

Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main
Head of Institution	Prof. Dr. Birgitta Wolff, President
Institution website	<a href="http://www.uni-frankfurt.de">www.uni-frankfurt.de</a> (English: <a href="http://www.uni-frankfurt.de/en?locale=en">http://www.uni-frankfurt.de/en?locale=en</a> )

### **International Office**

Postal Address	PEG-Building, Theodor-W.-Adorno-Platz 6, 60629 Frankfurt am Main, Germany
Visitor's Address	Campus Westend, PEG-Building, 2 <sup>nd</sup> floor, Theodor-W.-Adorno-Platz 6, 60323 Frankfurt am Main
Website	<a href="http://www.uni-frankfurt.de/38294574">http://www.uni-frankfurt.de/38294574</a> (English: <a href="http://www.uni-frankfurt.de/44341978/home">http://www.uni-frankfurt.de/44341978/home</a> )

### **International Partnerships and Mobility Director**

Name	Ms Almuth Rhode
Email	<a href="mailto:a.rhode@em.uni-frankfurt.de">a.rhode@em.uni-frankfurt.de</a>

### **Responsible Officer for Incoming Students at the International Office**

Name	Ms Julia Freier
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Telephone	+49 69 798 15080
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### **Responsible Officers for Outgoing Students at the International Office**

Name	Mr. Olaf Purkert	Ms Jule Türke
Email	<a href="mailto:outgoing@uni-frankfurt.de">outgoing@uni-frankfurt.de</a>	
Telephone	+49 69 798 17190	+49 69 798 12307
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### **Academic Calendar 2018-2019**

<b>Winter Term (Semester 1)</b>	
<b>Application Deadline</b>	<b>June 15<sup>th</sup></b>
Pre-Semester Intensive Language Course (free of charge)	four weeks in September
Duration of Winter Term	October 1 <sup>st</sup> until March 31 <sup>st</sup>
Lecture Period (exam period ~ mid- to end February/(mid-March)*)	October 15 <sup>th</sup> 2018 until February 15 <sup>th</sup> 2019
Christmas Vacation	two weeks over Christmas/New Year (December 21 <sup>th</sup> until January 11 <sup>th</sup> )

<b>Summer Term (Semester 2)</b>	
<b>Application Deadline</b>	<b>December 15<sup>th</sup></b>
Pre-Semester Intensive Language Course (free of charge)	three weeks in March
Duration of Summer Term	April 1 <sup>st</sup> until September 30 <sup>th</sup>
Lecture Period (exam period ~ mid- to end July/(mid-August)*)	April 15 <sup>th</sup> 2019 until July 19 <sup>th</sup> 2019
*Exam schedule	Goethe University does not have a centralized <b>exam schedule</b> . Students need to contact the respective faculty for information on the exam schedule.

### ***Application Procedure for Exchange Students***

Deadline for student nominations by your international office is May 15<sup>th</sup> for the winter term and November 15<sup>th</sup> for the summer term. Nominations must be submitted to [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de). (**Departmental exchange:** Please send the nomination carbon copy to the responsible officer at the respective faculty also.) Please provide the following information of the nominated students: (1) name, (2) e-mail address, (3) field of study at home university, (4) planned field of study at Goethe University, (5) level of studies at Goethe University ((a) First Cycle/Undergraduate/Bachelor, (b) Second cycle / Postgraduate / Master or (c) Third cycle / Doctorate / Ph.D) and (6) planned study period (winter term, summer term or winter and summer term). Please refrain from sending application documents of the student at that point.

Once nominated by the sending institution, students are required to fill in our online application form. The link to the form will be sent to the students directly starting Mid-April for students coming in the winter term and by the beginning of November for students coming in the summer term.

After submitting the online application, students need to (1) sign up for the online platform (Mobility-Online), (2) log into their personal account, (3) in the work-flow of their personal account students need to: complete their personal data, upload a photo, print the application form (PDF document) and **(4) have the form signed by their coordinator before sending it via postal mail to the International Office.**

**Please note: The online-application is only valid if signed and stamped by the home university.** By signing the application, the home institution confirms that they have tested the student's German language skills and that they are sufficient for study (at least level B1 according to the Common European Framework of Reference for Languages) – applicable to German taught programs.

**Complete student documents must reach Ms Freier by June 15<sup>th</sup> for the winter term or December 15<sup>th</sup> for the summer term at the latest via postal mail (date of receipt). Scanned copies will not be accepted.**

**Online Application Forms** | <http://www.uni-frankfurt.de/44420860/preparations#aust>

### ***Application Freemover Guest Students (updated regulation)***

We only accept Freemover guest students from partner institutions, if

- 1) the maximum number of students agreed upon in the exchange agreement has already been reached for the respective academic year/ semester, i.e. the student would be an additional applicant to the students nominated within the exchange.
- 2) the student cannot apply within the existing exchange program between our universities, e.g. because the student has already participated in the exchange or the field of study of the student does not concur with the field of study agreed upon in the exchange.

