



LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL AFFAIRS



Studying at LMU

a practical guide for ERASMUS and LMUexchange Students



English version

Publisher: International Office of the Ludwig-Maximilians University.
Editors: Jean Schleiss, Andrea Blei, many thanks to Tuija Rytönen
June 2009

Printed by: Printers of the LMU Munich.

Nota bene:

The information provided has been verified at the time of publication of this brochure. We apologise for any subsequent inaccuracies.

This publication has been partly funded by the European Commission. This publication reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Education and Culture DG

Lifelong Learning Programme

Dear ERASMUS and LMUexchange students,

We are pleased that you have been given the opportunity to study at Ludwig-Maximilians-Universität and welcome you most warmly to Munich.

LMU is one of Germany's oldest and most dynamic universities, where students will find ideal conditions for studying. Munich is a very attractive location in Germany for students.

Many of the faculties are situated in the heart of the city and the main building is in the lively district of Schwabing.

This information brochure is not only designed as a pre-departure orientation but also as a guide to help you through your arrival and the often difficult first days in a foreign country. The brochure should be your companion throughout your study abroad experience. We hope that it will help to answer any questions that arise right up until it is time to return home. Please read the information carefully.

The International Office Team wishes you an interesting and successful time studying and above all lots of fun in Munich.

TABLE OF CONTENTS

1 LUDWIG-MAXIMILIANS UNIVERSITY 6

1.1	1000 SEMESTERS OF THE LMU: A SHORT HISTORY OF THE UNIVERSITY	6
1.2	THE FACULTIES OF LMU	7
1.3	INTERNATIONAL AFFAIRS OF LMU	8

2 BEFORE YOUR ARRIVAL IN MUNICH 9

2.1	APPLYING FOR ADMISSION	9
2.2	ENTRY REQUIREMENTS	9
2.3	HEALTH INSURANCE	10
2.4	LANGUAGE PREPARATION	11
2.5	LEARNING AGREEMENT	11
2.6	TYPES OF COURSES	12
2.7	GRADES	12
2.8	THE CATALOGUE OF COURSES	13
2.9	PLANNING YOUR FINANCES	13
2.10	STUDYING WITH A DISABILITY	14
2.11	MENTORING PROGRAMME	14

3 UPON ARRIVAL 15

3.1	ARRIVING BY PLANE OR BY RAIL	15
3.2	PREPARATORY AND ORIENTATION COURSES	15
3.3	INSURANCE	16
3.4	MATRICULATION (ENROLMENT)	17
3.5	REGISTERING YOUR ADDRESS	18
3.6	APPLYING FOR A RESIDENCE PERMIT	19
3.7	PUBLIC TRANSPORT (MVG)	20
3.8	OPENING A BANK ACCOUNT	21
3.9	ACCOMMODATION IN MUNICH	21
3.10	CD-ROM "STUDIERN IN MÜNCHEN" (STUDYING IN MUNICH)	25
3.11	MOVING INTO STUDENT ACCOMMODATION	25

4 STUDYING AT LMU AND LIVING IN MUNICH 26

4.1	THE LECTURE PERIODS	26
4.2	ENROLLING FOR CLASSES	26
4.3	LANGUAGE COURSES	27
4.4	EMAIL ACCOUNT	28
4.5	UNIVERSITY LIBRARY (UBM)	28
4.6	STUDENT CANTEENS AND CAFETERIAS	29
4.7	SPORT AT THE UNIVERSITY	29
4.8	SOCIAL PROGRAMMES	29

4.9	INTERCULTURAL PROGRAMMES	31
4.10	COUNSELLING AT THE UNIVERSITY	31
4.11	EMPLOYMENT	32

5 BEFORE DEPARTURE **34**

5.1	ECTS – TRANSCRIPT OF RECORDS	34
5.2	INFORMING THE RESIDENTS' REGISTRATION OFFICE OF YOUR DEPARTURE AND OTHER FORMALITIES	34
5.3	LEAVING STUDENT ACCOMMODATION	34
5.4	LET US KNOW ABOUT YOUR EXPERIENCE IN MUNICH	35

6 CHECKLIST **36**

1 Ludwig-Maximilians University

1.1 1000 Semesters of the LMU: A short history of the University

The history of the University of Munich begins in 1472. By order of the Pope, Duke Ludwig the Wealthy founded LMU, the first Bavarian university. It was not, however, situated in Munich but in Ingolstadt. By the sixteenth century, totally in keeping with the German Counter-Reformation, the LMU had advanced to a centre of knowledge under Johannes Eck, who was renowned as a vehement Luther adversary.

For 25 years the university was situated in Landshut. In 1826 it was brought to Munich by Ludwig I. The University progressively increased in size. In 1865 the Natural Sciences became an independent section of the Faculty of Science. In 1913 the Veterinary Medical School became a faculty of the University. At that time LMU had 5000 students. Although LMU was in the grip of Nazi hands during the Third Reich a small group under Professor Kurt Huber offered active resistance: the "Weiße Rose". The pamphlets of the "Weiße Rose" can be seen on the ground in front of the main building.

Thanks to numerous scientists and researchers such as Paul Anselm Feuerbach, Friedrich Schelling, Wilhelm Conrad Röntgen, Werner Carl Heisenberg and Stan Nadolny who taught here, the University is considered one of the most renowned in the German speaking area. The list of famous students includes, among others, Konrad Adenauer, Bertold Brecht, Walter Benjamin, the brother and sister Scholl, Konrad Lorenz, Ernst von Siemens and Max Planck. With its high standing the student population increased. In the sixties there was a veritable rush for the University which exponentially multiplied the number of registered students. In 1999 almost 70,000 students were registered at LMU.

Today LMU, with its 44,400 students (of whom 62,5% are female and 15% come from abroad), 700 professors and 2450 members of academic staff, is still one of the largest universities in Germany. For teaching and research the University library and its affiliated libraries provide over 2 million books and journals. The choice of courses ranges from A for Assyriology to Z for Zoology. Around 150 subjects and numerous subject combinations are available at LMU, more than at any other German university. As a result of this growth, faculties and institutes have been gradually moved to the perimeter of town, mainly to Garching and Großhadern. In the meantime the 18 faculties are spread over 100 addresses in and around Munich.

1.2 The Faculties of LMU

The Faculty of Catholic Theology

The Faculty of Protestant Theology

The Faculty of Law

The Faculty of Business Administration

The Faculty of Economics

The Medical Faculty

The Faculty of Veterinary Medicine

The Faculty of History and the Arts

The Faculty of Philosophy, Philosophy of Science and Religious Studies

The Faculty of Psychology and Educational Sciences

The Faculty of Cultural Sciences

The Faculty for Languages and Literature Studies

The Faculty of Social Sciences

The Faculty of Mathematics, Computer Science and Statistics

The Faculty of Physics

The Faculty of Chemistry and Pharmacy

The Faculty of Biology

The Faculty of Geosciences

1.3 International Affairs of LMU

International Affairs is the official name for the International Office of LMU and is responsible for coordinating student exchange and counselling foreign students. Here you can obtain information about studying at LMU, find out about special courses for foreign students, leisure activities, language courses, be issued with various letters of confirmation and find out about all issues concerning exchange students.



