

# PRE- FIRST STEPS

For exchange students



# Pre-First Steps:

## ◦ Before Arrival

- 1. Where to live?
- 2. Visa and residence permit
- 3. Enrolment
- 4. Health insurance
- 5. German Courses
- 6. Class schedule

## ◦ After Arrival

- 1. Residence permit
- 2. Bank account
- 3. How to get to Würzburg!

# Pre-First Steps:

- **Before Arrival**

- **1. Where to live?**
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# Where to live?

## Dormitories VS Private Accommodation

<https://www.uni-wuerzburg.de/en/international/studying-in-wuerzburg/exchange-students/before-arrival-exchange-students/living/>



# Dormitories (Studentenwerk)

- Deadlines for the application summer semester 2023 : **15.01**
- Pre-payment: 1000€ ( 400€ Deposit & 600€ used for the first three monthly rent payments)
- Important: Your contract starts on the 1st of the month, not before!
- The rooms are furnished , but there are no blankets, cutlery, glasses etc.
- Check out the Facebook group of your dorm, there you will find useful information and items!

(Sometimes there are free items or for low price for international students! )

- The contract's duration is 6 months (1 semester) or 12 months (2 semesters)
- If you attend a German course in March, you can maybe move in in March and your contract duration increases by 1 month
- Withdrawal from the contract:
  - possible at any time before signing;
  - possible 14 days after signing



# Private Accommodations

## Where to find an apartment or a WG room:

- <https://www.wg-gesucht.de/>
- <https://www.wuewowas.de/>
- <https://www.immowelt.de/>
- <https://www.meinestadt.de/wuerzburg/immobilien/wohnungen>
- <https://www.wohnungsboerse.net/Wuerzburg/mieten/wohnungen>
- <https://www.immobilienscout24.de/Suche/S-T/Wohnung-Miete/Bayern/Wuerzburg>
- <https://www.immobilo.de/mietwohnungen>
- <https://housinganywhere.com/de>

## Private Dormitories :

- <https://www.bruno-werk.de/bei-uns-wohnen/Studentenwohnheime>
- <http://www.fds-stiftung.de/startseite/>
- <https://www.studentenhaus-wuerzburg.de>
- <https://www.studentenwohnen-wuerzburg.de>
- <https://www.522.city/startseite.html>
- <https://www.cvjm-wuerzburg.de/website/de/v/wuerzburg/service/wohnheim>



On Facebook:

- Fair-Teiler WÜ Wohnungsmarkt
- Wohnung/WG in Würzburg
- WG & Wohnung Würzburg gesucht
- Wohnung Würzburg mieten & vermieten -  
Nachmieter
- Wohnungsbörse Würzburg

# Where to stay till you move in your Room

- Youth Hostel Wuerzburg
- Hostel Babelfish
- Ibis Budget
- Airbnb



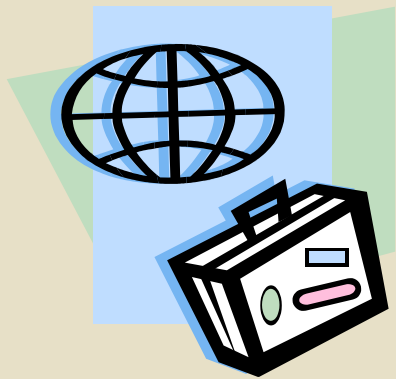
## Accommodation Comparing Websites

- Booking.com
- Trivago
- TripAdvisor





# Visa and residence permit



# Visa

- EU-citizens: no Visa needed, only a valid ID card or passport
- Non-EU-citizens:
  - from countries without visa requirement: after arrival: *residence permit for study purposes*
  - from other countries: Apply for a *student visa* at the German Embassy or the German Consulate of your home country
- To find out if you need a visa, please check out
  - the list of the Ministry of Foreign Affairs

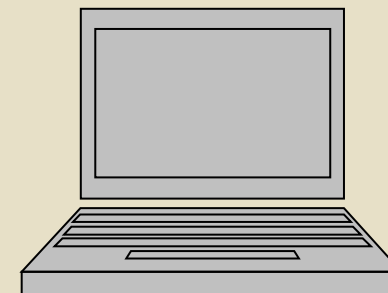


**Important:**

**Do not enter Germany as a tourist!**



# Enrolment



# Online-Enrolment

◦ From the 13th of February through the Online-Portal [WueStudy](#)

- To be done independently (PDF with instructions via email)
- Online-Seminar for the enrolment
  - 15/2 at 7:30 & 16 Uhr german – easy german & english if required
  - 16/2 at 7:30 & 16 Uhr english
  - To sign up, please send an email with your preferred date and time to [enrolment@uni-wuerzburg.de](mailto:enrolment@uni-wuerzburg.de) until 13/02





# Online-Enrolment

## 1. Complete online enrolment

- Send documents by email to the International Office: check your Admission Letter!
  - PDF of online enrolment
  - Letter of acceptance
  - Proof of payment of semester fee
  - Scan of your ID/Passport
  - (Scan of visa/resident permit)
- Once we receive all these documents, we will be able to process your data in the system and officially register you.
- Make sure you submit to a statutory Health insurance your proof of insurance ( The Health Insurance must contact us that you have submitted the required documents, without it we can not proceed)



# Health insurance



# Health insurance

- All students in Germany **MUST** have a health insurance!!