On the application form for incoming *Freemovers* we will have applying students get the signature of the person in charge at the International Office, in order to confirm the above stated reasons.

The Freemover application form will be available on our website (<http://www.uni-frankfurt.de/44420860/preparations#free>), once the application procedure has started. Students need an academic supervisor at Goethe University in order to apply as a Freemover. Unfortunately, we do not provide student housing for Freemover guest students. Students need to look for private accommodation early enough.

### General Information

General Information	<a href="http://www2.uni-frankfurt.de/44386987/exchprog">http://www2.uni-frankfurt.de/44386987/exchprog</a>
Guide for Visiting Students	<a href="http://www2.uni-frankfurt.de/38295158/guide.pdf">http://www2.uni-frankfurt.de/38295158/guide.pdf</a>
Course Catalog (current semester) (Multilanguage support under construction)	<a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a> (In order to access the course catalogue click on “courses” then click on “course overview”. It is not necessary to log in.) The catalogue for the summer term will be available in Jan.; the catalogue for the winter term will be available in June.
Buddy-Program	<a href="http://www.uni-frankfurt.de/55616991/150_Buddy-Programm">http://www.uni-frankfurt.de/55616991/150_Buddy-Programm</a>
“Internationaler Studententreff (IST)”	<a href="http://www.uni-frankfurt.de/61657904/200_Der-Internationale-Studententreff">http://www.uni-frankfurt.de/61657904/200_Der-Internationale-Studententreff</a>

### Accommodation Details

<b>We cannot guarantee student housing for all incoming students.</b> If accommodation is available within the contingency for exchange students, <b>the application form</b> for a place in a student residence – administered by Student Services ( <i>Studentenwerk</i> Frankfurt) – <b>will be made available through the online application work-flow in Mid-May/Mid-November respectively.</b>	
<b>The application for student housing must be signed by the student and then uploaded in the work-flow of the personal account, before sending the form via postal mail. Rooms will be assigned on a first come, first served basis. The sooner the signed application form is uploaded in the work-flow, the better the chances to receive housing. Please encourage students to upload the signed form right after they have received it.</b>	
Period of tenancy for Semester 1	September 1 <sup>st</sup> until February 28 <sup>th</sup> / July or August 31 <sup>st</sup> depending on the student residence (for 2 semesters)
<b>Application Deadline for Semester 1</b>	<b>June 1<sup>st</sup></b>
Period of tenancy for Semester 2 starts on	March 1 <sup>st</sup> until July or August 31 <sup>st</sup> depending on the student residence
<b>Application Deadline for Semester 2</b>	<b>December 1<sup>st</sup></b>

For details on private accommodation, please consult
<ul style="list-style-type: none"> <li>• the <a href="#">Guide for Visiting Students</a>,</li> <li>• the website of the <i>Studentenwerk Frankfurt am Main</i> (Student Services): <a href="http://www.studentenwerkfrankfurt.de/en/accommodation/andere-anbieter.html">http://www.studentenwerkfrankfurt.de/en/accommodation/andere-anbieter.html</a>, or</li> <li>• <a href="http://www.wohnraum-gesucht.de/wohnraumangebote.html">http://www.wohnraum-gesucht.de/wohnraumangebote.html</a> (an initiative started by the <i>Studentenwerk</i> and the Frankfurt universities)</li> </ul>

Approximate cost of living per month (including accommodation)	Around EUR 850 <a href="http://www2.uni-frankfurt.de/44422293/living">http://www2.uni-frankfurt.de/44422293/living</a>
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### German Language Courses

<p>In September and March, Goethe-University offers a <b>Pre-Semester Intensive German Language Course</b> (“DIA”). The course is <b>free of charge</b> for students from partner universities. The course is designed for students with good knowledge of German (level B1 according to the Common European Framework of Reference for Languages), not for beginners.</p> <p><b>Students who want to enroll in the language course have to indicate it on the online application form.</b></p> <p><b>(In the summer term 2019 presumably an A1 level course will also be offered for guest students on a trial basis.)</b></p> <p><b>During the semester</b> the “Internationales Studienzentrum” offers <b>various German language courses</b> (“studienbegleitende Deutschkurse”). Students receive the schedule during enrollment. These courses are also based on a B1 level.</p>
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***Enrollment as a guest student***