The International Office is located at Ludwigstraße 27, U-Bahn lines U-3 and U-6, station *Universität*. You will find our office in the hallway to the left after entering the red-brick building (R. G05, G07)

Head of International Cooperation and Student Exchange:

Jean Schleiss
jean.schleiss@lmu.de

ERASMUS and LMUexchange Coordinator (incomings):

Monique Esnouf
mesnouf@lmu.de
Tel. +49 89 2180-2019

Admission and Housing:

Rosi Krauss
rosi.krauss@lmu.de
Tel. +49 89 2180-2799

Learning Agreements and Transcripts:

Catherine Ubl
studentenaustausch@verwaltung.uni-muenchen.de
Tel. +49 89 2180-2799

Postal address

Geschwister-Scholl-Platz 1
D 80539 Munich

Fax:

+49 89 2180-3136

Internet

www.lmu.de/international

Office hours

Tuesday, 09.00-11.30
Wednesday, 13.00-15.00

2 Before your Arrival in Munich

2.1 Applying for Admission

All students, including ERASMUS and LMUexchange students, have to apply for admission to LMU.

When the International Office receives your nomination, you will be sent the application form. The form can also be downloaded at:

http://www.uni-muenchen.de/studium/studium_int/doc_ia/appl_dt_en_0108.pdf

Documents required

- the completed application form, signed by the exchange coordinator at your home university
- A transcript of record, documenting your studies at your home university
- Learning agreement *
- a passport photo
- Proof of German language skills (applies only to students of Medicine, including Veterinary Medicine and Dentistry).

* See Chapter 2.5.

Closing dates for applications:

June 15 for the following winter semester

December 15 for the following summer semester

Please send your completed application form before the deadline to:

International Affairs

Ludwig-Maximilians University Munich
Geschwister-Scholl-Platz 1
D-80539 Munich

You will receive official notification of your admission (*Zulassungsbescheid*) directly after your application has been processed.

2.2 Entry requirements

- A valid **passport or identity card** is sufficient for entry for **EU, EEA (Iceland, Liechtenstein, Norway) and Swiss students.**
- A **valid passport** is sufficient for entry for **students from USA, Canada, Australia, Israel, Japan and South Korea**
- **Students from other countries** may have to apply for a visa at the German Embassy or at a German Consulate in your home country before entering Germany. Please contact the German Embassy/Consulate in your home country for detailed information.

Required documents:

- A valid passport
- Notification of admission by the University (Zulassungsbescheid)
- Proof that you have the financial means to cover the period of your stay in Germany (further information is available at the German Embassy/Consulate).

Please note that if you require a visa it must be issued for the correct purpose of the stay. A tourist visa or a so-called „Schengen visa“ is **not** enough. It is not possible to change the type of visa after entering Germany. If you intend to enter Germany more than once (e.g. after going home for Christmas and/or the New Year), we recommend that you get a „multiple entry visa“. Visas issued by German authorities abroad are valid for a maximum of three months and are then prolonged by the foreigners' registration office (*Ausländerbehörde*) in Germany in the form of a residence permit. **It is essential to check how many days your entry visa is valid for.**

2.3 Health Insurance

In Germany all students who are not yet 30 years old and haven't exceeded their 14th semester must have health and social security cover. They must prove that they have adequate health insurance and social security cover in order to matriculate at a German university. In practice this means that **before enrolling** you have to obtain a document confirming that you have adequate insurance cover. This document must be presented at registration.

The insurance cover must include:

- Both medical and dental treatment
 - Medications, bandages, medical aids
 - Hospitalisation
 - Medical treatment during rehabilitation
 - Medical treatment during pregnancy and birth
1. Students from countries of the European Union (EU) should obtain the European Health Insurance Card (EHIC) from the relevant health authority in their home country.
 2. Students originating from non-EU countries with which Germany has a social insurance treaty (Iceland, former Yugoslavian states, Norway, Switzerland and Turkey) must also present a certificate entitling them to German health insurance coverage.

All other students who are insured in their home country can apply to be freed from the mandatory health insurance costs. **Note: This arrangement is valid for the whole study period and cannot be retracted.** We do not recommend this as most other countries do not offer the same insurance cover as is the case in Germany. Students must apply for a waiver to the state health insurance office at their place of residence or study. These students are therefore **not** insured with a German health insurance company. In the case of illness they must then initially pay for all their medical bills, which can be very high, and then apply for reimbursement from their home insurance company. In addition, the Foreigners'

Department requires proof, that the home insurance company will fully reimburse or recognise the costs incurred in Germany.

Important: It is advisable to obtain exact information about how to do this before leaving your home country.

You will find more information on health insurance in chapter 3.3.

2.4 Language Preparation

In order to make the most of your experience in Munich and at LMU, we recommend that you start improving your German before you come to Germany. Find out about language preparation courses which may be offered at your home university. Alternatively you could consider participating in the online language module devised at the LMU.

Duo: Deutsch-Uni Online

This interactive learning programme was devised to help students improve their language skills before leaving home.

Phase I of this e-learning programme is offered at several levels and takes approximately 2 months to complete. The course is done online from home. Students have access to a tutor with whom they correspond regularly and can communicate with fellow students in a virtual classroom. Students can continue with Phase II on arrival in Munich and even take Phase III after departure.

More information can be found at: www.deutsch-uni.com

ERASMUS and LMUexchange students will receive up to date information about this programme well before their arrival. Although fees are charged for this course, a limited number of free places are available for ERASMUS and LMUexchange students. The International Office will advise you on how to apply approximately 3 months prior to your arrival.

For more languages course information see chapter 3.2.

2.5 Learning Agreement

A learning agreement is a document provided by the home university to aid ERASMUS students to plan their studies at the partner institution. ERASMUS students are required to have a learning agreement signed by their home and host universities. Prior to departure, students are expected to state the courses they would like to attend while studying at LMU. This document is a prerequisite for having coursework recognised by the home university at the end of the study abroad period.

Unfortunately, the course catalogue is not always available at the time when the learning agreement is required by the home university. In this case students are advised to choose courses from the course catalogue of the previous year or semester. The online course catalogue can be found at:

<https://isf.verwaltung.uni-muenchen.de>

Changes to the learning agreement can then be made on arrival.

If you are not required to submit a learning agreement to your home university before departure, we ask you to fill out the learning agreement which is integrated in the application form.

LMUexchange students are not normally required to submit a learning agreement to their home university. In order to help us identify your study objectives we ask you to fill out the learning agreement integrated in the application form.

2.6 Types of Courses

To help you complete your Learning Agreement and choose the suitable courses for your exchange year you will find a brief summary of course types below:

-Vorlesung (Lecture)

Lectures are large scale events, attendance is usually not controlled, nor is active student participation required. Lectures are normally not graded, unless you specially ask for assessment.

