INFORMATION FOR EXCHANGE STUDENTS
Dear international exchange students,

I am pleased to welcome you to Ruprecht-Karls-Universität Heidelberg! We are delighted that you have chosen Germany’s oldest university as the place to pursue your studies. Heidelberg provides excellent research and education opportunities for scholars and students from all over the world. It is my hope that you will take full advantage of these opportunities and become deeply involved in the life of our university.

From its very beginnings in the year 1386, the University has welcomed and profited from the international perspective students and scholars from abroad bring to its academic and cultural life. Semper Apertus – Always Open – the guiding principle of the University has remained valid over the centuries. It expresses our openness toward new ideas and scholarly innovation as well as toward students and scholars from all over the world, who enrich the University and life in the beautiful city of Heidelberg.

During your stay here in Heidelberg, I would like to encourage you to immerse yourself in the academic life of our university by attending courses, participating in academic activities and taking advantage of the wealth of extracurricular activities offered.

I hope that your stay in Heidelberg will be rewarding for you in many ways. You have the opportunity to study at a premier institution of higher learning, make friendships that will last a lifetime and explore the beautiful city of Heidelberg and its surroundings.

Again, it is a privilege to have you here. I wish you much success in your time here and hope that you truly enjoy your experience at the Ruperto Carola. You, too, can personally help shape the future here in Heidelberg.

Heidelberg University: The Future. Since 1386.

Bernhard Eitel
Rector
## CONTENTS

1. Introduction ........................................ 5
2. Some Preliminary Information .................. 6
3. Studying in Heidelberg ........................... 8
4. German Language Proficiency ................... 14
5. Accommodation in Heidelberg .................. 18
6. Arriving in Heidelberg ............................ 20
7. Administrative Issues ............................... 26
8. Banking and Money Matter ........................ 32
9. Student Life in Heidelberg ....................... 36
10. Preparing to Study Abroad ....................... 46
11. Homestay with a German Family *(Das Experiment)* ....... 50

Appendix .................................................. 51

Things to do before you return home ............... 60
1. INTRODUCTION

1.1 About Heidelberg University

Founded in 1386, Heidelberg University is the oldest university in Germany and continues to be an important center of modern research and teaching. Around 30,800 students currently study in one of the university’s 12 faculties, covering a wide variety of subjects in the humanities, sciences and medicine. Over 5,300 are international students, drawn from as many as 130 different countries.

1.2 The International Relations Office

(Dezernat Internationale Beziehungen)

Heidelberg University’s International Relations Office provides all international students with a variety of services, helping with admissions and enrollment, providing general advice and maintaining a resource center and private accommodation service. We hope that our resources and expertise will help contribute to the success of your stay in Heidelberg.

Our office is located in Heidelberg’s historic city center (Altstadt) near Universitätstätsplatz.

The Resource Center (Serviceportal, room 33) for International Students is open during the following times:

Monday through Thursday: 10 a.m. – 4 p.m.
Friday: 10 a.m. – 2 p.m.

Our address:
Universität Heidelberg
Dezernat Internationale Beziehungen
Seminarstr. 2
D-69117 Heidelberg
Fax: + 49 6221 54-2332
Internet: www.uni-heidelberg.de/international-exchange (also in English)
2. SOME PRELIMINARY INFORMATION

2.1 Important Dates

<table>
<thead>
<tr>
<th></th>
<th>Fall/Winter Term (Wintersemester) 2013/14:</th>
<th>September 1 – February 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory German Language</td>
<td>Preparatory German Language Course for Exchange Students:</td>
<td>September 4 – 27</td>
</tr>
<tr>
<td>Course for Exchange Students:</td>
<td>classes run:</td>
<td>October 15 – February 9</td>
</tr>
<tr>
<td>Orientation:</td>
<td>Orientation:</td>
<td>October 8 – 10</td>
</tr>
<tr>
<td>Christmas break:</td>
<td>Christmas break:</td>
<td>December 22 – January 6</td>
</tr>
<tr>
<td>Deadline for the receipt of</td>
<td>Deadline for the receipt of applications to the University:</td>
<td>June 15, 2013</td>
</tr>
<tr>
<td>applications to the University:</td>
<td>Spring/Summer Term (Sommersemester) 2014:</td>
<td>March 1 – August 31</td>
</tr>
<tr>
<td>Preparatory German Language</td>
<td>Preparatory German Language Course for Exchange Students:</td>
<td>March 4 – 28</td>
</tr>
<tr>
<td>Course for Exchange Students:</td>
<td>classes run:</td>
<td>April 15 – July 27</td>
</tr>
<tr>
<td>Orientation:</td>
<td>Orientation:</td>
<td>Early April</td>
</tr>
<tr>
<td>Deadline for the receipt of</td>
<td>Deadline for the receipt of applications to the University:</td>
<td>December 15, 2013</td>
</tr>
<tr>
<td>applications to the University:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students not attending preparatory language courses are advised to arrive either at the beginning of April or at the beginning of October, depending on the semester for which they have been admitted. This allows sufficient time for administrative matters such as bank accounts, health insurance and accommodation to be taken care of as well as to participate in the Orientation Days and other introductory events.

Please note that you may have to sign a housing contract with the Studentenwerk (and pay rent) for the full semester, even if you arrive in October or April only, as the semester officially start on September 1st and March 1st respectively.
2.2 Application Procedure

An application form for formal admission to Heidelberg University can be obtained from your advisor at your home university. This form must be completed and returned to our office.

The deadlines are:
Fall/Winter Term: June 15
Spring/Summer Term: December 15

After your application has been processed, you will receive a Zulassungsbescheid (letter of admission), which you must bring with you when you come to Heidelberg. This letter is proof of your official student status at Heidelberg University and you will need to present it on many occasions, such as during the enrollment process. The process of ‘admission’ and ‘enrollment’ are distinct. Although receipt of a Zulassungsbescheid confirms admission to the university, enrollment only takes place after a further series of administrative conditions have been satisfied.

Please note that students who wish to take part in the Preparatory Language Course need to fill out the registration form for this course and send it to the International Relations Office by June 15 for the fall/winter term or December 15 for the spring/summer term.

2.3 Orientation

Every semester, the International Relations Office organises Orientation Days to introduce new international students to Heidelberg and to the German university system. The Orientation Days usually take place one or two weeks before lectures start and consist of a number of events and presentations, covering a wide range of academic and social issues. Introductory sessions will also be offered to all new students by the various departments. An overview of the sessions is available shortly before the start of the lecture period at:

www.uni-heidelberg.de/studium/imstudium/beginn/angebote.html

We highly recommend these Orientation Days as a chance to meet other students and better adapt to everyday life in Heidelberg.
3. STUDYING IN HEIDELBERG

3.1 The University Environment

Like many universities in Germany, Heidelberg University does not have a uniform centralized campus. It is divided into a number of departments and institutes located throughout the city center and the surrounding areas. Most of the departments and institutes belonging to the humanities – such as the Modern Languages Department, the History Department, the Theology Department, the various law institutes and the Department for Translation and Interpretation – are located in the city center.

The central administration building (Carolinum) is also in the city center, together with the main library, two cafeterias, and the “New University” (built in 1931), which is used for lectures. Simply visiting the International Relations Office (in the central administration building) and taking courses in the humanities will allow you to become acquainted with some of the oldest and most beautiful buildings in the Altstadt and to discover some of the quaint shops, restaurants and cafés tucked away in the side streets.

The Science Departments and Faculty of Medicine are located on the more modern Neuenheimer Feld campus. Neuenheimer Feld is a large grouping of modern buildings situated across the river and north-west of the city center (approximately 15 minutes by bike). Neuenheimer Feld contains a variety of facilities – libraries, the University Computing Center (Universitätsrechenzentrum or URZ for short), cafeterias, stores, cafés and pubs. Many student dormitories are located in Neuenheimer Feld as well. Neuenheimer Feld is easily reachable by both bicycle and public transportation.

The Social Sciences and the Faculty of Economics can be found in the most recent addition to the University’s landscape, Campus Bergheim, which is between the main train station and the Altstadt.
3.2 General Structure of Studies

Like all other German universities, Heidelberg University has undergone a major reorganization of its courses of study, in which the traditional Diplom and Magister programs were phased out and Bachelor’s and Master’s degrees were introduced in most disciplines. The Bachelor programs can be completed in six semesters, consist of consecutive modules and require a Bachelor’s thesis.

The Master’s programs usually take four semesters, with some special programs being shorter (two or three semesters). There are consecutive, non-consecutive and executive Master’s programs. Consecutive programs build on a Bachelor’s program offered at Heidelberg University, whereas non-consecutive Master’s programs do not have an equivalent Bachelor’s program at Heidelberg University. Executive Master’s programs require at least one year of professional experience.

Admission requirements for these programs vary according to the different disciplines.