<p><b>Enrollment as exchange student (International Office) and placement test for German intensive language course (“Internationales Studienzentrum”)</b></p>	<p>Approx. in December/ June (respectively), the preliminary enrollment dates can be found under: <a href="http://www2.uni-frankfurt.de/44421407/news">http://www2.uni-frankfurt.de/44421407/news</a>.</p>
<p><b>Letter of admission</b></p> <p><b>Enrollment dates</b></p>	<p>Students will receive the letter of admission in:  <b>-August</b> (application for winter term)  <b>-February</b> (application for summer term).                  In the letter of admission, students will find all necessary information regarding enrollment through the International Office (time and place of the enrollment, account information for transfer of semester social contribution (the contribution is <u>no</u> tuition fee, but a social contribution to the student body committees plus the cost of the semester ticket). <u>All exchange students need to pay the semester social contribution in order to be enrolled and receive the Goethe-Card.</u>  <a href="http://www.uni-frankfurt.de/44422460/enrollment">http://www.uni-frankfurt.de/44422460/enrollment</a>).                  The letter of admission will be sent <b>by postal mail</b>. If the letter should be sent to your International Office, please advise students to state the postal address of the International Office in their personal work-flow instead of their home mailing address.</p>
<p><b>Preliminary letter of admission</b></p>	<p>Students, who need to apply for visa, might need the letter of admission before February/ August. They may contact <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> in order to ask for a preliminary letter of admission.                  The preliminary letter can only be issued once we have received the complete application of the student.</p>
<p><b>Semester social fee</b></p>	<p>The semester social fee is no tuition fee, but a social contribution to the Student Body Committees plus the costs of the semester ticket. The advantages of the semester ticket are: during the whole semester every student has free use of public transport within the area of the <i>RMV</i> (=transport association; the ticket covers public transportation in a large part of the state of Hesse – a map of the area of validity can be found on the website of the student’s union (<i>AStA</i>):  <a href="http://asta-frankfurt.de/angebote/geltungsbereich-des-semestertickets">http://asta-frankfurt.de/angebote/geltungsbereich-des-semestertickets</a>; click on: “Gültigkeitsbereich des Semestertickets” under “Dateien zum Download”. The monthly cost of the semester ticket is considerably lower than a regular monthly ticket for the city of Frankfurt alone. The student card (Goethe-Card) is valid as a ticket.</p>
<p><b>Confirmation of receipt application for exchange students</b></p>	<p>Students need to check their application work-flow (online platform) in order to find out whether the International Office has already received the signed application form (original document).</p>
<p><b>Course registration</b></p>	<p><b>Course registration</b> at Goethe University is decentralized. Students need to contact the respective faculty – <b>before the start of the semester</b>. Course registration does not take place at the International Office.</p>

<b>Arrival dates</b> <b>(Airport pickup cannot be provided)</b>	When scheduling their arrival, students should take into consideration the suggested enrollment dates (two optional dates), as well as the information provided regarding moving into student housing (only on weekdays) (>conditional confirmation sent to students)
<b>Insurance</b>	<a href="http://www.goethe-university-frankfurt.de/44421804/health_insurance">http://www.goethe-university-frankfurt.de/44421804/health_insurance</a>
<b>Orientation</b>	<a href="http://www.uni-frankfurt.de/36075742/OV">http://www.uni-frankfurt.de/36075742/OV</a>
<b>Transcripts of Records</b>	<a href="http://www.uni-frankfurt.de/47971870/Transcript-of-Records">http://www.uni-frankfurt.de/47971870/Transcript-of-Records</a>

**Extension/Re-enrollment**

<b>Extension</b>	The following confirmations that an extension has been approved need to reach <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> before 15 June (extension for winter term)/ 15 December (extension for summer term). 1. Confirmation of home institution (e-mail by International Office). 2. Confirmation of faculty/department at Goethe University (e-mail by departmental coordinator/ International Office ( <i>Auslandsbüro</i> )).
<b>Extension rental contract student housing</b>	An extension along with the study period may not always be possible, since the student housing contingency for the following semester may already be reassigned. An extension of accommodation may only be possible, if the extension is granted early (i.e. before 15 November / 15 May).
<b>Re-enrollment</b> <b>(Study period of more than one semester)</b>  The deadline for re-enrollment ends <u>before</u> the current semesters ends.  Enrollment of exchange/ guest students is limited to the planned study period. Re-enrollment beyond the originally planned study period is only possible once an extension has been granted.	Students need to re-enroll for each consecutive semester, they need to do so in: <ul style="list-style-type: none"> <li>• January (re-enrolment for the summer semester)</li> <li>• July (re-enrolment for the winter semester).</li> </ul> <p>If students fail to re-enroll, their enrollment will be cancelled by the registrar's office. A number of reminder e-mails are sent to the students by the International Office regarding re-enrollment. It is the student's responsibility to take care of re-enrollment before the preclusion period for re-enrollment ends.</p>
<b>Confirmation of enrollment</b>	After the successful re-enrollment students can obtain their confirmation of enrollment for the following semester through the university information system: <a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a>