-Grundkurs (Basic course)

A basic course focuses on the fundamentals of your field of study and the basic investigation methodology.

-Proseminar (Basic seminar)

A proseminar is organised during the basic studies. It is expected of the students to be familiarized with the University's library and to be able to work scientifically.

-Hauptseminar (Advanced seminar)

A seminar for students majoring in the particular field of study, taken after the first 3-4 semesters.

Kolloquium (Colloquium)

Discussion course

-Tutorium (Tutorial)

Course intensification or examination review course.

2.7 Grades

The German scale of grades is from 1 to 5:

1 = very good

2 = good

3 = satisfactory

4 = sufficient

5 = unsatisfactory

Not all courses are graded. Lectures, for example, are completely non-graded. Other courses are graded *pass/fail* or simply *attended*. If you need to have grades for the courses you take, in order to receive credit for the courses from your home university, speak with your lecturers early in the semester to see if it will be possible to get numerical grades for the courses.

If a course is graded with **4 or above** then you have passed.

2.8 The Catalogue of Courses

A comprehensive list of all lectures, seminars and courses and the addresses of all offices and staff can be found in the University of Munich Course Catalogue (*Vorlesungsverzeichnis*), which is published prior to each semester. The catalogue (a green book of approx. 900 pages) can be purchased a few weeks before the beginning of the term in book stores around the University. In addition there are brochures describing specific academic departments, staff responsibilities, and office hours, with annotated course listings. These brochures (*kommentiertes Vorlesungsverzeichnis*) are now usually available online and can be found at the respective faculty websites.

The list of courses comes out about two months before the start of the semester.

The course catalogue can also be found on the Internet at:

<https://lsf.verwaltung.uni-muenchen.de>

To find out which courses are held in English click on *Suche nach Veranstaltungen*. Select the relevant semester then choose a faculty (*Einrichtung*) and/or subject area (*Studiengang*) and click on *Auswahl übernehmen*. Select English as the language of instruction (*Unterrichtssprache*) and click on search (*Suche starten*).

Unfortunately the course catalogue does not list the ECTS credit point value of each course. We advise you to contact the departmental coordinators to find out how many credits will be awarded for the courses you have chosen. The names of the LMU departmental coordinators can be found by clicking on your home university in our online database:

www.moveon.verwaltung.uni-muenchen.de

2.9 Planning your Finances

Living in Munich is expensive. With approximately 700-750 €, including accommodation costs, you should have plenty for your stay in Munich. Before arrival, make sure you are prepared to cover some unexpected costs at the very beginning of your stay (a deposit for your apartment, public transport, etc.).

With a valid student identity card, students have access to price reductions for public transport, at the student cafeterias, and at cultural events (e.g. theatre, concerts, museums, etc.).

2.10 Studying with a Disability

If you have a disability you should inform the International Office of your special needs as soon as possible so that we can make suitable arrangements for you. LMU offers services to disabled ERASMUS and LMUexchange students to help them master the problems of day-to-day university life. All information (e.g.: contacts, personal counselling service, plans of the University, experience reports) are available on the Internet at:

www.uni-muenchen.de/studium/beratung/beratung_service/beratung_lm_u/barrierefrei_stud/index.html

2.11 Mentoring Programme

The International Office offers a mentoring programme which aims to help you find your feet as a new student of LMU. If you take part in this programme you will be partnered with a student of LMU who will help you with the organisation of your stay in Munich (i.e. enrolment, opening a bank account). Your mentor will also be able to answer questions that you may have about studying at LMU or living in Munich.

If you wish to have a mentor you should tick the box *"please assign me a mentor"*. Your email address will then be forwarded to your mentor so that he/she can get in touch with you.

We recommend that you take part in this programme. The experience of former ERASMUS/LMUexchange students has shown that mentors are a great help. This is also a great way to make your first positive contacts with German students.

3 Upon Arrival

3.1 Arriving by Plane or by Rail

Arriving by Plane

The suburban train (S-Bahn) airport lines S8 and the S1 go directly to the centre of Munich. We recommend you buy a blue strip ticket (*Streifenkarte*) from the ticket machine. For a single journey from the airport into the city you have to stamp eight strips. If you have to change lines to get to your final destination, you can use the same ticket and do not have to stamp it again.

If you plan to make several journeys on the day of your arrival, it may be better to buy a single day ticket (if you are arriving at Munich airport you will have to buy a ticket for the *Gesamtnetz*). If several of you are travelling together you can buy a partner ticket. This ticket is valid for up to 5 adults. Further information can be found at:

www.mvv-muenchen.de => Tickets

Arriving by Rail

From Munich Main Station there are many ways of getting to destinations in Munich by public transport (the underground lines 1, 2, 4 and 5 or all suburban trains). The shortest way to the University is with the underground lines U4 or U5 to *Odeonsplatz*. Change to the lines U3 or U6. Get off at the station *Universität*. The journey takes about 10 minutes. For further information consult the MVG network map: www.mvg-mobil.de/netzplaene.htm

3.2 Preparatory and Orientation Courses

Please note that if you want to take part in any of the following courses, you should sign up **before** leaving your home country.

Preparatory Courses

The International University Club in Munich (IUCM), together with the International Office, offers an intensive German course in September as well as in March. The course is not only a German language course, but is also meant to help prepare students for studying at LMU. The content of the language course is therefore heavily focused on academic life.

The course is designed for students who have a beginner or an intermediary level in German. (A1 to B2 according to the European framework.)

A price reduction is available for ERASMUS and LMUexchange students.

More information can be found at: www.iucm.de

Alternatively you can apply to participate in a course at Deutschkurse für Ausländer bei der Universität München (Dkfa). The school offers intensive courses at various levels. There is a price reduction for ERASMUS and LMUexchange students. Current dates and prices can be found at www.dkfa.de.

Intensive-Orientation Course before the Start of Term

In April and in October the International University Club in Munich (IUCM) in association with the International Office of LMU organises a two-week introductory course (a total of approx. 50 hours). The course comprises information about studying at LMU, a short language course, as well as an extensive cultural programme (museums, theatre, excursions). A reduction will be made for ERASMUS and LMUexchange students. Course information and application forms can be found at: www.iucm.de

3.3 Insurance

Health Insurance

In order to be registered as a student you must have adequate health insurance. Students from countries of the European Union should present the European Health Insurance Card to a German state insurance company (e.g. TK, AOK, DAK, Barmer etc.). A document will then be issued which states that you are freed from the mandatory health insurance fees. This document must be presented at matriculation. The German state health insurance company will be responsible for you during your stay and will cover you for emergency treatment. If you have to visit a doctor you must take your EHI-card with you to your appointment. The doctor will bill a health insurance company to have the costs reimbursed.

(Important: students who are over 30 must obtain a certificate, issued by a German health insurance company, freeing them from the mandatory health insurance fees (*Bestätigung über die Befreiung*).

Students originating from non-EU countries with which Germany has a social insurance treaty (Iceland, former Yugoslavian states, Norway, Switzerland and Turkey) are also freed from the mandatory health insurance fees, as described above. All other students, who are insured in their home country, can apply to be freed from the mandatory health insurance costs (see also chapter 2.3).