3.3 Types of Courses

Courses are generally divided into three categories: Vorlesungen, Seminare, and Übungen.

Vorlesungen are lecture courses providing general or background information on a subject. There is usually little interaction between the instructor and students. Students may not be required to submit written work or take a test and therefore do not always receive credit for a lecture course. Note: If you are required by your home university to receive credit for a lecture course, you can speak to the instructor and request to submit a paper or take an oral or written test. Most instructors will agree to such an arrangement.

Seminare (seminar courses) are generally smaller than lectures and require a greater level of participation from students. Students are usually expected to give an oral presentation and hand in a written paper. Seminare are offered at different levels: Proseminare at the basic level, Hauptseminare for advanced (graduate) students, and Oberseminare for very advanced (doctoral) students. Übungen (tutorial classes) allow students to practice certain sets of skills (e.g. translation, lab work, etc.).
3.4 Course Selection

Exchange students are admitted to the University as Kurzzeitstudenten (visiting students) and are not eligible to receive a degree from the University. Thus, they have a relatively free choice in selecting the classes they wish to take although formal admission will be for one or two subjects only. Should an exchange student wish to attend courses in subjects other than those for which they have been enrolled, we recommend contacting the respective instructor beforehand in order to get his/her permission.

Some classes require prior registration whereas for other classes showing up on the first day of class in order to sign up is sufficient.

At www.uni-heidelberg.de/studium/imstudium/vorlesungen/ you can find the course catalogue for the current semester and of previous semesters, which will help you to get an overview of the classes generally offered at Heidelberg University.

Information on the course offerings for the coming semester will be available online a few months before the lecture period starts. Some course descriptions provide detailed information on the course content and a reading list. This is very helpful both for choosing courses and as a source of information about receiving credit. Usually, you can also find information on whether prior registration is required and how to sign up for the course (e.g. by sending an e-mail to the course instructor, or by signing up on a list by the instructor’s office door, etc.).

In some departments, course information is also published in a little booklet called a kommentiertes Vorlesungsverzeichnis, which can be purchased a few weeks before each semester from the respective department or can be found on the department’s website.

For a list of department websites please see:

www.uni-heidelberg.de/sitemap/indexinstitute.html
If you would like to search only for courses offered in English (or another language), please see http://lsf.uni-heidelberg.de/ and then click on: Lectures => Search Lectures. Enter the language of instruction that you would like to search for in the drop down menu and enter the department(s) in which you wish to conduct the search. Click on “Select” to select the name of the department(s) from a list. You can reveal the individual departments by clicking on the “+” to the left of Fakultäten and then selecting the Fakultät and department(s) in the same way. Once you have found the department(s), click on the box to the left to mark your selection (a green check will appear) and then click on the “commit choice” box at the bottom of the screen. To begin your search press “Start Search” at the bottom of the screen.

For example: the English Department (Anglistisches Seminar) is located under: Fakultäten => Neuphilologische Fakultät => Anglistisches Seminar

Students who would like advice on course selection can seek help from the relevant departmental advisor or from their exchange coordinator at the International Relations Office. Additionally, student associations (Fachschaften) within individual departments often provide helpful information on their websites.

The addresses and websites of the various Fachschaften can be found at:

http://dschungelbuch.fsk.uni-heidelberg.de/index.php/Die_Fachschaften
3.5 Subject Selection

Exchange students are admitted to the University as Kurzzeitstudenten (visiting students) and are not eligible to receive a degree from the University. They are usually enrolled in only one or two subjects (to be declared on the application form), which they should have studied for at least one year at their home university. However, it is usually possible for exchange students to participate in courses outside their subject(s) with the permission of the course instructor. If you have questions regarding subject selection, please contact your exchange coordinator at the International Relations Office.

An alphabetical list of subjects offered at the University of Heidelberg is available at:

[www.uni-heidelberg.de/studium/interesse/faecher/a-z.html](http://www.uni-heidelberg.de/studium/interesse/faecher/a-z.html)
3.6 Receiving Credit

The structure of the German educational system still differs greatly from that of other countries. Students are given more freedom in selecting their courses and receive relatively little supervision. The University does not have a central registrar and does not keep track of the courses exchange students attend or their grades. Exchange students will not receive a transcript of their completed courses and grades unless they follow the procedure outlined below.

Upon registration, you will receive a Studienbuch (official documentation of enrollment). As you complete your courses, you are issued Scheine (special certificates, credits). These Scheine signify that you have fulfilled the course requirements. There are two types of Scheine: benotet (graded) and unbenotet (ungraded). If your home university only gives credit for graded Scheine, you should speak to the instructor(s) at the beginning of the semester and arrange to receive a graded Schein. You should place your Scheine in your Studienbuch: they are the only documentation you will receive for the courses you have taken.

In addition to the grade, you will receive a certain amount of credits for each course ($LP$ = short for Leistungspunkte). 1 $LP$ corresponds to 30 hours of work (contact hours, hours in the classroom, work before and after a course, homework, preparation of in-class presentations, papers, exams etc.). The regular workload for degree candidates is 30 $LP$ per semester.

The amount of $LP$ awarded for a course is an indicator of the workload that comes with a course and may thus vary considerably from course to course.

To help with evaluation and credit transfer, the International Relations Office has developed a form (see Appendix or visit our office) on which you can list, in English or in German, all of the courses for which you have received a Schein. You can then present this completed transcript along with your original Scheine to the International Relations Office, and we will officially verify that the courses have been completed as specified. Please remember to have this document signed at the International Relations Office **before leaving Heidelberg**.

Heidelberg University does not keep copies of students’ Scheine and so it is very complicated, if not impossible, to provide a transcript after you have left Heidelberg.

**Please keep in mind that Scheine are not automatically given for all courses.** Particularly for lecture courses, you may have to arrange for a Schein to be issued by talking to the instructor at the beginning of the semester.
4. GERMAN LANGUAGE PROFICIENCY

In general, teaching and examinations are conducted in German in most disciplines. You should therefore have a solid knowledge of German in order to be able to follow your courses (e.g. two years of university-level German). Students who need additional language instruction in order to improve their German will find a large variety of language courses offered by the University during the semester. All exchange students are encouraged to attend the preparatory German language course in the month before lectures begin (see 4.1).

4.1 Preparatory German Language Course

Exchange students who wish to improve their command of German have the opportunity to take part in an intensive language course before the start of the semester. The program includes 80 hours of language instruction at three different levels (elementary, intermediate, advanced). All courses contain exercises dealing with German grammar, conversation, reading and writing, listening comprehension, lexis, phonetics, regional and cultural studies and information about studying in Heidelberg. A daily breakfast is also included in the course fee. Please ask your exchange coordinator whether you are required to pay for the course, as some students are exempt from paying.

Dates:  
September 4 – 27, 2013  (Wintersemester)  
March 4 - 28, 2014  (Sommersemester)

Registration deadlines:  
June 15, 2013  (Wintersemester)  
December 15, 2013  (Sommersemester)

Fee:  
€ 300 plus an additional € 200-350 for housing

4.2 Language Instruction during the Semester

Language instruction specially designed for exchange students at all levels is also offered during the semester for 4 to 8 hours a week, supplementing your university courses.

In addition to general language courses, you will also find subject-related courses such as Business German, German for Political Science Majors, German for Natural Science Majors, Literature and Film Studies, etc. These courses are intended for students with a solid command of German (at least level B2). Detailed information on registration for these courses will be provided shortly before the lecture period starts.
The goal of the Tandem Program is to help to improve the language skills and cultural knowledge of both Tandem partners.

Exchange students whose language proficiency is not sufficient to take part in university courses in their subject(s) may be admitted to an intensive German language course upon prior consultation with the International Relations Office (20 hours of teaching per week).

4.3 Language Tutorials

The International Relations Office organizes various tutorials for all international students. These include tutorials in which students are informed about technical language, the preparation of oral and written presentations, and intercultural variations, etc.

There are three types to tutorials:

– Tutorial about academic writing
– Rhetoric and presentation
– Intercultural training

All tutorials are offered once (or twice) a semester and are free of charge. For more information about the tutorials, please see: Workshops und Tutorien

www.uni-heidelberg.de/studium/kontakt/auslandsamt/aaa_angebote.html#otage

4.4 Tandem

The International Relations Office also provides a tandem service. By registering in room 139 of the International Relations Office, international students who would like to have the opportunity to practice German with a native speaker in a social setting can get in touch with German students who are looking for a language partner. The idea is that students speak for roughly equal amounts of time in German and in their mother tongue. The service is free of charge. Once you are enrolled, you can apply for a tandem partner online. You will find an application form on the website below:

www.idf.uni-heidelberg.de/studium/tandem.html
4.5 International Summer School of German Language and Culture

Every summer from late-July to late-August, Heidelberg University offers an “International Summer School of German Language and Culture”. The Summer School combines high quality language instruction with a whole range of additional activities.

