

FIRST POINTS OF CONTACT

FOR INTERNATIONAL
STUDENTS AT GOETHE
UNIVERSITY

CONTENTS

01

International Office 3

02

Central Student Guidance & Student
Registration Office 6

03

German Language Skills, Writing,
Methods & Key Competences 8

04

Job Market & Career Design 10

05

Legal & Financial Aspects 10

06

Integration & Social Matters 12

07

International Doctoral Students 14

08

Further Support Services at Goethe
University 15

Goethe-Universität Frankfurt am Main
Campus Westend
PEG-Gebäude Postfach 3
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

international@uni-frankfurt.de
Tel. 0 69 / 798 38 38

We do not assume liability for the
information supplied!
June 2021

01 INTERNATIONAL OFFICE

CONTACT

Campus Westend
PEG-Building, 2nd floor
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

Website: www.uni-frankfurt.de/io

ORIENTATION DAYS FOR INTERNATIONAL BACHELOR AND MASTER STUDENTS

Prior to the beginning of each winter and summer semester: end of September /
March for Bachelor and state examination students, beginning of October for Master
students.

Email: io-orientierung@uni-frankfurt.de

GENERAL CONSULTATION HOURS FOR INTERNATIONAL APPLICANTS

Application requirements, admission procedure, language courses, taking up your
studies.

CONSULTATION HOURS

Campus Westend
PEG-Building, Ground floor
Studien-Service-Point

Mon & Wed 13:00-16:00 h

Tue & Thu 9:00-12:00 h

Email: international@uni-frankfurt.de

HOTLINE: +49 69 / 798 38 38

Mon, Wed & Fri 9:00-12:00 h

Tue & Thu 13:00-16:00 h

CONSULTATION REGARDING MASTER'S AND PHD STUDIES

Application requirements, questions regarding academic equivalence of prior degrees.

Campus Westend
PEG-Building, 2nd floor
International Office

Mon 13:00-16:00 h

Email: io-MasterPhd@uni-frankfurt.de

SOZIALBERATUNG (SOCIAL COUNSELLING)

Right of residence and social matters, study finances, structuring your studies etc.

Campus Westend
PEG-Building, 2nd floor
International Office

Tue & Thu 9:00-11:00 h; no registration required

Email: jo-sozial@uni-frankfurt.de

SCHOLARSHIP ADVICE FOR INTERNATIONAL STUDENTS

Campus Westend
PEG-Building, 2nd floor
International Office

Thu 9:00-12:00 h; no registration required

Email: jo-stipendien@uni-frankfurt.de

Further information: <https://www.goethe-university-frankfurt.de/62938950/Scholarships>

EXCHANGE AND ERASMUS STUDENTS

Campus Westend
PEG-Building, 2nd floor
International Office

Wed & Thu 10:00-12:00 h

Email: incoming@uni-frankfurt.de

GOETHE-WELCOME-CENTRE (GWC): GUEST RESEARCHERS

Campus Westend
Bauleitgebäude („Random White House“)

Wed 13:30-15:00 h or by appointment

Email: welcome@uni-frankfurt.de

INTERNATIONALER STUDIENTREFF (IST)

Project for international and German students: advice, get-togethers, excursions and discovery tours in Frankfurt.

OPEN OFFICE HOURS

Finding your way around Goethe University, study-related questions that are not subject-specific, finding accommodation, settling into life in Frankfurt and Germany.

Campus Westend	Campus Riedberg
PEG-Building, ground floor	Biozentrum N100, Magistrale EG
Studien-Service-Point	Room 010
Tue & Thu afternoon	Thu morning

Email: studientreff.international@uni-frankfurt.de

Website: https://www.goethe-university-frankfurt.de/62902487/Internationaler_Studientreff

FELLOW STUDENT SUPPORT FOR ADMINISTRATIVE APPOINTMENTS

The team of the Internationaler Studientreff will match you with fellow students to support you on official administrative appointments (Immigration Office, Citizens' Registration Office, etc.), when you have questions about living in Frankfurt (apartment hunting, viewing appointments, etc.) and with understanding administrative documents and forms (explanations only, no official translations).

Email: studientreff.international@uni-frankfurt.de

Website: <https://www.goethe-university-frankfurt.de/89306473/>

[Assistance with administrative matters](#)

KOMPASS³

The International Office, together with the Career Service and the Gleichstellungsbüro (equal opportunities office), offers the Kompass³ 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

Website: https://www.goethe-university-frankfurt.de/64908041/Acquiring_competences

BUDDY PROGRAMME

This programme arranges a buddy tandem for one semester between German and international students.

