate Academy

Support and mentoring for doctoral and postdoctoral students at Goethe University

- **Address:** Campus Bockenheim, Juridicum (9th floor), Senckenberganlage 3, 60325 Frankfurt am Main; Kontakt Contact: 069-798-49411
- **Email:** [grade@uni-frankfurt.de](mailto:grade@uni-frankfurt.de)
- **Further information:** [www.grade.uni-frankfurt.de](http://www.grade.uni-frankfurt.de)

## Overview of all support services at Goethe University

**GU Support Services Guide:** [www.uni-frankfurt.de/37619579/Adressbuch\\_Wegweiser.pdf](http://www.uni-frankfurt.de/37619579/Adressbuch_Wegweiser.pdf)

**Diversity-Kompakt:** [diversity-kompakt.uni-frankfurt.de](http://diversity-kompakt.uni-frankfurt.de)