The fee for the course is € 570. Application forms are available at the International Relations Office and on the Internet: www.uni-heidelberg.de/ifk

4.6 *Germanistik im Kulturvergleich*
(German as a Foreign Language Philology)

The Institute for German as a Foreign Language Philology offers a study program for international students wishing to work as teachers of German abroad or in other related fields. The degree program is only suitable for those students who already possess a good knowledge of German. Short-term students may obtain a certificate (*Zertifikat*) after two semesters of study if they complete the required courses.

The program includes several different areas of study:
• written and oral German studies
• linguistics
• literary studies
• didactics
• cultural studies
• media communication
• international business communication

In addition to regular courses for degree candidates, certain courses are also offered to suit the special needs of exchange students (*Kurzzeitstudierende*). For the list of courses targeted toward exchange students, please see the link below and click on *Lehrangebot für Kurzzeitstudierende*.

http://lsf.uni-heidelberg.de/qisserver/rds?state=wtree&search=1&trex=step&root1=20121=42807|42668|41581&P.vx=mittel

Further information about *Germanistik im Kulturvergleich* is available on the Internet at:

www.idf.uni-heidelberg.de
5. ACCOMMODATION IN HEIDELBERG

5.1 Student Residences

Student residences in Heidelberg are managed by the Studentenwerk, an independent organization providing various services to the student population. The number of available rooms is quite limited – only about 15% of German students have the opportunity to live in student residences. However, the International Relations Office works with the Studentenwerk to reserve rooms in student residences for international exchange students coming to Heidelberg.

The Studentenwerk maintains a large variety of student residences. Almost all of them were built after 1983 or have recently been renovated (many of the buildings in the Altstadt are renovated historic heritage properties). Students usually stay in single rooms with a shared kitchen and bathroom(s) in co-ed groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. There are also a small number of single apartments and women’s dormitories available.

Some of the residences are centrally located and others are in the surrounding area. Most residences have a common room or TV room; some also have music or billiard rooms and many have cable TV connections. All rooms are furnished; however, bed sheets, pillow and comforter, and kitchen utensils are not provided. Pillows, comforters and sheets can be purchased from the house-keeper of each residence for a small fee (67 €) or at a store. Washing machines and dryers are also available in every residence.

In order to contact classmates and friends in Heidelberg, most students purchase a pre-paid cell phone after their arrival or bring their mobile phone and purchase a new SIM card. All of the student residences on the Neuenheimer Feld Campus and the newer residences elsewhere have a direct connection to the university’s computer center, allowing access to the Internet at no additional cost after enrollment. Please note that rooms in Heidelberg’s historic city center (Altstadt) do not have a direct connection to the university’s computer center (URZ), i.e. no Internet access. However, in the Altstadt you can arrange for an Internet connection through a telecommunications provider or purchase a surf stick for a monthly fee. In addition, the University libraries, cafeterias (Mensen) and cafés also provide wireless (LAN) Internet access for students free of charge.

Students who have special housing needs due to a disability, allergy or other health problems should indicate this on the housing portion of their application to receive the appropriate housing. Students who would like to live in one of the residences in which rooms are directly connected to the university’s computer
center (URZ) should indicate this on their application or notify their exchange coordinator. Other room preferences can also be indicated; however, due to the limited housing available, specific room preferences not arising from a disability or health concern cannot always be met.

As changes to room allocations occur up to the very last minute, the Studentenwerk does not give out room assignments before students arrive in Heidelberg. More detailed information about student residences (including pictures of each residence) and other services offered by the Studentenwerk is available on the Internet at:

www.studentenwerk.uni-heidelberg.de/index.jsp

(Wohnen => In Heidelberg => Unsere Wohnheime)

5.2 Private Accommodation

Students preferring to live in private accommodations can receive information about private rooms and apartments in the area through the accommodation service run by the Studentenwerk in the Info-Center at the front of the Triplex-Mensa on Universitätsplatz. Please note that private sector rents are considerably higher than rents in student residences (a minimum of € 325 - 400 plus a deposit of two to three months’ rent), and private rooms are often not furnished. At the International Relations Office the accommodation service can be found in Room #32. Neither the International Relations Office nor the Studentenwerk are allowed to give out information about private accommodation by telephone, e-mail or fax; you must start looking for housing in person. We recommend that students who wish to look for private housing arrive about four weeks before lectures start.

The ERASMUS Accommodation Service is a good venue to start your search. This service was designed for ERASMUS students or students taking part in other exchange programs who are looking for off-campus student housing in Heidelberg and the vicinity.

www.eu.uni-hd.de/zimmerboerse
6. ARRIVING IN HEIDELBERG

6.1 Getting to Heidelberg and the *Triplex-Mensa*

Heidelberg is located in the Rhein-Neckar region, about 100 km south of Frankfurt/Main. The nearest international airports are Frankfurt and Stuttgart and from each there are frequent trains to Heidelberg. After arriving in Heidelberg, you should first take the necessary steps to set up your housing, i.e. receiving a room assignment and signing a lease from the *Studentenwerk* in the *Triplex-Mensa* building on *Universitätsplatz*. Depending on when you arrive, you will either receive your lease in the “Welcome Area” at the back of the *Triplex-Mensa* or at the *Info-Center* at the front of the *Triplex-Mensa* building.

**Arrival by train:**

The train ride from Frankfurt to Heidelberg takes about one hour and may involve changing trains either at the main station in Frankfurt or in Mannheim. A one-way ticket costs about € 28. If you bring your bike with you, you should check at the airport to see which trains allow bikes on board. (Information on train schedules and fares is available at: [www.bahn.de/](http://www.bahn.de/))

From the Heidelberg train station you can proceed to the *Triplex-Mensa* either by taxi or bus. The taxi stand is in front of the main exit (*Hauptsausgang*). Ask to go to *Universitätsplatz* – it will cost about € 13. It is also fairly convenient to get to the *Triplex-Mensa* by bus. The bus stop is in front of the North exit (*Nordausgang*) on the same side of the streetcar tracks as the train station. The ticket costs € 1.10 (so-called *City Ticket*) and can be purchased from the driver. The driver will give change but not for much more than a € 5 bill. Take bus #32 and get off at *Universitätsplatz*.
To get to the “Welcome Area” you can enter through the revolving door of the Triplex-Mensa and then walk right through to the back of the building. The Info-Center is located at the front of the Triplex-Mensa and you can see the blue neon sign “Studentenwerk – Info-Center” from Universitätsplatz. A map in the appendix will help you find the Triplex-Mensa “Welcome Area” and Info-Center.

**By airport shuttle:**

It is also possible to take the Lufthansa Airport Shuttle from Frankfurt International Airport to Heidelberg. Vans run between 7:00 a.m. and 10:15 p.m. from the Frankfurt Airport pick-up location in the arrival area in Terminal 1, level 1, Hall B, near Exit B 4. Please remember to make a reservation for the airport shuttle at least 3 days in advance and bring the ticket for your reservation with you. The price of a one-way ticket to Heidelberg is € 23, payable with a credit card on the website below. You can view the exact departure schedule and book a seat online at:

www.transcontinental-group.com/en/frankfurt-airport-shuttles

The shuttle terminates at the rear entrance of the Crowne Plaza Hotel in Heidelberg, which is located at Kurfürstenanlage 1-3, 69115 Heidelberg. From the Crowne Plaza Hotel on Kurfürstenanlage, you can either take a taxi to Universitätspalatz or walk to nearby Bismarckplatz (for directions see map in the appendix) and take bus #31 or #32 (direction: Universitätspalatz) from the bus stop at Bismarckplatz to Universitätspalatz. A ticket will cost € 1.10 (so-called City Ticket) and can be purchased from the driver, but not with much more than a € 5 bill. For directions from Universitätspalatz to the Triplex-Mensa, see above. Students who take the airport shuttle will not have the opportunity to leave their luggage in a locker while establishing housing.

**By airport shuttle taxi:**

Perhaps the most convenient way to get to Heidelberg is to order a shuttle van run by the company TLS. A staff member of TLS will pick you up at the Frankfurt Airport’s Meeting Point and take you directly to the Triplex-Mensa. The TLS shuttle service has to be booked at least three days beforehand and a one-way ticket costs about € 35. Further information is available on the Internet:

https://www.tls-heidelberg.de/en/

Please note:
We strongly advise you to time your arrival to coincide with the business hours of the Info-Center in order to ensure that you can move into your room the same day.
Opening hours of the Info-Center:
Monday - Thursday  9:00 a.m. – 5:00 p.m.
Friday              9:00 a.m. – 3:00 p.m.

Before the start of the Preparatory Language Course and at the beginning of the semester the **Info-Center** will have longer hours of operation. You will receive a schedule of the extended hours during the arrival phase via e-mail.