Email: buddy@uni-frankfurt.de

Website: https://www.goethe-university-frankfurt.de/62987312/Buddy_Programme

02 CENTRAL STUDENT GUIDANCE & STUDENT REGISTRATION OFFICE

STUDIEN-SERVICE-CENTER (SSC)

The SSC is the central service and guidance point of Goethe University regarding all questions concerning your studies. You can get first information via the hotline or at the Studien-Service-Point.

Hotline: +49 69 / 798 38 38

Email: ssc@uni-frankfurt.de

Webseite: www.ssc.uni-frankfurt.de

STUDIEN-SERVICE-POINT (STUDY-SERVICE-POINT)

Here you can get first information about anything concerning student guidance and administration.

CONTACT

Campus Westend
PEG-Building, ground floor
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

Mon - Thu 9:00-16:30 h

Fri 9:00-13:00 h

STUDIERENDENSEKRETARIAT (STUDENT REGISTRATION OFFICE)

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

CONTACT

Campus Westend
PEG-Building, 1st floor
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

Mon & Wed 12:30-15:30 h

Tue & Thu 8:30-11:30 h

Further information: www.uni-frankfurt.de/36192867/studierendensekretariat

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.

Office hours and further information: www2.uni-frankfurt.de/40086591/Sprechzeiten

CONTACT

Campus Westend
PEG-Building
Registration via Studien-Service-Point, ground floor
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

Campus Riedberg
Max-von-Laue-Str. 9
Building S121, ground floor,
Room 32 D (Office hours in room 32 C)

Website: www.zsb.uni-frankfurt.de

COUNSELLING FOR STUDENTS WITH DISABILITIES

Questions regarding studying with a disability/chronic illness, especially modification of exams.

CONTACT

Kirsten Brandenburg

Campus Westend
PEG-Building, 1st floor
Room 1.G008
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main

Please make an appointment.

Tel. +49 69 / 798 17 92 5

Email: barrierefrei@uni-frankfurt.de

03 GERMAN LANGUAGE SKILLS, WRITING, METHODS & KEY COMPETENCES

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.

Website: www.uni-frankfurt.de/isz

STUDIENKOLLEG (PREPARATORY COLLEGE) UND DSH

Preparation for Feststellungsprüfung (university assessment test) and DSH examination (German language proficiency examination for university access).

GERMAN COURSES:

„German as language of instruction“ for all international students, German beginner's classes for Master's students and visiting scholars.

Website: <https://www.uni-frankfurt.de/51280755/ContentPage>

WRITING SUPPORT FOR INTERNATIONAL STUDENTS AND DOCTORAL CANDIDATES

Campus Bockenheimer
Juridicum, Room 615c
Senckenberganlage 31

Registration: schreibberatung@uni-frankfurt.de

WRITING CAFE FOR INTERNATIONAL STUDENTS:

Campus Bockenheimer
Juridicum, Room 615c
Senckenberganlage 31
Thu 14:15-15:45 h

Further information: www.uni-frankfurt.de/50290143/Schreibcafe

STUDIENBEGLEITUNG (STUDY SUPPORT):

Campus Bockenheimer
Neue Mensa, Room 106
Bockenheimer Landstraße 133

Email: studienbegleitung@uni-frankfurt.de

Further information: www.uni-frankfurt.de/43662305/home

LANGUAGE TANDEM WITH EUNITA

Online and offline language tandems.

Website: eunita.org

SCHREIBZENTRUM (WRITING CENTRE)

The Schreibzentrum offers courses, workshops and consultation hours for academic writing for all students. Furthermore, there is a lot of useful material for downloading. If you are struggling with academic German, you should make use of the Schreibzentrum services.