Students, who are **not insured** in their home country, must take out an insurance policy at the company of their choice in Germany. A student insurance policy is about **67 €** per month. Insurers charge the same monthly payment rates. It is, however, advisable to compare the services and payment options offered by different companies. Some companies require payment for a whole semester in advance. Other companies require monthly payments by direct debit. **Students must have a valid health insurance policy on the day of matriculation at the latest.**

Addresses of health insurance companies can be found in the Munich Yellow Pages (Gelbe Seiten). Three examples are listed below:

- **TK**
Leopoldstr.13 A (in the cafeteria building), Tel.: +49 (0) 800 2 85 85 85
www.tk-online.de
- **KKH**
Sonnenstr. 1, Tel. +49 (0) 1803 55 46 09
www.kkh.de
- **AOK Munich**
Landsbergerstr. 150-152, Tel. +49 89 5444-1473
www.aok.de

Personal Liability Insurance

Accidents sometimes happen and can be expensive if you do not have insurance cover! Here are concrete examples of some things you think will never happen to you:

You do not see a "give way" sign and crash with your bike into a car and cause considerable damage to the car.

or

You are invited to a friend's house and have a little too much to drink. You trip over a rug and knock over a priceless vase.

Without insurance **you** will have to pay all the costs!

As a precaution, we recommend that you take out a personal liability insurance policy that is valid in Germany. This can be done in your home country or at a German insurance company.

3.4 Matriculation (Enrolment)

General points

ERASMUS and LMUexchange students are enrolled as "programme-students" and are admitted for a period limited to a maximum of two semesters. Should you want to continue your studies in Munich after that period, you must make a new application to be admitted as a regular student and pass the German language proficiency examination.

During their limited period of matriculation, ERASMUS and LMUexchange students are exempt from taking the compulsory language proficiency examination. We nevertheless recommend that you have **good knowledge** of the German language before coming to Munich, as most lectures and seminars at the University are conducted in German. If you are not able to follow the courses, you will not get credit or certificates. In order to make your stay in Munich as successful as possible,

it is therefore important that you improve your German language skills before you come to Germany. (see chapter 2.4 and 3.2 on Language Preparation.)

Matriculation (Enrolment) at LMU

Matriculation for the **winter semester** usually takes place at the International Office at the beginning of **October** and for the **summer semester** at the beginning of **April** (you will find the exact dates in your notification of admission).

- Matriculation has to be done in person; it is not possible to send someone else.
- You can only matriculate if you have all the documents you need with you.

Documents required for matriculation

- Notification of admission (*Zulassungsbescheid*)**
- Letter confirming your ERASMUS or LMUexchange student status (only required if your application form was not signed by your home university)**
- Proof of health insurance (see “health insurance” in chapters 2.3 and 3.3)**
- A valid passport or identity card**

After enrolling at LMU you have to pay the Student Services Organisation fee/ social fee (*Studentenwerksbeitrag*) of 42€. Afterwards you will receive your student identity card.

(How, where and when this 42€ is to be paid will be explained upon enrolment.)

Re-enrolling for the second semester

As you are only enrolled for one semester at a time, it is very important that you re-enrol for the second semester, if you plan to stay for a year. The deadline for payment will be in your student papers. You will also find a paying-in slip/giro transfer form for 42€ among your student papers. After this transaction is carried out at your bank you will be automatically re-enrolled for the second semester. Your new student documents will be sent to you in March.

If you do not re-enrol, you will be automatically ex-matriculated for the next semester!

3.5 Registering your address

Within a week of arriving in Germany ERASMUS and LMUexchange students must register their new address at the relevant residents' registration office (*Einwohnermeldeamt*). Similarly, the residents' registration office must always be informed of later changes of address within a week of moving.

You can obtain the relevant forms for registering your new address, any change of address, or your departure from Germany at your local residents' registration office or at: www.muenchen.de => Rathaus => Kreisverwaltungsreferat.

<p style="text-align: center;"><u>Required forms for registering your address</u></p> <ul style="list-style-type: none"> • A completed form for registering your address • A valid passport (Non EU-Citizens) or identity card (EU/EEA-Citizens/Switzerland) • Entry visa (if necessary) • Your tenancy agreement 	<p>The relevant authority in Munich is:</p> <p>Kreisverwaltungsreferat (KVR)- Einwohnermeldeamt - Ruppertstr. 19, 80337 Munich Ground floor</p> <p>Underground lines U3 oder U6, nearest station is Poccistraße Tel. +49 89/ 233-96 000 Opening hours: Monday - Thursday, 08.00-12.00 h, Tuesday 14.00-18.30 h and Friday 07.00-12.00 h</p> <p>If you do not live in Munich, please go to your local administrative department (<i>Gemeindevverwaltung</i>).</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.6 Applying for a residence permit

All foreign students from non EU-countries who wish to stay in Germany for longer than three months must be in possession of a valid residence permit.

This is issued by the **foreigners' registration office (*Ausländerbehörde*)** (auslaenderbehoerde.kvr@muenchen.de)

If you live in the city of Munich:	If you live in the administrative district of Munich (Landkreis München):
<p>Kreisverwaltungsreferat (KVR) – Hauptabteilung II, Einwohnerwesen Ruppertstraße 19 80466 Munich</p> <p><u>Special counter for foreign students with surname A-G</u> Tel.: +49 89 / 233-23047 or -23193</p> <p><u>Special counter for foreign students with surname H-O, Q, U</u> Tel.: +49 89 / 233-20544, -20868, or -23327</p> <p><u>Special counter for foreign students with surname P-Z</u> Tel.: +49 89/ 233-22894, -20830</p>	<p>Landratsamt München</p> <p>Mariahilfplatz 17 81541 Munich</p> <p>or, at your local administrative department (<i>Gemeindevverwaltung</i>), if you live outside the district of Munich</p>

You must have applied for a residence permit at the latest on the last day your entry visa is valid.

Required documents:

- The completed form „Antrag auf Erteilung/Verlängerung eines Aufenthaltstitels“ (available in the foreigners' registration office)
- A valid passport or national passport
- Visa
- 2 passport photos
- Proof of matriculation at the LMU
- Proof that you have adequate health insurance cover (confirmation from the German state health insurance scheme (*gesetzliche Krankenkasse*)). ⇨ see chapters 2.3 and 3.3 on health insurance.
- Residence permit fee: 50-60 € ; extension fee: 15-30 €
- Proof that you have registered your address (copy that you received from the residents' registration office (*Einwohnermeldeamt*)).
- Proof that you have the financial means to cover the period of your stay; for example, a certified declaration from someone who undertakes to support you or proof that you have sufficient assets of your own.

Important: If you do not yet have all the necessary documents you should still go to the foreigners' department with those you have. You will then be issued with a provisional certificate stating that you have applied for a residence permit. The residence permit is normally issued for a year. It can be extended for one or two years at the most on condition that the aim of your stay in Germany has not yet been reached, but will be in the foreseeable future (§ 28, Abs.2, AusR); Extensions have to be applied for in good time (before the last day the residence permit is valid).