Further information on transportation to and around Heidelberg as well as on the city itself is available on the Internet at:

- [www.heidelberg-marketing.de](http://www.heidelberg-marketing.de)
- [www.heidelberg.de](http://www.heidelberg.de)
- [www.wishyouwerehere.de](http://www.wishyouwerehere.de)
- [www.vrm.de](http://www.vrm.de)

## 6.2 Establishing Housing

At the **Triplex-Mensa** you will receive a room assignment, sign a lease (**Mietvertrag**) and pay a deposit (€ 350 plus € 30 administration fee) together with the first month’s rent (between € 200 - 350). Please note that the **Studentenwerk** does not accept credit cards, checks or foreign currency traveller’s checks. Thus this payment – which can come to € 730 – must either be made in cash, Euro traveller’s checks or with an EC-Card.

We advise you to bring Euro traveller’s checks in order to avoid carrying large amounts of cash. Foreign currency traveller’s checks can either be cashed at the **Reisebank** at the train station or at another bank such as the **Sparkasse** on Universitätsplatz. The business hours of the **Reisebank** at the train station are Monday to Friday from 7:30 a.m. to 8:00 p.m., Saturday from 9:00 a.m. to 5:00 p.m. and Sunday from 9:00 a.m. to 1:00 p.m. (The **Reisebank** is the only bank in Heidelberg open on Saturdays and Sundays.) The **Sparkasse** is open Monday – Friday from 9:00 a.m. to 12:30 p.m. and from 2:00 to 4:00 p.m., on Thursday afternoons from 2:00 p.m. to 6:00 p.m. Most banks charge a fee for cashing traveller’s checks and will request to see your passport. Alternatively, cash can be obtained using a bank card at a cash machine (see the section on “**Banking and Money Matters**”).
All students are required to sign a lease for a full semester (September 2 – February 28, March 3 – August 31) or for a full year. Your lease can only be terminated early if a new tenant can be found for the room. If you wish to leave before the end of your lease, you must inform the Studentenwerk in writing as soon as possible.

Students who register for the Preparatory German Language Course in the Wintersemester 2013/14 will receive a room reservation from September 2 onwards. Students who register for the Preparatory German Language Course in the Sommersemester 2014 will receive a room reservation from March 3 onwards.

The Studentenwerk will give you the keys to your room and provide you with directions. It remains for you to go to your residence and arrange to meet your house-keeper (Hausmeister/in). Hausmeister are important sources of assistance, information and equipment, and it is very much in your interest to establish a friendly and cooperative relationship with your Hausmeister. Most immediately you will need to purchase a pillow, comforter and bed sheets. It may be too late for you to arrange to meet the Hausmeister on your day of arrival. You can also purchase sheets and bedding at a store if you prefer to do so.

If it is not possible for you to arrive during the business hours of the Info-Center, we recommend that you stay overnight for a reasonable price at the youth hostel located at Tiergartenstr. 5 (tel.: +49 (0)6221 65119-0, fax: +49 6221 65119-28, email: info@jugendherberge-heidelberg.de, website: www.jugendherberge-heidelberg.de/) reachable from the train station or the Crowne Plaza Hotel by bus #32 (direction: Kopfklinik, stop: Jugendherberge).

You can also inquire about temporary accommodation at the Tourist Information Office in front of the train station. The Tourist Office is also a good source for maps and information about public transportation and cultural events in Heidelberg.

www.heidelberg-marketing.de/
HeidelbergCard:

If you are going to be exploring Heidelberg the first few days, you might want to purchase a HeidelbergCard. It’s a good value because it is a public transportation ticket for unlimited bus, streetcar and train use within Heidelberg for 4 days (€ 16.50), which saves you the hassle of buying and validating bus and streetcar tickets, and it comes with a ticket for the “Bergbahn” to the castle and admission to the castle courtyard. You can purchase the HeidelbergCard at the following locations:

- Tourist Information Office in front of the main train station (Hauptbahnhof)
- Tourist Information Office in the City Hall building (Rathaus)
- Käthe Wohlfahrt store
  Hauptstraße 124 (at the corner of Universitätsplatz and Hauptstraße)
- Youth Hostel Heidelberg
  Tiergartenstraße 5 (near the zoo)
- and at many hotels in Heidelberg. For more information, please see: www.heidelberg-marketing.de/content/tourism/heidelbergcard/index_eng.html

After you have moved into your room, please come and see your exchange coordinator in the International Relations Office!
7. ADMINISTRATIVE ISSUES

7.1 Insurance

Health insurance is compulsory for all Heidelberg University students. You must either have sufficient insurance from your country of residence or take out health insurance in Germany.

If you have health coverage from home you need not pay for health insurance in Germany. You can apply for exemption from German state health insurance at the Allgemeine Ortskrankenkasse (AOK) in Heidelberg (Friedrich-Ebert-Platz 3) or any other state insurance company. In order to do so, you will need your insurance card and a description of your insurance policy’s coverage, which demonstrates that your health care costs are completely covered in Germany (i.e., doctor’s visits, hospital stay, emergency operations, etc.). If your health coverage is sufficient, you will be issued a certificate of exemption, which must be handed in at the International Relations Office upon enrollment.

Health insurance in Germany is available from state and private insurance companies. State health insurance costs about € 470 per semester and includes visits to the doctor and dentist, prescription medicine (excluding a small basic charge), hospital treatment (excluding a small basic charge) and some therapeutic treatments. Premiums and the extent of coverage are fairly uniform amongst state insurance companies (gesetzliche Krankenkassen). The same type of insurance from private insurance companies is generally more expensive. To get an idea of what student health insurance involves, take a look at the AOK website at www.aok-on.de/studierende/aok-studenten-service/foreign-students-information.html, and go to “Information in English” and then click on “General Benefits.”

Please note that students over the age of 29 do not qualify for state health insurance and have to purchase private insurance.

When deciding whether to purchase German student health insurance, you should consider the coverage and terms of payment or reimbursement stated in your health coverage from home. Some policies do not cover all situations or may reimburse you only for the amount that a procedure or treatment would have cost at home, which could be much less than the cost in a foreign country. You should also bear in mind that your insurance company at home will probably not pay any medical costs up front. You will probably be required to gather documentation of the costs incurred and file a reimbursement claim after the fact. It is
therefore a good idea for all students covered by a home insurance company to have a source of emergency funds such as a credit card at their disposal.

Since German student health insurance coverage starts from the time of university enrollment – and never before September 1 / March 1 respectively – we strongly recommend that students take out extra insurance coverage at home for the period between arrival and enrollment.

Students are also strongly recommended to take out personal liability insurance (Haftpflichtversicherung). Liability insurance covers cases in which the property of a third party is damaged or their person injured (e.g. from a biking accident or as a pedestrian). This type of insurance can be taken out in Germany after your arrival or in your country of residence.

7.2 Residence Permit and Registration with the City

In order to study in Germany, foreign students (except citizens of EU-countries) need a valid residence permit (Aufenthaltsbewilligung zu Studienzwecken). Citizens of the USA, Canada, Japan, Australia, New Zealand, South Korea and EFTA countries may apply for their residence permit after arriving in Germany.

Applying for a residence permit is a two-step process. **First step:** you will have to register with the city. Every new student at Heidelberg University, including all international students, must register with the city of Heidelberg immediately after moving to their new residence. You can do this at your convenience at the Bürgeramt on the ground floor of the City Hall building (Rathaus) on Marktplatz in the Altstadt or at the Bürgeramt Mitte, located in the same building as the Amt für Öffentliche Ordnung (see below). Please remember to bring your passport, the white form (“Anmeldung”), and a copy of your housing contract and of your passport (and visa, if applicable).

For the business hours of the various Bürgerämter in Heidelberg please consult:  
www.heidelberg.city-map.de/01094600/buergeraemter-heidelberg

Students participating in the preparatory language course will have the opportunity to register with the city at the International Relations Office on designated days.
Second step: You will have to present the following to the Ausländerbehörde (Department for Migration and Aliens’ Affairs) when you apply for a residence permit. This must be done within three months of your arrival.

- completed application form
- 1 biometric passport photo
- certificate of enrollment, including subject area, semester denomination, and degree program (can be printed using the LSF portal)
- proof of financial support amounting to a minimum of 670 Euros per month
  - notarized financial statement
  - proof of scholarship
  - other (public student loan from home country, savings account statement with lock flag, etc.)
- health insurance documentation
- copy of passport (including visa if applicable)
- copy of the white Anmeldung form
- fee: 50 € for students staying in Germany less than 12 months/100 € for students staying longer

Students staying less than 12 months may submit their documents at the Service Point of the Department for Migration and Aliens’ Affairs (room # 101):

Hours of operation:  
Mo. – Fr. 8 am – 12 pm  
Tue. – Th. also 1 - 4 pm

If the application is complete, a sticker with the residence permit will be issued within 2 weeks.
Students staying 12 months or longer will be issued an Electronic Residence Permit.