Schreibzentrum
IG-Farben Haus
Room IG 0.213
Norbert-Wollheim-Platz 1
60323 Frankfurt am Main
Email: schreibzentrum@dlist.uni-frankfurt.de

Schreibzentrum am Riedberg
Natural Sciences, Mathematics
and Computer Sciences
Max-von-Laue-Straße 9
60438 Frankfurt am Main
Email: SZaR@dlist.uni-frankfurt.de

Further information: <https://www.starkerstart.uni-frankfurt.de/82720027/Schreibzentrum>

FRANKFURT ACADEMIC KEY COMPETENCE TRAINING

The Frankfurter Akademisches 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

Email: schluessselkompetenzen@uni-frankfurt.de

Website: schluessselkompetenzen.uni-frankfurt.de

PROGRAMME „STARKER START INS STUDIUM“ (STRONG START INTO YOUR STUDIES)

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

Website: www.starkerstart.uni-frankfurt.de

METHODENZENTRUM SOZIALWISSENSCHAFTEN (SOCIAL SCIENCES METHOD CENTRE):

Website: www.methodenzentrum.uni-frankfurt.de

KOMPETENZZENTRUM NATURWISSENSCHAFTEN (NATURAL SCIENCES COMPETENCES):

Website: 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 (ABL):

Educational research and teacher training.

Website: www.abl.uni-frankfurt.de

04 JOB MARKET & CAREER DESIGN

CAREER SERVICE

Support for all 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 certain job areas, life/work planning seminars).

INTERNATIONAL CAREER SERVICE exclusively for international students:

https://www.uni-frankfurt.de/94784790/International_Career

Website: www.career.uni-frankfurt.de

CAREER CENTER & BUNDESAGENTUR FÜR ARBEIT (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. For office hours, please check the website.

Website: www.careercenter-jobs.de

CENTRUM 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.

CONTACT

Mendelssohnstraße 75-77
60325 Frankfurt am Main

Website: www.cimonline.de

05 LEGAL & FINANCIAL ASPECTS

SOCIAL COUNSELLING AND SCHOLARSHIP ADVICE BY THE INTERNATIONAL OFFICE:

Social counselling: e.g. attestation for international students to obtain an extension of their residence permit from the Ausländerbehörde (immigration office).

Awarding of graduation scholarships (> 01 International Office).

BERATUNGSZENTRUM (CONSULTATION CENTRE) OF THE STUDENTENWERK (STUDENT SERVICES)

Financing of studies, 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.

CONTACT

Campus Westend
Hörsaalzentrum, ground floor

Email: beratung@studentenwerkfrankfurt.de

Website www.studentenwerkfrankfurt.de

AUSLÄNDERBEHÖRDE FRANKFURT (IMMIGRATION OFFICE)

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

CONTACT

Rebstöcker Str. 4
60326 Frankfurt am Main,

Email: abh-studium@stadt-frankfurt.de

Website: www.ordnungsamt.frankfurt.de

RECHTSHILFEKOMITEE FÜR AUSLÄNDER E.V. (LEGAL ADVICE FOR FOREIGNERS)

Church „Christuskirche“, entrance at the tower
Beethovenplatz
Frankfurt-Westend

Website: www.rechtshilfekomitee.de

LEGAL ADVICE BY THE STUDENTENWERK (STUDENT SERVICES)

General legal advice for students. Free of charge.

Further information: www.studentenwerkfrankfurt.de/beratung-service/rechtsberatung/

GOETHE-UNI LAW CLINIC

Legal counselling by students focussing on immigration and social law.

Campus Westend
Siolistr. 7, ESG Building, Haus 3
Kleiner Gruppenraum

Fri 10:00-12:00 h; no registration needed

Email: GLC@uni-frankfurt.de

Website: www.iura.uni-frankfurt.de/62842079/0_Goethe-Uni-Law-Clinic

LAW & LEGAL - LEGAL COUNSELLING BY STUDENTS

Legal counselling for students, e.g. in case of questions concerning rental rights, etc.
Free of charge.

Website: lawandlegal.de

FRANKFURTER VEREIN ZUR FÖRDERUNG AUSLÄNDISCHER STUDIERENDER IN NOT E.V.

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

Email: studienkolleg@em.uni-frankfurt.de

Further information: www.uni-frankfurt.de/44205181/foerderverein

FURTHER FUNDS TO SUPPORT INTERNATIONALE STUDENTS IN NEED

STUDENTENWERK FRANKFURT (STUDENT SERVICES)

Under certain circumstances, financial aid may be available to students in the form of loans, aids or hardship funds (> Beratungszentrum des Studentenwerks Frankfurt am Main).

EVANGELISCHE STUDIERENDENGEMEINDE UND KATHOLISCHE HOCHSCHULGEMEINDE

The protestant and catholic student communities have emergency funds for international students who, through no fault of their own, find themselves in a financial emergency (> Hochschulgemeinden).