The residence permit is issued in accordance with the aim of your stay (in your case for your studies and for a specific study course). The residence permit is no longer valid when this goal is achieved or interrupted.

We recommend that EU-students apply to the foreigners' registration office for a certificate of free movement of labour (*Freizügigkeitsbescheinigung*). This certificate is not obligatory, but might be needed for example when applying for a job in Germany.

3.7 Public Transport (MVG)

The Munich Public Transport System (MVG) provides reduced rate monthly passes (*Kundenkarte Ausbildungstarif II*) for all properly registered students of public universities using the suburban trains, the underground, the tram and busses.

Required documents for the travel pass

- A completed application form (blue)
- A passport photo
- A registration ID with MVG sign

MVG- Kundencenter Poccistraße,
Poccistr. 1-3, 80336 Munich, (U 3/6, Bus 131/132)
Monday to Friday 8.00-18.00 hours
If you live outside of the city, ask at your local train station about where to obtain a monthly travel pass. Application forms can be obtained at the University, at all suburban train ticket offices, at the MVG ticket desk and at numerous shops selling travel tickets. Information about the various combination possibilities

between network and zone tickets and about prices can be obtained from the MVG. You will find more information at: www.mvg-mobil.de/tickets-tarife.htm

3.8 Opening a Bank Account

We recommend that you open a bank account here as, if you live in student accommodation, your monthly rent will be debited from your account. Check that the bank you choose **exempts students from bank charges** (most banks do this) and that it does not charge extra for using the automatic cash dispenser.

Documents required for opening a bank account

- Official proof of residence which you get as you register your address (*Meldebescheinigung*) or, if you have student accommodation, your contract of rental
- A registration ID from LMU (*Studienbescheinigung*) or proof that you are a student (Admission Letter)
- A valid passport or identity card

3.9 Accommodation in Munich

As in other German university towns, it is not easy to find accommodation in Munich, but it is by no means hopeless. The majority of the approx. 100,000 students in Munich are not originally from the city and therefore require accommodation. As a rule the accommodation situation is especially precarious at the beginning of the winter semester. Rooms in private accommodation cost from 350€ on average. Rooms in student residences cost between 200€ and 370€. The most important prerequisite for finding a room is **patience**.

Accommodation advertisement abbreviations

5ZKDB: 5 rooms with kitchen and bathroom

400 €+ NK: 400€ basic rent plus extras

KM: basic rent

Wfl.: living area (in m²)

G-WC: separate toilet

OG: Upper floor

TG: underground garage

The rental prices advertised are usually for the basic rent, i.e. costs for electricity, water, heating and refuse removal are extra. Extra costs are, on the contrary, often included in the price of furnished rooms. Look out for the terms "*Warmmiete*" or "*warm*" (extra costs included) and "*Kaltmiete*" or "*kalt*" (extra costs not included). Ask about extra costs when looking for accommodation.

In Germany you can rent empty, partially furnished and furnished accommodation. Empty flats are really empty: there is no furniture, nor are there soft furnishings and

fitments etc. Partly furnished and completely furnished accommodation has at least some furniture, sometimes even some kitchen furniture and fitments. Flats are,

however, seldom rented furnished, whereas private rooms and student residences are.

Accommodation abbreviations

Beware: For flats advertised by estate agents who add the letters IMM or RDM to their names, you can expect to pay a fee of up to two months rent.

If telephone numbers are given, you can call the landlord or estate agent directly. You should call as early as possible (from 7.30 hours) to arrange a viewing appointment. In many advertisements only box numbers are given. If that is the case you have to write to the newspaper quoting the box number.

Accommodation Assistance offered by the International Office

The Student Services Organisation in Munich (*Studentenwerk München*) has a **limited number** of places in student residences (mostly single rooms, some apartments) for ERASMUS and LMUexchange students. Those, who do not get a room through the Student Services, will have to look for private accommodation themselves. The International Office of the LMU cannot give an accommodation guarantee to all!

The monthly rent for the student accommodation ranges from 200 € to 370 €. You will be expected to pay a deposit of approx 250€-350€. The deposit will be returned to you at the end of your stay on condition that you leave your accommodation in good order. As the monthly rent will be debited from your bank account, please open an account in Munich shortly after your arrival (see chapter 3.8 "Opening a Bank Account")

The International Office can only place students in student accommodation at the beginning of the winter semester (the rental period starts on October 1st) and at the beginning of the summer semester (the rental period starts on April 1st). It is difficult to place students during the semester. The application form for accommodation (*Antrag auf Zimmerreservierung*) is integrated into the forms for admission to the University and must reach us:

**before 15 June for a room in the following winter semester, or
before 15 December for a room in the following summer semester.**

Important: Please note that special requests for rooms (private bathroom, location and price) cannot be taken into consideration. Most housing units have single bedrooms, equipped with a wardrobe, shelves, desk and chair. Students, however, usually **have to share bathroom and kitchen facilities** (exceptions can only be made for exceptional medical or religious reasons).

About **6 to 8 weeks before your arrival** in Munich you will receive a written reply to your application directly from the International Office.

If you do not wish to wait that long for notification, we advise you to look for accommodation on the private housing market

If you are under the lucky ones for a room you will receive shortly afterwards the room confirmation email by the Studentenwerk, a room reservation form and more information about the dormitory will be enclosed.

By accepting the offer of the *Studentenwerk* you are committed to accepting the accommodation reserved for you on the agreed date. **If you cancel your reservation without sufficient notice, you will be obliged to pay for the loss of rent (usually an entire month's rent.)** The International Office has **absolutely no influence** on the decisions made by the *Studentenwerk*. It is not possible to exchange the room allocated to you for another. If you are not happy with the accommodation the Student Services Organisation has provided for you, you will have no choice but to find an alternative privately.

Short stay accommodation

If you cannot occupy the room you have reserved immediately after your arrival in Munich, (if you arrive during the night, for example, or at the weekend, on a public holiday, or when the students residence administration is closed) we recommend that you spend the night at a **youth hostel** (please note that a youth hostel membership card is often required).

<p>Youth hostel Munich - Neuhausen</p> <p>Wendl-Dietrich-Str. 20, 80634 Munich Tel.: +49 89 20 24 44 9-0 Fax: +49 89 20 24 44 9-13</p> <p>www.muenchen-city.jugendherberge.de</p>	<p>Youth hostel Munich - Thalkirchen</p> <p>Miesingstr. 4, 81379 Munich Tel.: +49 89 7236560 Fax: +49 89 7242567</p> <p>www.muenchen-park.jugendherberge.de</p>	<p>For you</p> <p>Hirtenstr. 18, 80335 Munich, Tel.: +49 89 5521660, Fax: +49 89 55216666</p> <p>www.the4you.de</p>
<p>Meininger City Hostel&Hotel</p> <p>Landsbergerstr. 20 80339 Munich Tel.: +49 89 420 956 053 Fax: +49 30 666 36 222</p> <p>www.meininger-hostels.com</p>	<p>Haus International</p> <p>Elisabethstrasse 87 80797 Munich Tel.: +49 89 12 00 60 Fax: +49 89 12 00 66 30</p> <p>www.haus-international.de</p>	<p>Wombat's City Hostel</p> <p>Senefelderstraße 1, 80336 Munich Tel.: +49 89 5998 918-0 Fax: +49 89 5998 918-10</p> <p>www.wombats-hostels.com/munich/</p>

Please book well in advance and note that practically all hostels double or triple their rates during the Oktoberfest (mid-September to beginning of October).