In order to apply for the Electronic Residence Permit, it is necessary to make an appointment with your contact person at the Department for Migration and Aliens’ Affairs.

If you have questions concerning your residence permit, it is possible to stop by the Ausländerbehörde’s Service Point in the Amt für Öffentliche Ordnung. Opening hours for service point (see above):

Amt für Öffentliche Ordnung
Bergheimerstr. 69
telephone: +49 (0)6221/58-17 000 or 58-17 010
fax: +49 (0)6221/58-17900
e-mail: AmtfueroeffentlicheOrdnung@heidelberg.de

Citizens of countries not mentioned above must apply for and receive a valid student visa before entering Germany.

In order to facilitate the visa procedure, the International Relations Office asks the Ausländerbehörde to issue a so-called Vorabzustimmung zur Visumserteilung. The Vorabzustimmung is printed on the letter of admission (Zulassungsbescheid) and with it you should have no difficulty obtaining a visa. A Vorabzustimmung can only be issued, if you have never lived in Germany and are younger than 24. Be aware that a visa application can take up to twelve weeks to be processed – it is therefore important to apply well in advance of your visit. Please note that it is not possible to enrol at Heidelberg University with a tourist visa.

Students who have obtained a visa in advance must also register at the Bürgeramt after their arrival. Since visas are generally only valid for three months, you must also apply for a residence permit at the Ausländerbehörde (see above).
7.3 Enrolling with the University

Enrollment for exchange students takes place at the International Relations Office. The exact dates of the registration period are given on the Zulassungsbescheid. For students attending the preparatory language course, special registration dates will be offered. You are strongly advised to register on these dates in order to avoid long waiting periods at the beginning of the semester. In order to register, you must come to the International Relations Office in person and present the following documents:

- valid passport (and visa, if applicable)
- documentation on health insurance (insurance card is not sufficient) or an exemption
- letter of admission to the Heidelberg University (Zulassungsbescheid)

Please note that the enrollment procedure concerns Heidelberg University as a whole. Registration for specific courses takes place with individual instructors and departments. Details on the courses and how to register for them can be found online

www.uni-heidelberg.de/studium/imstudium/vorlesungen/,

in the kommentiertes Vorlesungsverzeichnis or on the notice board of the respective department.

7.4 Uni-ID

(also know as „URZ-Benutzeridentifikation“): => access code for free Internet

With your Uni-ID you have free access to the Internet/wireless (LAN) network on campus. Before you can access the internet, you will have to activate your Uni-ID by following the steps outlined in the Heidelberg University Computing Center’s brochure, which you will receive with your Studienbuch and certificate of enrollment.

7.5 Student ID

After enrollment and payment of the student services’ fee (€ 66.50), you will receive your student ID (Studierendenausweis), which entitles you to use the University Library and the services of the University’s Computing Center (URZ). Your Uni-ID (see 7.4) will be printed on your Student ID, and the Student ID can be used as a method of payment. When you pay with your Student ID in the university cafeterias (Mensen) and cafés, you will only be charged the reduced student prices. You can also use it to pay for copy machines, washing machines
and dryers in student residences, and to pay for language courses at the Zent- rales Sprachlabor (ZSL). In the central library and cafeterias you will find auto- mated machines (Aufladestationen) which allow you to put more money on your campus card.

Please note: After receiving your student ID card, you will have to activate it at one of the validation machines (“Validierungsautomat”). Otherwise you will not be able to use your multi-functional student ID card or access the Internet on campus. In the process, a date of validity will be printed on your student ID card. You have to re-activate your student ID card every semester after you have paid the fees for the following semester (“Rückmeldung”).

A validation machine can be found on the ground floor of the International Re- lations Office across from room 33. You will also find them at the Triplex-Mensa (Universitätsplatz) and the Zentralmensa (Im Neuenheimer Feld).

After having chosen and activating a password, you will also receive a Heidel- berg University e-mail account. Please keep in mind that it may take up to a week before this process is finalized and you have Internet access.
8. BANKING AND MONEY MATTERS

8.1 Estimated Cost of Living

On average, the cost of living and studying in Heidelberg comes to about € 625 – € 675 per month. You should be aware that a greater sum of money is needed at the beginning of your stay as the rental deposit, first month’s rent, Semesterticket and student services fee must all be paid within a few days of each other at the beginning of the semester.

The following is a breakdown of expenses that you may have on a monthly basis:

- Rent (for a dorm room) € 200 - 350
- (Public) Health insurance € 78
- Mensa meals (approx. € 3.50 for a warm meal) € 95
- Public transportation (with Semesterticket, see below) € 24
- Studentenwerksbeitrag (student services’ fee € 66.50/semester) € 11
- Groceries € 65 - 110
- Telephone € 25

The following list is meant to give you an idea of what you will pay for some typical 'necessities' in Germany:

- a (German) newspaper € 1.20 - 2
- a (German) magazine € 1.50 - 3.50
- a (German) paperback novel € 8 - 10
- a paperback novel in English € 10 - 15
- movie admission € 1.50
  - (university-sponsored) € 7
- a liter of milk € 1
- a loaf of bread € 1.50 - 2.90
- a bottle of shampoo € 1.75 and up
- a bar of soap € 0.50 and up
- a haircut € 15 - 35
- a beer (in a pub) € 2 - 3.50
- a meal (in a pub) € 8 - 15
- postage for a letter within Germany € 0.55 and up
- postage for an international letter € 0.75 and up
- a train ticket to Frankfurt € 28 (without a discount)
- a train ticket to Munich € 65 - 85 (without a discount)
8.2 Student Discounts

University towns are relatively expensive places to live in when compared with other parts of Germany. However, students are entitled to many discounts. Along with subsidized *Mensa* meals, housing and even films you can make use of the following discounts:

*Semesterticket*: costs € 141 and entitles you to use almost all public transport (buses, streetcars and regional trains) in and around Heidelberg for the duration of the semester (September 1 to February 28 and March 1 to August 31 respectively).

*ISIC Card*: the International Student Identity Card is available in Europe and North America (the price in Germany is € 12). It allows you to benefit from discounted admission prices at many films, museums, art galleries, etc.

8.3 Discounts with *Deutsche Bahn*

There are various ways to save money on train travel. The best one is to book train tickets some days/weeks in advance (but please take into account that you can only take the train at the specific time stated on your ticket, you cannot take a later one). If you plan to travel a lot throughout Germany, you should consider buying a *BahnCard*. There are three different *BahnCards* with different levels of price reduction (25, 50 and 100 %). For further information, please go to a *Deutsche Bahn* counter, or visit [www.bahn.de](http://www.bahn.de). If you click on “Int. Guests” you will find more information on International Offers and Special Offers for Non-European Guests (e.g. *Länder Tickets*, *Eurail Pass*).
8.4 Earning Money

Students from non-EU countries receive a residence permit which allows them to work for 90 days (or 180 days part-time) per calendar year. This is a limited work permit – it entitles students to take only those jobs for which the Agentur für Arbeit (employment office) does not require a full work permit.

Students who wish to work during their stay in Heidelberg should go to the employment service (Jobvermittlung) run by the Studentenwerk in the Triplex-Mensa building on Universitätsplatz in the city center. Cards containing information about available jobs are hung on boards on the ground floor of the Triplex-Mensa building. After identifying a possible job, ask a Studentenwerk staff member at the Info-Center for the contact and application information. Staff can also advise you about the type of jobs that are available to you within the limited work permit.

Please note that while it is possible for you to earn some extra money in this way, you cannot expect to finance your studies in Heidelberg by working here.

8.5 Opening a Bank Account

You will need to have a bank account in Heidelberg because monthly bills such as rent and health insurance are paid by automatic deduction from a bank account rather than by check. There are different types of accounts such as a Girokonto (similar to a checking (U.S.)/current (U.K.) account) and a Sparkonto (a savings account). A checking account is most convenient because it allows you to use cash machines and to make payments to other bank accounts (Überweisung). Because of growing international cooperation, many large banks have partners abroad now. If you have an account with such a bank, it might be possible to withdraw money at the German partner bank without having to pay fees. Please contact your bank for further information concerning this topic.

The most convenient form in which to make an initial bank deposit in Germany is with traveller’s checks as such funds are immediately at your disposal. The Sparkasse bank on Universitätsplatz and some other banks charge no fee for cashing Euro traveller’s checks when paid into a bank account with the same bank.

While traveller’s checks are a convenient way to bring money into Germany in order to open a bank account, do not rely on being able to use them in shops. Shops that do take travellers checks will usually only take Euro travellers checks. Foreign currency traveller’s checks will need to be cashed at a bank.