06 INTEGRATION & SOCIAL MATTERS

HOCHSCHULGEMEINDEN (STUDENT COMMUNITIES)

EVANGELISCHE STUDIERENDENGEMEINDE (ESG, PROTESTANT STUDENT COMMUNITY)

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

CONTACT

Susanna von Klettenberg-Haus
Campus Westend, Siolistr. 7
60323 Frankfurt am Main

Contact person: Friederike Lang
Email: lang@esg-frankfurt.de

Website: www.esg-frankfurt.de

KATHOLISCHE HOCHSCHULGEMEINDE (KHG, CATHOLIC STUDENT COMMUNITY)

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

CONTACT

Alfred Delp-Haus
Campus Westend, Siolistr. 7
60323 Frankfurt am Main

Contact person: Ivan Barbaric
Email: barbaric@khg-frankfurt.de

Website: www.khg-frankfurt.de

INTERDISCIPLINARY STUDENT INITIATIVES

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

Website: www.esnfrankfurt.de

ASTA AUTONOMES AUSLÄNDER*INNEN REFERAT

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

CONTACT

AStA of Goethe University
Campus Bockenheim
Studierendenhaus, Mertonstr. 26-28
1st floor, room C 126-127

Email: alrf@stud.uni-frankfurt.de

Website: asta-frankfurt.de

FURTHER SERVICES

STUBE (STUDIENBEGLEITPROGRAMM) 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; stube-ref@wusgermany.de

Website: www.wusgermany.de

GLEICHSTELLUNGSBÜRO – (EQUAL OPPORTUNITIES OFFICE)

DIVERSITY POLICIES 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 Goethe University's Diversity Concept.

Website: www.diversity.uni-frankfurt.de

GOETHE UNIVERSITY FAMILY SERVICE

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

CONTACT

Gleichstellungsbüro
Campus Westend, PA-Building
Theodor-W.-Adorno-Platz 1,
60629 Frankfurt am Main

Website: www.familie.uni-frankfurt.de

07 INTERNATIONAL DOCTORAL STUDENTS

INTERNATIONAL OFFICE

Counselling on application and admission to doctoral studies for international students considering a doctoral degree (> 01 International Office).

GRADE – GOETHE RESEARCH ACADEMY FOR EARLY CAREER RESEARCHERS

Support for doctoral and postdoctoral students at Goethe University.

CONTACT

Campus Bockenheim
Juridicum, 9th floor
Senckenberganlage 3
60325 Frankfurt am Main

Tel. +49 69 / 798 494 11

Email: grade@uni-frankfurt.de

Website: www.grade.uni-frankfurt.de

08 FURTHER SUPPORT SERVICES AT GOETHE UNIVERSITY

FACHBEREICHE (FACULTIES)

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

BERATUNGSWEGWEISER (SUPPORT SERVICES GUIDE)

The Beratungswegweiser is a guide offered by the Studien-Service-Center (SSC) in addition to the „Wegweiser für Erstsemester“ (service guide for new students) and the website of Goethe University. It contains general and subject specific information and addresses.

Download: www.uni-frankfurt.de/37619579/Adressbuch_Wegweiser.pdf

DIVERSITY-KOMPAKT:

This portal contains information around studying, diversity and support services at Goethe University.

Website: diversity-kompakt.uni-frankfurt.de

OMBUDSPERSON FOR STUDENTS AT GOETHE UNIVERSITY

The Ombudsperson at Goethe University is a point of contact for complaints and suggestions for improvements. He or she gives advice concerning problems around your studies, e.g. if you feel that a lecturer is treating you unfairly or wrong and also if you face severe difficulties in your studies and want to apply for facilitated conditions in tests for example. The Ombudsperson will forward your complaints and suggestions (in anonymity) and will work towards improvements of the situation in your favor.

CONTACT

Bernd Trocholepczy

Campus Westend und Campus Ginnheim

Email: ombudsmann-FB01-10@uni-frankfurt.de

Andreas Junge

Campus Riedberg und Campus Niederrad

Email: ombudsmann-FB11-16@uni-frankfurt.de

KONTAKT

International Office
Abteilung Beratung, Betreuung und Bewertung
internationaler Studierender

Goethe-Universität Frankfurt am Main
Campus Westend
PEG-Gebäude Postfach 3
Theodor-W.-Adorno-Platz 6
60323 Frankfurt am Main, Germany

international@uni-frankfurt.de
Telefon: +49 (069) 798-3838

www.uni-frankfurt.de

Gefördert vom DAAD aus
Mitteln des Auswärtigen Amts

DAAD



Auswärtiges Amt