A list of hotels and guest houses in Munich can be found at:

Tourismusamt München, 80331 Munich,
Tel.: +49 89 233-96500, Fax: +48 89 233-30233
www.muenchen.de

Private Accommodation

All students, who do not want or do not get accommodation in a student residence, are advised to arrive in Munich well before the start of their course of studies in order to look for private accommodation. (Rooms can cost between 200 € and 400 €

a month). Unfortunately, the International Office **cannot** help you look for private accommodation, but we can give you some useful addresses to help you in your search.

Newspapers

Advertisements offering accommodation appear in the following newspapers:

- Kurz & Fündig on Tuesday and Friday
- Abendzeitung (AZ) on Saturday
- Süddeutsche Zeitung (SZ) on Wednesday and Friday or on the Internet (www.sueddeutsche.de => Immobilienmarkt => Wohn-Immobilien mieten)
➔ It is best to buy the paper the previous evening and phone advertisers immediately.

Accommodation Services

HomeCompany München

(private rental agency)

Germaniastr. 20, 80802 Munich

Tel. +49 89 19445, Fax: +49 89 273 229 29

Office hours: Monday to Friday 8.00-12.30 and 13.30-18.00

Internet: www.muenchen.homecompany.de

University's rental agency

(*Mitwohnzentrale an der Uni*)

Fendstr. 6, 80802 Munich

Office hours: Monday to Friday 9.00 – 13.00 and 14.00 – 18.00

Tel.: +49 89 330 374-0

Internet: www.mwz-munich.de

Apartment Bureau in the Student Village

(*Appartement-Börse der Studentenstadt Freimann*)

Christoph-Probst-Str. 12; Room 029, 80805 Munich

Tel.: +49 89 3243288; E-mail: aboerse@gmx.de

Office hours: Mon., Tues., Wed., Fri. 18.00 - 20.00; Thurs. 17.30 – 21.30

Accommodation is usually limited to four months, but extensions are possible.

There is often a waiting list.

Homepage of the Student Services Organisation:

www.wegweiser-muenchen.de/english/student_union/student_housing/private_accommodation_service

Notice boards („Schwarze Bretter“)

Private notices (small advertisements) from people offering or looking for accommodation can be found in the:

- Students' canteen (*Mensa*) of the LMU, Leopoldstr. 13a
- Students' canteen (*Mensa*) of the TU, Arcisstr. 17
- Student Services Organisation (*Studentenwerk*), Leopoldstr. 15
- Protestant Students' Community (*Evangelische Studentengemeinde*), Friedrichstr. 25

3.10 CD-Rom “Studieren in München” (studying in Munich)

This guide, issued annually by the Student Services Organisation in Munich (*Studentenwerk München*), contains **information** designed to make your life as a student in Munich easier. It covers a broad range of topics, including studies, libraries, accommodation, financial aid, work, public transport, student food services, health insurance, clubs, organisations and activities, culture, entertainment, sport and travel. It is available **free of charge** at the start of each semester in the University, at the *Studentenwerk München*, Leopoldstr. 15, or at the International Office of LMU.

3.11 Moving into Student Accommodation

If a room in student accommodation has been reserved for you, it is important that you try not to arrive in Munich at the weekend as you will not be able to move into your room. If you do arrive at the weekend, make sure that you have temporary accommodation booked well in advance. The student housing administration is only open on weekdays. You can find the opening times at:

www.studentenwerk.mhn.de/wohnen => Wohnen in Wohnheimen => Wohnanlagen des Studentenwerks München

You will be expected to sign a contract of rental. This contract can only be signed if you have a German bank account. **It is important to read the contract carefully before signing.** In particular, pay attention to the dates of rental. It is important that they correspond with the length of your study period.

You are expected to stay in your accommodation for the full rental period. If, however, you wish to leave your accommodation before the date stated in your contract, you must give the *Studentenwerk* at least two months notice. Failure to do so will result in you having to pay the full rent!

With your keys you will be given an inventory. Please ensure that all items listed on it are actually in your room and are in good working order. If any items are damaged or broken, you should report this on the inventory and return it to the housing administrator. By checking the items in your room carefully, you can avoid having to pay for damages that you did not cause.

Cost for any damages that you cause will be deducted from your deposit.

4 Studying at LMU and Living in Munich

4.1 The Lecture Periods

The academic year is divided into two semesters:

The winter semester (WS): 1.10. - 31.03.
The summer semester (SS): 1.04. - 30.09.

Classes take place from:

- | | |
|---------------------------|---------------------------------|
| • Winter semester 2009/10 | 19.10.2009 to 13.02.2010 |
| • Summer semester 2010 | 19.04.2010 to 24.07.2010 |
| • Winter semester 2010/11 | 18.10.2010 to 12.02.2011 |
| • Summer semester 2011 | 02.05.2011 to 31.07.2011 |

During the periods when no classes take place - the so-called *Semesterferien* (March & April and August to October) - students are expected to write their term papers and theses and to prepare for examinations.

During the Christmas and New Year holidays (24 December - 6 January) much of the University is closed and no classes take place.

The semester dates for the Faculty of Medicine are slightly different:

- | | |
|-----------------------------|---------------------------------|
| • Winter semester 2009/2010 | 19.10.2009 to 19.02.2010 |
| • Summer semester 2010 | 19.04.2010 to 06.08.2010 |
| • Winter semester 2010/2011 | 18.10.2010 to 18.02.2011 |
| • Summer semester 2011 | 02.05.2011 to 12.08.2011 |

4.2 Enrolling for Classes

Some lecturers expect you to enrol for their classes (*Proseminar, Hauptseminar, Übungen*) before the beginning of term and limit the number of participants. There are also different ways of enrolling for classes (i.e. emailing the lecturer, personally visiting them in their office hours, online enrolment). It is therefore important that you get in contact with your department coordinator and visit the institutes at which you wish to take courses. You will find important information about introductory courses, general academic guidelines, academic courses of study and above all about the place and deadlines for class registration, at the secretariat, the institute library and on notice boards.

4.3 Language Courses

Language courses during the Semester

Different institutions offer language course at LMU in cooperation with the International Office. All courses are subject to fees, reductions for ERASMUS/LMU exchange- students are offered.

*Deutschkurse für Ausländer be der Universität München** (Dfka) and the International University Club offer several courses at various levels during the winter and summer semesters.

More information can be found at www.dkfa.de and www.iucm.de.

The Institute of German as a Foreign Language offers a course for learning the language for academic purposes.