It is also possible to wire money to a German bank but it may take between 5 and 7 days for the funds to arrive and transaction fees are often charged at both
ends. Wire transfers are best sent from a large bank with an international department.

Personal checks or bank drafts should not be relied upon as an initial source of funds. Personal checks will take up to six weeks to clear and a relatively large portion of the amount will be deducted for fees. Bank drafts, even those drawn on a German bank, will take about 2 weeks to clear and a fee of about € 10 will be charged.

It is usually possible to access home checking accounts with a bank card at a cash machine. Many banks in Germany are linked to the PLUS and Cirrus systems; all cards belonging to this system should be accepted in the corresponding German bank machines. You should inquire at your home bank as to the international use of your bank card and the charges levied. Please make sure you know your 4 digit PIN number, as most German bank machines do not have letters on their keypads.

Funds from home can also be withdrawn from a German cash machine with a credit card. Be sure to establish a 4 digit PIN number before leaving home and inquire about the interest charges levied for its use. In order to avoid interest charges it is possible to load a credit card with funds in advance. These funds can then be withdrawn in Heidelberg from a cash machine or over the counter at a bank.
9. STUDENT LIFE IN HEIDELBERG

9.1 Getting Around Heidelberg

Heidelberg is large enough to offer an extensive variety of cultural activities and a nightlife and yet small enough (population 140,000) to be easily navigable, with a large pedestrian zone and plentiful public transport. You will probably get around Heidelberg mostly by walking or taking one of the numerous streetcars, buses or regional trains. Information on the public transportation system in the region and schedules are available online at: www.vrn.de

Heidelberg is also a good city for biking – the city is flat and well-equipped with bike paths. Many students and other people get around the city by bike. It is possible to buy a second-hand bike in Heidelberg, either from a bike store or privately. A list of stores where you can buy used bikes is available at the International Relations Office, Service Center for International Students (room 33).

9.2 Semester Ticket

Once you are enrolled at the University, you will be able to purchase a Semester ticket at the Info-Center on Universitätsplatz or at the RNV Kundenzentrum across the street from the main train station’s North exit (Nordeingang) for around € 141, which entitles you to use almost all public transport (buses, streetcars and regional trains) in Heidelberg and the surrounding area for the duration of the semester (six months – September 1 to February 28 or March 1 to August 31). Please bring your receipt for the student services’ fee and your student ID or certificate of enrollment (Studienbescheinigung) as proof of your student status when purchasing a Semester ticket.

9.3 HeidelbergCard

If you are going to be exploring Heidelberg the first few days, you might want to purchase a HeidelbergCard. It is a good value because it is a public transportation ticket for unlimited bus, streetcar and train use within Heidelberg for 4 days (€ 16), which saves you the hassle of buying and validating bus and streetcar tickets, and it comes with a ticket for the “Bergbahn” to the castle and admission
to the castle courtyard. You can purchase the HeidelbergCard at the following locations:

- Tourist Information Office in front of the main train station (*Hauptbahnhof*).
- Tourist Information Office in the City Hall building (*Rathaus*).
- *Käthe Wohlfahrt* store  
  *Hauptstraße* 124 (at the corner of *Universitätsplatz* and *Hauptstraße*).
- Youth Hostel Heidelberg  
  *Tiergartenstraße* 5 (near the zoo).
- and at many hotels in Heidelberg.

For more information, please see:  
www.heidelberg-marketing.de/content/tourism/heidelbergbewelcomecard/index_eng.html

### 9.4 The University Library System (*Universitätsbibliothek* or *UB*)

Heidelberg University’s library system is composed of a central University Library  
(*Universitätsbibliothek* or *UB* for short), its branch on the *Neuenheimer Feld* campus, and a considerable number of decentralized libraries at the various departments, institutes and clinics (called *Institutbibliotheken*). The various libraries are an important resource for German university students because German professors often hand out an extensive recommended reading list, expecting students to pick and choose their reading from this list. German students may buy very few books, using the library as their primary source of literature both for background reading and for research. The *UB* has a collection of about 3 million books, a large number of journals, manuscripts, newspapers
and other material serving students and professors in their study, research and teaching. The Neuenheimer Feld branch collection focuses on the natural and physical sciences. The Institutsbibliotheken hold material specific to the individual department or institute. Collections can be quite extensive.

The MultiMedia Centre (MMZ) of the UB is one of the main locations in the Altstadt providing computer facilities, which can be used for word processing, Internet, e-mail, etc. (see below). You can learn about the library collections and services, access library catalogues and databases and even take a virtual tour by going to the website:

www.ub.uni-heidelberg.de/Englisch/service/einsteiger/ubfuereinsteiger.html

This website also provides links to many of the departmental libraries.
9.5 The University's Computing Center (Universitätsrechenzentrum or URZ)

The URZ is responsible for providing and maintaining computer services and facilities throughout the University. All students are entitled to use the computers and services provided by the URZ. Upon enrollment you will receive a user identification code (Uni-ID) with which you can access these services. With your user ID you are given an e-mail address with the university. With your ID you can gain access to the Internet and e-mail at almost all of the computers on campus. The URZ offers courses introducing students to the various computer systems and software and the use of e-mail and the Internet.

For more information about the URZ in general see the URZ website: www.urz.uni-heidelberg.de/orginfo/einfuehrung.html

Computers are available at the following locations:

- at the URZ is located at Im Neuenheimer Feld 293, opening times: Monday to Friday from 8:00 am to 24:00 pm, and on Saturday from 10:00 am to 7:00 pm. It is closed on Sundays and holidays.

- at the MultiMedia Centre (MMZ) of the UB (Universitätsbibliothek), opposite from Peterskirche, on the first floor. The MultiMedia Centre provides computer facilities, scanner facilities, a collection of Videos and DVDs, Microforms, wireless (LAN) internet access for laptop users and laser printers. The PC-Pool is open Monday – Friday from 8:30 am to 10:00 pm and on Saturday and Sunday from 9:00 am to 10:00 pm. It is closed on holidays. More detailed information is available at: www.ub.uni-heidelberg.de/allg/benutzung/bereiche/mmz.html

- Terminals on the ground floor of the UB can be used to access the computer catalogues and databases of the library.

- the InfoCafé International ICI in Neuenheimer Feld 304 has 32 PCs, which can be used for Internet and e-mail access. In the lecture periods the café is open Monday to Thursday from 10:00 am to 5:00 pm and Friday from 10:00 am to 3:00 pm.

Most departments also have a computer pool.

The University cafeterias (Mensen) and most University cafés also provide wireless (LAN) Internet access for students.
9.6 Extra-curricular activities

Students at Heidelberg University pursue a wide variety of non-academic interests. There are many groups and activities from which to choose. Information about special lectures, films, cultural events, sporting opportunities and musical events is posted in many university buildings.

Another good source of information is the homepage of the Studentenwerk:

www.studentenwerk.uni-heidelberg.de/index.jsp

Klick on Kultur und Veranstaltungen => Programm for a current list of events and activities.

Information on events in and around Heidelberg is also available online at:

www.meier-online.de.

The Resource Center (Serviceportal, room 33) for International Students on the ground floor of the Central University Administration building (Seminarstr. 2) provides information on student groups and societies, language courses, social activities and excursions.

www.eu.uni-hd.de/incoming/angebote.html

The Vorlesungsverzeichnis lists many extracurricular activities and also provides contact information.
Activities include:

9.7 Zentrales Sprachlabor (ZSL)

If you are interested in learning another language apart from German, you can choose from a variety of language courses offered at the Zentrales Sprachlabor, the University’s language center.
Courses are offered at various levels in: Arabic, Chinese, Czech, English, French, Italian, Japanese, Polish, Portuguese, Russian, Spanish and Swedish. Please note that if you would like to participate in a course, you have to sign up in person on the dates published on the ZSL website, usually the Friday before courses start and the first day of the lecture period.

www.uni-heidelberg.de/zsl/
The ZSL is located at Plöck 79-81. The fee for each course is € 80; students who receive a scholarship from the State of Baden-Württemberg may receive a reduction. A placement test is required for Spanish, Italian, French and English as a second language.

9.8 Sports

All students are encouraged to take part in the sporting activities organized by the university. These include aikido, rowing, fencing, soccer, African dance, yoga and many more. Detailed descriptions, dates and deadlines are provided online at:

www.hochschulsport.uni-hd.de/

9.9 Music, Drama and the Arts

There is a large number of university groups within which students can pursue their musical interests. There are four university choirs (Capella Carolina, www.capellacarolina.de, Großer Chor der Universität, Kleiner Unichor, Choir of the English Department), an orchestra as well as many other choral and musical groups. Information can be found on flyers and posters in university buildings and libraries, especially at the beginning of the semester or here:

www.collegium-musicum.uni-hd.de
Many of the institutes and departments, particularly in modern languages, have their own theater groups, which welcome participants. The English department is always looking for native speakers interested in drama. The Institut für Deutsch als Fremdsprachenphilologie runs a one-year theater seminar that includes a basic course in acting in addition to putting on plays. Students can earn credits for participation in this theater group called Idefix.

www.idefix-theater.de/

9.10 Excursions

We hope that you take the opportunity to travel to other parts of Germany. To this end the International Relations Office offers a range of reasonably-priced trips to well-known places in Germany such as Berlin, Hamburg, Nürnberg, Köln and München. Trips normally take place on weekends and are a good opportunity to experience German culture and to meet other international students. Further information will be available during the Orientation Days or at:

www.uni-heidelberg.de/studium/kontakt/auslandsamt/aaa_angebote.html#otage

9.11 Cinema

Heidelberg’s large student population helps to support a considerable selection of films. Several commercial cinemas in the city center offer a mixture of North American and European films. Most films are dubbed into German; sometimes films are shown in the original language with German subtitles. Both the Deutsch-Amerikanisches Institut (DAI) and the Bureau de Coopération Universitaire (formerly the Institut Français) offer films as well as a lecture series on cinema and other cultural events. A large variety of independent and foreign films are shown at the Kulturbahnhof am Karlsort; it also stages many jazz and world music events as well as talks and lectures. In collaboration with the Institut für Deutsch als Fremdsprachenphilologie the International Relations Office organizes the Mittwochskino with the aim of familiarizing international students with German language and culture. The current program is available online at:

www.uni-heidelberg.de/md/studium/download/mittwochskino.pdf

The Studentenwerk shows films for reduced prices at several locations such as the Kino im Feld and the Uni-Kino.
9.12 Shopping, Banking and Bureaucracy

While Heidelberg has many interesting shops as well as branches of national banks you may find that shopping, banking and dealing with German bureaucracy require more organization than you are used to because shops, banks and government offices tend to keep more limited opening times. Shops in the city center are generally open from 10 a.m. to 7 p.m. or 8 p.m. from Monday to Friday, and on Saturday from 10 a.m. to 6 p.m. Larger supermarkets are open from 8:00 a.m. to 10 p.m. Monday through Saturday. Banks are open Monday through Friday, they usually close at 4 p.m., but may remain open until 6 p.m. one or two days a week. Banks and some shops often close for an hour at lunch time. Everything is closed on Sundays except some gas stations, a few pharmacies and the shops in the main train station.

Government offices are generally open to the public for only a few hours a day, perhaps every morning from 8 a.m. to 12 p.m. and additionally one afternoon a week. As the opening hours of government offices vary greatly from office to office, it is advisable to call ahead of time (or look on the Internet) to check business hours.
9.13 Food

The Studentenwerk operates four cafeterias (Mensa) and nine cafés. In the cafeterias, the offer ranges from the low-priced meal of the day to a buffet with a great variety of dishes. Of course, you will always find vegetarian and pork-free dishes. Two cafeterias are located in the Altstadt (the Tripex-Mensa on Universitätsplatz and the Zeughaus at Marstallhof), the Zentralmensa is located on the Neuenheimer Feld campus. These facilities are also centers of communication and cultural meeting points on campus.

Please note that you will need your Student ID (Studierendenausweis) to pay for food and drinks in the cafeterias and cafés.
Valentins-Candle-Light-Dinner im Marsallsaal

Dinner & Cinema

Dinner:
- Begrüßungs-Aperitif
- 3 Gänge: Candle-Light-Dinner inkl. Wasser und Wein

Cinema:
- „Manch möglicherweise“ im Marionettencafe

Di., 14.02.18:45 Uhr
12 € für Studierende

Sonntag, 17.02.2013
10.00 - 14.00 Uhr

Sonntags-Brunch im Zeughaus

Sonntag, 17.02.2013
11.00 - 15.00 Uhr

Wir müssen draußen bleiben
10. PREPARING TO STUDY ABROAD

10.1 What to Bring

The following is a short list of items – ranging from the necessary to the useful – that we recommend you to bring:

- Passport (with visa for those students who need a visa before arriving, see section 7.2)
- Zulassungsbescheid from Heidelberg University
- Financial statement (bank statement, notarized parental letter, etc.)
- Documentation on Health Insurance (either for the period between your arrival and the start of semester (September 1 or March 1) only, or for the whole duration of your stay if you don’t plan to take out health insurance in Germany)
- Student Identification, preferably an International Student ID card (optional)
- Prescription medicine and prescriptions
- Clothes. Students in Germany tend to dress fairly casually. Jeans or skirts are fully acceptable for everyday wear. In summer the temperature in Heidelberg averages around 28°C; winter temperatures only rarely fall below freezing. You should come prepared for wet weather; rain is more common than snow and is heaviest in the winter and spring. Sturdy walking shoes are advisable if you wish to walk up and down any of the steep hills that rise out of the Neckar Valley.
- Linens. You can buy pillows, comforters and sheets at your residence or in a store.
- Bath towels are not provided by the residence
- Toiletries. You might want to bring enough of your usual toiletries for the beginning of your stay. Since Germany has a good selection of such items, shipping or bringing large amounts of toiletries is not necessary.
• Appliances. Germany's electricity runs on 220 V. Thus, international students may require an adaptor and converter for any appliance brought from home. Most small appliances such as hair dryers can be purchased fairly reasonably in Germany; this may be an easier option than bringing appliances from home.

• Mobile phone. If you wish to purchase a mobile phone in Germany, you will either have to sign a contract for two years or buy a mobile phone with a Pre-Paid card. PrePaid cards do not have a minimum duration and can be topped up according to your needs. We recommend that you check with your phone company at home to see whether you can use your own mobile phone with a German PrePaid card. Please keep in mind that international phone calls from German mobile phones are rather expensive.
10.2 Cultural Adjustment

Many students’ motivation for going abroad is to learn another language, to get to know a different culture, and to see a new part of the world. Getting to know a different culture often involves experiencing many differences in customs, behavior, values and beliefs, which, while fascinating, can also challenge the way that you have seen the world. Coming to terms with such differences calls for a certain amount of tolerance, patience, perseverance, interest and enthusiasm. Although the experience of culture shock can at times be difficult, the rewards of learning about and adapting to a new culture are great – you gain new perspectives on the world and on your own culture, you learn to think more critically, you can better understand the international ramifications of events and on a personal level you become more self-confident, self-reliant and independent.

In order to minimize the effects of culture shock and to ease the adjustment process, it is important for you to prepare in advance for your time abroad by gathering information and impressions of what awaits you. One way in which this can be done is by contacting students from Heidelberg or other universities in Baden-Württemberg currently studying at your home university. German students are normally interested in helping people learn about their home culture and are happy to meet prospective exchange students to pass on their advice. In this way you may have a contact in Heidelberg when you arrive.

Another way to prepare for your trip is to read about international events, either in English (e.g. The New York Times, The Globe and Mail, or The Economist) or in German (e.g. Frankfurter Allgemeine Zeitung, Die Zeit, Süddeutsche Zeitung). Most German newspapers or magazines are also online (e.g. www.faz.de, www.zeit.de, www.sueddeutsche.de). For current information on Germany, you can also visit:

www.deutschewelle.de.

Fiction is also an interesting and entertaining way of learning about another culture. Most students will be familiar with the names of famous German authors such as Goethe and Schiller, but there are also more modern writers from whom you can learn about contemporary Germany. Ingrid Noll has written many novels set in the Heidelberg area such as Der Hahn ist Tot, Die Apothekerin, Die Häupter Meiner Lieben, and Röslein Rot. The film adaptation of Die Apothekerin (mid-1990’s) provides a good view of Heidelberg. Bernhard Schlink is a popular author who writes about the Heidelberg and Mannheim areas (e.g. Der Vorleser). Several of his novels have been translated into English.
Siegfried Lenz mainly writes about northern Germany, providing good insight into German culture and society. *Die Deutschstunde* (1973) is probably his most famous novel and has also been translated into English (*The German Lesson*).

It is important for you not only to be familiar with the culture that you will be entering but also to know your own culture. Knowledge of the customs and beliefs and the history and politics of your country can help prepare you to understand your reactions to the differences you come into contact with, as well as to help you cope with any stereotypes and questions you encounter from Germans. Students from the United States could read:


You could also try your hand at reading an entire book in German. In *Dear Germany: Eine Amerikanerin in Deutschland* (2008) Carol Kloeppe1 tells the tale of her struggle to adjust to life in Germany. It is an entertaining account full of anecdotes and it will prepare you for a few obstacles that are heading your way. *Exchange Student Survival Kit* (2007) is a solid primer for prospective foreign exchange students, which covers everything from practical packing to learning to identify „red flag“ emotions that are likely triggered by culture shock to preparing for reverse culture shock after returning home. It will leave you feeling a lot less in the dark about what is going to happen during your time abroad.
11. HOMESTAY WITH A GERMAN FAMILY (*DAS EXPERIMENT*)

Students who would like to get a better insight into the German way of life may be interested in a short stay with a host family during their period of studies in Germany. These stays are arranged by *Experiment e.V.* and are offered in the Christmas break (two weeks) and at Easter (two weeks). Applications have to be handed in 6 – 8 weeks before the intended stay. For further information please visit www.experiment-ev.de.
APPENDIX

- Transcript Form
- List of Useful Web and Mailing Addresses
- City Map
- Map of Universitätsplatz with the Triplex-Mensa building, Info-Center and “Welcome Area”
This is to certify that according to his/her "Studienbuch" (official record of studies) attended the courses listed below during his/her period of study at the University of Heidelberg.