More information about these and other German language courses can also be found at www.uni-muenchen.de/studium/studium_int/studium_lmu/sprachkurse

At the German Department and the Institute of German as a Foreign Languages of LMU **you cannot expect to learn German**. If you choose to study in these departments, you are expected to have a very good command of German.

Among others, the following private institutions offer German language courses:

- Goethe-Institut*
Sonnenstr. 25, 80331 Munich, Tel.: +49 89 551 90-30
E-mail: muenchen@goethe.de
- Volkshochschule München – Sprachenabteilung
Kellerstr. 6 (Gasteig), 81611 Munich, Tel.: +49 89 4800 66 169
Monday, Tuesday 09:00 to 13:00 h and Wednesday, Thursday 14:00 to 19:00 h
- ASL Sprachenschule
Leopoldstr. 62, 80802 Munich, Tel.: +49 89 332825
Kontakt - Internet: www.aslsprachen.de/german_all/index_kontakt.htm

*at these language institutes you can acquire language certificates, which will be recognised at LMU in case you decide to continue your studies at LMU as a regular student.

4.4 Email Account

At enrolment you will be given a password and a login for your university email account. It is important to activate your account as you will receive official emails from the university administration. The university must be notified of changes of address, etc. This can only be done online, on the university's webpage under the links: Studium => Administratives => Administratives A-Z => Adressensänderung. To be able to use this service, you will need your activated email account password and login.

4.5 University Library (UBM)

(Ludwigstraße 27, ground floor)

The University Library Munich has an electronic lending system. The only way to order and reserve books, extend the loan period, and check the books you have borrowed is on the self-service system of the OPAC (Online Public Access Catalogue) terminals (see below).

For this you need a library card, which is issued to students of LMU at the **library information counter ("Bibliotheksauskunft")**.

This library card also allows you to borrow books from the Bavarian State Library (***Bayerische Staatsbibliothek***). In these facilities you will find everything you need for your studies in Germany. Information can be found on the Internet at:

www.bsb-muenchen.de

Bayerische Staatsbibliothek
Ludwigstraße 16, 80539 Munich
U3/U6, underground station Universität
Telephone: +49 89 28638-0

At the beginning of each semester guided tours of the library (***Bibliotheksführungen***) are offered: information can be found on notice boards or in the library.

Many **institutes at LMU** also have libraries of their own:

www.ub.uni-muenchen.de/bibliothekssystem.htm

More information can be found on the Internet at the homepages of the relevant institutes.

OPAC

The **OPAC** (Online Public Access Catalogue) of the University Library Munich (Universitätsbibliothek München - UBM) can be used for **literature research** either

- via the OPAC terminals available in the UBM, or
- via the Internet: <https://opacplus.ub.uni-muenchen.de>

The UBM-OPAC only contains the books and periodicals available in the UBM.

Courses explaining the use of the OPAC system, the Internet, etc., are offered regularly. Details are available at the library information counter (*Bibliotheksaskunft*).

4.6 Student Canteens and Cafeterias

The Student Services Organisation (*Studentenwerk*) runs eight student canteens and several small cafeterias offering students at the Universities in Munich and Garching several reasonably priced menus at lunch-time. The main canteen is in Leopoldstr. 13a. During the semester it is open from Monday to Thursday from 11.00-14.30 hours and on Friday from 11.00-13.55 hours. The menu plan for the month can be found on the Internet at: www.studentenwerk.mhn.de/mensa/index-de.html

The addresses of the other canteens and cafeterias can be found in the brochure „*Studieren in München*“.

4.7 Sport at the University

The Universities of Munich sports centre offers all members (students and employees) a comprehensive range of sports, from badminton, oriental dance and diving to climbing and canoe-polo. Details are published twice a year in the **brochure *Hochschulsport*** (Sport at the University). The summer programme, covering the summer semester and the following summer/autumn holidays, is published at the end of February, and the winter programme, covering the winter semester and the following spring holidays, at the end of July. They are available at the International Office of LMU.

ZHS im Olympiapark,
Connollystr. 32, 80809 Munich,
Tel.: +49 89 35491-1
Internet: www.zhs-muenchen.de

4.8 Social Programmes

Munich ERASMUS-Students Association (MESA)

MESA is an organisation run by LMU students who have studied abroad under the auspices of ERASMUS. The members of the association will be glad to provide you with support and assistance before and during the first few months of your stay in Munich.

Information about this initiative is available at: www.lmu-mesa.org

Each semester a big welcoming party takes place and many interesting excursions are offered by MESA throughout the year.

MESA also welcomes LMUexchange students.

Email: info@lmu-mesa.org

TutoRIA (the LMU Munich tutoring programme)

TutoRIA is a tutoring programme of the International Office. It is run by a group of LMU students who organise trips, information evenings and many other leisure activities for the international students of LMU.

You can sign up for the different events every Thursday from 11:00 to 14:00 at the TutoRIA office.

TutoRIA office:

Address: Schellingstr. 9

2nd floor, room 202

Tel.: +49 89 2180 6298 (only during office hours on Thursdays)

Email: tutor.international@lmu.de

Programme of events and more information: www.tutoria-lmu.de

AEGEE - Sprachduo

Sprachduo is a venture of AEGEE (European Students' Forum) to arrange and support language contacts between LMU and international students in Munich through a language exchange. A description of the programme and the application procedure is available at: www.sprachduo.de

AkaSIA

AkaSIA is a cultural exchange programme for all Asian students at LMU and for all students interested in Asian culture. The group offers support for Asian students as they settle in Germany for the duration of their studies. AkaSIA organises movie evenings, dinners, excursions and other cultural get-togethers.

More information: <http://lmuakasia.blogspot.com>

Nomikai

Nomikai is a group of both Japanese and LMU students from all faculties who meet once a month. The activities are supported by DAAD and are mostly informal cultural events where everyone interested in the Japanese culture can meet new people and catch up with old friends.

More information: michelmuenchen-nomikai@yahoo.de

4.9 Intercultural Programmes

Sinik Munich

Sinik Munich is made up of a team of LMU students from various countries, all of whom study at the Institute for Intercultural Communication to become intercultural trainers.

In cooperation with the International Office, Sinik organises an intercultural training day to sensitise you to German culture and studying at a German university, thus making the initial phase as painless as possible. For an entire day, simulations, group work and discussions take place and the following topics are dealt with: What is culture? In what ways does culture affect our perceptions and values? What is "culture shock" and how do I deal with it? How do I cope with daily university life? What is typical for German culture?

To find out more about the initiative and the actual dates of the training sessions, please visit www.sinik-munich.de – Email: info@sinik-munich.de

Intercultural Counselling and Equality of Treatment Office

This counselling office at the Institute for Intercultural Communication is designed specifically for international students. Students are offered professional help with issues that crop up in every day situations. They are helped with understanding intercultural differences in university life e.g. cultural differences in communicating with professors and coping with an academic system so different from that of the home university. Counselling is also offered to students who are having difficulties settling into a new living situation. Discrimination and inequality issues can also be discussed here.