This certificate consists of pages.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Department</th>
<th>Type of coursework</th>
<th>Title of coursework</th>
<th>Name of professor</th>
<th>Course requirement</th>
<th>Grade report (German grade)</th>
</tr>
</thead>
</table>

To be verified by respective institute or "Akademisches Auslandsamt" 

SEAL

__________

Director
NOTE:

The academic year is divided into 2 semesters:
*Sommersemester (SS)* = spring / summer semester (1st March until 31st August)
*Wintersemester (WS)* = fall / winter semester (1st September until 28th February)

**Type of course**

<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vorlesung</td>
<td>Lecture</td>
</tr>
<tr>
<td>Übung</td>
<td>Exercise</td>
</tr>
<tr>
<td>Proseminar</td>
<td>Basic seminar</td>
</tr>
<tr>
<td>Hauptseminar</td>
<td>Advanced seminar</td>
</tr>
<tr>
<td>Oberseminar</td>
<td>Advanced seminar for degree candidates</td>
</tr>
<tr>
<td>Tutorium</td>
<td>Tutorial</td>
</tr>
<tr>
<td>Praktikum</td>
<td>Practical</td>
</tr>
<tr>
<td>Repetitorium</td>
<td>Examination review course</td>
</tr>
</tbody>
</table>

**Course requirements**

<table>
<thead>
<tr>
<th>German</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Klausur</td>
<td>Written examination</td>
</tr>
<tr>
<td>Abschlußklausur</td>
<td>Final examination</td>
</tr>
<tr>
<td>Mündliche Prüfung</td>
<td>Oral examination</td>
</tr>
<tr>
<td>Referat</td>
<td>Seminar paper / report/in-class presentation</td>
</tr>
<tr>
<td>Hausarbeit</td>
<td>Term paper</td>
</tr>
<tr>
<td>Protokoll</td>
<td>Taking of minutes</td>
</tr>
</tbody>
</table>

**Grading system**

1 = *sehr gut*  
very good (best possible grade, an excellent achievement)

2 = *gut*  
good (well above average)

3 = *befriedigend*  
satisfactory (average, meets all requirements)

4 = *ausreichend*  
sufficient, passed

5 = *nicht ausreichend*  
deficient (fail)

*unbenoteter Schein*  
pass (P)

*Teilnahmeschein*  
certificate of attendance (CA)

Please note:
Should credit points be mentioned on the transcript, they usually refer to the European Credit Transfer System (ECTS)
Some Useful Addresses

The following Internet and mailing addresses could be helpful to you both in preparing for your time in Heidelberg as well as during your stay here. Internet addresses in and around the university:

Heidelberg University
www.uni-heidelberg.de

International Relations Office
www.uni-heidelberg.de/studium/kontakt/auslandsamt/

Information for Exchange Students
www.uni-heidelberg.de/international-exchange

Universitätsbibliothek
www.ub.uni-heidelberg.de/Englisch/service/einsteiger/ubfuereinsteiger.html

Internationales Studienzentrum Heidelberg (ISZ)
www.isz.uni-heidelberg.de

Universitätsrechenzentrum (University Computing Center)
www.urz.uni-heidelberg.de

Studentenwerk (Student Services)
www.studentenwerk.uni-heidelberg.de/index.jsp

Student Clubs and Organizations (see: Studentische Gruppen und Initiativen)
http://dschungelbuch.fsk.uni-heidelberg.de/index.php/Dschungelbuch

Information for students with disabilities
www.uni-heidelberg.de/studium/kontakt/handicap/

Nightline – the telephone counseling hotline
www.nightline-heidelberg.de/
Internet Addresses in and around Heidelberg and Germany:

The city of Heidelberg (very useful links)
www.heidelberg.de/

Tourist Information
www.heidelberg-marketing.de

Heidelberger Verkehrsverein
www.vrn.de/

Information about the Rhein-Neckar Region
www.wishyouwererehere.de/

Cinema and cultural events
www.theaterheidelberg.de/
www.karlstorbahnhof.de/
www.cinevent.de
www.meier-online.de

Information from the German Embassy and the German Information Center in New York
www.germany-info.org

Foreign embassies and consulates in Germany
www.auswaertigesamt.de/diplo/de/Laenderinformationen/
VertretungenFremderStaaten-Laenderauswahlseite.jsp
Mailing addresses around Heidelberg and the university:

Dezernat Internationale Beziehungen (International Relations Office)
Seminarstraße 2 • 69117 Heidelberg

AOK (Allgemeine Ortskrankenkasse)
Friedrich-Ebert-Platz 3 • 69117 Heidelberg
phone: +49 (0)6221-5290 • fax.: +49 (0)6221-5295381
e-mail: aok.rhein.neckar@bw.aok.de
www.aok-on.de/baden-wuerttemberg/portal-aok-baden-wuerttemberg.html

Amt für öffentliche Ordnung – Ausländerrecht
Bergheimerstr. 69 • Postfach 10 55 20 • 69045 Heidelberg
phone: + 49 (0)6221/58-17 000 or 58-17 010 • fax: + 49 (0)6221/58-17900
e-mail: AmtfueroeffentlicheOrdnung@heidelberg.de

Internationales Studienzentrum Heidelberg (ISZ)/Max-Weber-Haus
Ziegelhäuser Landstr. 17 • 69120 Heidelberg
phone: + 49 6221/45 74 10
fax: + 49 6221/45 74 30
e-mail: sekretariat@isz.uni-heidelberg.de

Tourist Information am Hauptbahnhof
Willy-Brandt-Platz 1 • 69115 Heidelberg
Tourist Hotline phone: +49 (0)6221/19433
fax: + 49 (0)6221/138 81 11
e-mail: touristinfo@cvb-heidelberg.de
www.heidelberg-marketing.de/
THINGS TO DO BEFORE YOU RETURN HOME

☐ Cancel your room contract (if necessary)

If you wish to leave before the end of February (winter term) or before the end of August (summer term), you have to give written notice to the Studentenwerk as soon as possible in order to make sure that a new tenant can be found. Otherwise, you will have to continue to pay the rent for your room until your lease terminates.

The form you need is available at:
www.studentenwerk.uni-heidelberg.de/download/pdf/wo-antrag-kuendigung-de.pdf

Information as to how to get your deposit back is available at the Studentenwerk.

☐ See your exchange coordinator and hand in your Scheine if you need a transcript for your home institution.

☐ Exmatriculate with the University

www.uni-heidelberg.de/studium/imstudium/formalia/exmatrikulation.html

Fill out the form that appears after you have selected “Exmatrikulation,” let the University Library confirm on the form that you’ve returned all the books, and hand in the form at the Akademisches Auslandsamt, room # 27.

☐ Deregister with the city.

Fill in the form available by clicking below or at any Bürgeramt in Heidelberg and turn it in to one of the Bürgerämter.

FillServlet?param1=08221000-01-1500&query=1&knr=08221000-01&template=BW123422(save=1&import=1&a=a.pdf

For a list of the locations and business hours of the Bürgerämter please see:
www.heidelberg.city-map.de/01099900.

☐ Cancel your health insurance (if you have health insurance coverage from a German health insurance provider)

☐ Close your bank account

☐ Make an appointment with the Hausmeister of your residence for the day of departure
NOTES
NOTES
IMPRESSUM

Herausgeber
Universität Heidelberg
Der Rektor

Redaktion
Dr. Joachim Gerke (verantwortlich)
Elisabeth Trnka-Hammel
Dezernat Internationale Beziehungen

Auflage
600 Exemplare

Fotos
Cordula Eichler (Seite 25)
Kathrin Hall (Seite 41)
Julia Kühn (Titelseite, Seiten 10, 15, 28, 31, 37, 44, 46, 49, 50)
Doris Kuhn (Seiten 7, 17, 27, 36)
Elisabeth Trnka-Hammel (Seiten 5, 8, 11, 12, 15, 19, 20, 22, 23, 24, 29, 33, 35, 38, 40, 42, 43, 45, 47, 51, 54, 55, 56)

Last revision: June 2013