The counselling office is at Oettingenstr. 67 (near the English Garden), room 0.32. Tel. +49 89 2180-9603.

The current appointment times can be found at www.ikk.lmu.de

4.10 Counselling at the University

If you feel you are not coping with the challenges of living abroad, the Student Services Organisation's (*Studentenwerk*) psychotherapy and psycho-social counselling service may be able to help you. Help with problems related to your studies and / or private life is offered free of charge.

Address

Gemeinschaftszentrum im Olympischen Dorf

Helene-Mayer-Ring 9

80809 Munich

Telephone: +49 89 358 98 58-10 (with answering machine)

E-mail: psycho-beratung@studentenwerk.mhn.de

Opening hours: Mo-Fr 9:00 – 12:00

Appointments can be made

Mon –Thurs from 9.00-11.30 hours

Wed. from 13.45-16.45 hours

Thurs. from 14.00-16.15 hours

Fri. from 9.00-11.00 hours

The Roman Catholic and Protestant Student Community of the LMU also offer counselling for students.

Contact the **Roman Catholic Student Community** (KHG):

Leopoldstraße 11, R. 205

Tel.: +49 89 38 103-149

Internet: www.khg.uni-muenchen.de

Contact the **Protestant Student Community** (ESG):

Friedrichstr. 25

Tel.: +49 89 33 99 72-33 oder +49 89 33 99 72-34

Internet: www.esg.uni-muenchen.de

Students of other confessions will be made most welcome.

4.11 Employment

Students from **non-EU countries** and from the **new EU-countries** are permitted to work in Germany for a maximum of 90 full days or 180 part-time days (4 hours a day at the most) per annum. A residence permit issued by the foreigner's registration office is required (§ 9 Abs. 7 AEVO). Should this period be exceeded a work permit must be obtained from the federal employment office (*Agentur für Arbeit*). Exceptions can only be made on an individual basis in the case of an acute temporary emergency situation or if other special reasons are given. This is not, however, an entitlement.

EU-students, as a general rule, are permitted to work for an unlimited period (in accordance with the usual student regulations). A work permit is not required. Applying for a certificate of free movement of labour (*Freizügigkeitsbescheinigung*) is, however, recommended.

Generally, it is difficult to find student jobs.

The following documents are required: confirmation of registration, a passport or identity card and a passport photo

The Student Services Organisation (*Studentenwerk*) runs its own job placement agency together with the company Die Job-Börse, and can be found in the cafeteria of the Ludwig-Maximilians University. The *Job-Börse* finds practical placements, student traineeships, part-time jobs and permanent positions for students and graduates. This service is free of charge. You can find the *Job-Börse* at the cafeteria of the Ludwig-Maximilians University.

Job-Börse

Leopoldstraße 13a
80802 Munich

Tel.: +49 89 27 31 25 70

Fax: +49 89 27 31 25 71

Opening hours: Monday to Friday 9.00 – 17.00 and by appointment;

Also during the semester vacations

Website: www.jobcafe.de

At LMU students can also work as student assistants in research projects, institutes or administration. Vacant posts are displayed on notice boards in the individual institutes or administrative offices.

5 Before Departure

5.1 ECTS – Transcript of Records

In line with the Bologna Declaration, LMU is changing over to a Bachelor / Master system. Courses are being modularised in accordance with the European Credit Transfer System (ECTS). The Faculties of Science and Social Sciences have already completed the transition. The departments of the Faculty of Humanities and Philology will introduce the BA in 2009/10. Per semester students should aim to take 30 credits worth of courses. Find out from your home university how many credits you are expected to have in your transcript.

At enrolling you will be given a chart in which you should note the courses you are taking. On completion of the course the lecturer should add the ECTS points and the local grade (**at LMU we do not use the ECTS grading scale**), sign and stamp the chart. When you have all your grades, you should bring your grade sheet to the International Office, where a transcript will be issued.

There may be some exceptions to this rule i.e. if you take all of your courses in the same faculty (Business Studies (BWL) or Law), the transcript will be issued by the faculty. The International Office will advise you on request.

Please note that in courses leading to the State Examination (Medicine, Dentistry, Teaching Degrees) ECTS has not yet been introduced.

5.2 Informing the Residents' Registration Office of your Departure and other Formalities

Please do not forget, shortly before the end of your stay in Germany, to inform the residents' registration office on the green notice of departure-form (*Abmeldung*) that you plan to leave the country. You can do this in person or in writing. You can find the necessary form for doing this at www.muenchen.de => Rathaus => KVR.

Also remember to close your bank account, cancel your mobile phone contract and your public transport monthly card.

5.3 Leaving Student Accommodation

If you have been living in accommodation of the Student Services Organisation (*Studentenwerk*), there are several things you should attend to before handing in your keys.

First of all, you should make sure that you leave your room in the same state you got it, i.e. make sure you replace broken fittings and clean the room. Failure to do this will result in the loss of your deposit. Secondly, arrange an appointment to have your room inspected by the maintenance supervisor (*Hausmeister*).

Finally, give the housing administration your bank details at home so that the deposit can be transferred to your account. This can take up to 3 months.

5.4 Let Us Know about Your Experience in Munich

We are pleased that you chose to come to Munich as an ERASMUS or LMUexchange student and would like to hear more about your experience here. Please answer some questions by email and help us make the LMU-experience even better for future international students.

What made you choose LMU?

Was the semester / year abroad as you expected? What was different?

Was there something you found especially difficult or was some particular information difficult to find?

What were the highlights of your year at LMU and in Munich?

What kind of advice would you give to future ERASMUS or LMUexchange students?

Please send your answers to: mesnouf@lmu.de

If you wish to take some LMU-souvenirs home with you, visit our online shop at: www.lmu-shop.de

6 Checklist

What to do before departure?

- Apply for an entry visa if necessary
- Check how long your passport/identity card is still valid for.
- Complete and return the admission and housing form to the LMU, keeping to the application deadlines. Do not forget to have the form signed by the responsible person at your home university
- Get confirmation of your health insurance from your health insurance company
- Get proof that you have sufficient financial means for your period abroad
- Think seriously about taking out a personal liability insurance policy
- Have a number of passport photos made

What to do after arrival in Munich?

- Go to the health insurance authority in Munich
- Matriculate at the International Office
- Pay the *Studentenwerksbeitrag* (Student Services Organisation fee) of 42€ after matriculation
- Register your address in Munich within a week of your arrival
- Apply for a residence permit (if necessary)
- Open a bank account
- Get a reduced rate monthly travel pass from the MVV
- Register for classes at the faculties/institutes

What to do before returning home?

- Collect your course certificates and examination results from the relevant faculty or institute! If no course certificates are issued, use the grade sheet you were given at the beginning of the semester.
- Inform the *Einwohnermeldeamt* (in person or in writing) that you are leaving (use online form)
- Pick up your Transcript of Records at the International Office
- Cancel all standing orders
- Arrange to have your housing deposit transferred to your regular home bank account
- Ensure that you leave your student accommodation in good order