## 1.EU citizens:

- Apply for a European Health Insurance Card (EHIC)
- Please contact and send a scanned copy of your EHIC to a German statutory health insurance by email ( They will send the proof of insurance to the university. You **don't** have to provide the international office with a document)

# Health insurance

- 2. Students from countries that have social security agreement with Germany (e.g., Switzerland, Turkey):
  - statutory health insurance of your country will be recognized in Germany
  - Please clarify which documents you need for the recognition!
  - Get these documents checked by a German statutory health insurance company.
  - They will confirm that your insurance is adequate for enrolment. The insurance will send the proof to the university. You don't have to provide the international office with a document)

Current procedure: Documents for examination may be sent by e-mail to German health insurance companies.

# Health insurance

- 3. Students from other countries:
- Conditions for validating your health insurance in Germany:
  1. Term: for the whole duration of your stay
  2. Level of insurance:
    - Full health insurance (NO travel insurance):
    - outpatient care
    - Inpatient care
    - Medical treatment
    - For women: care during pregnancy
    - No financial limits
    - No waiting periods when claiming services

# Health insurance

- It is important to check if your health insurance is valid in Germany or not before your arrival
- if it is valid, you need to let your contract of health insurance be verified by a German statutory health insurance
- IMPORTANT: the contract needs to be either in German or in English!
- The German statutory health insurance will then send the proof of insurance to the university. (You **don't** have to provide the international office with a document)

# Health insurance

## ◦ 3. Students from other countries:

→if it is NOT valid, you need to arrange a German health insurance by a German provider

→There are two options:

### 1. Statutory health insurance

- Conditions: you may not be older than 30 and you may not study more than 14 semesters (7 years)
- Costs: about 110 € per month (same for all statutory health insurances)

### 2. Private health insurance

- Sometimes cheaper but they do not cover a lot
- All costs need to be paid by oneself first, refund follows

(If you change to a private health insurance, you can not go back to the statutory later)

### **Current Information:**

- **You can contact the Health insurance by e-mail**

# Online Seminar Health insurance

## Topics:

- Health Insurance in Germany
  - Germany's health system
- 
- **Organiser:** Barmer Würzburg

**Dates:** 7/2 at 8:00 & 16:00 in english

**Registration:** email to [enrolment@uni-wuerzburg.de](mailto:enrolment@uni-wuerzburg.de) until the 6<sup>th</sup> of February

# Liability insurance

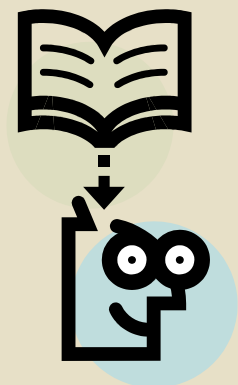
## Haftpflichtversicherung

- You have to make sure that you have the appropriate insurance , not only the Health Insurance but also a liability insurance
- in situations where the insured person caused person damage, object damage or wealth damage, the insurance pays the costs incurred.

For further Information:

- <https://www.uni-wuerzburg.de/international/studieren-im-ausland/allgemeine-informationen/>

# Language Courses



# German Courses

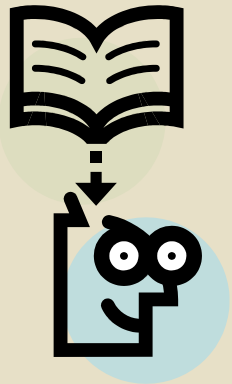


- The Language Center of the University of Würzburg (ZfS) offers courses before and during the semester
- They are free of charge
- Presential
- German as a foreign language - Zentrum für Sprachen (uni-wuerzburg.de)
- Sprachen - Zentrum für Sprachen (uni-wuerzburg.de)





# German language Courses



# Intensive German Course

- 6<sup>th</sup> – 29<sup>th</sup> March 2023 / 4 - 5 hrs per day (morning or afternoon group)
- **Registration procedure :**
- Online pre-registration: 6<sup>th</sup> - 19<sup>th</sup> February 2023 through [Anmeldeportal des Zentrum für Sprachen](#)

Further information will be sent by e-mail after online registration

## Important Information:

- Without the Online pre-registration = you can not participate
- Your enrolment has to be completed to participate



# During the semester German courses (A1-C2)

◦ April 24th to July 21st, 2023

◦ **Registration:**

1. Online pre-registration: March 20th - April 9th, 2023, through  
[Anmeldeportal des Zentrum für Sprachen](#)

Further information will be sent by e-mail after online registration

## Important Information:

- Without the Online pre-registration = you can not participate
- Your enrolment has to be completed to participate





# Class schedule



# Class Schedule

## Important notice:

You can find the name and Email of your departmental coordinator on your letter of acceptance

- Check when the [courses](#) start
- Students have to organize on their own, their class schedule.
- Get help:
  - First Steps event:
    - General advice
    - Support with WueStudy and WueCampus
  - Departmental coordinator:
    - subject specific advice
    - In charge of Learning Agreements

# Checklist!

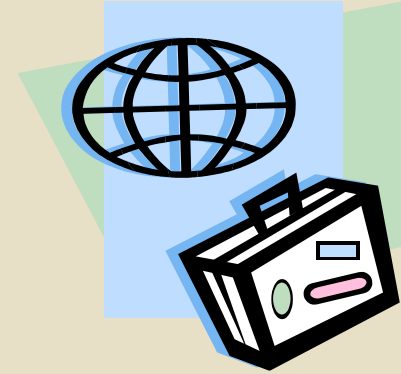
- Apply for a student visa at the German Embassy
- Search for an accommodation (apply until 15th January!)
- Take care of your health insurance – contact a statutory health insurance
- Enrol online
- Prepare your Learning Agreement (only ERASMUS students)
- Have a look at the course selection and schedule
- Register for the intensive German course
- Important Documents:
  - Passport (non-EU citizens) or ID card (EU citizens)
  - Visa (non-EU citizens)
  - Letter of Acceptance
  - Confirmation of financial means (block account only non-EU citizens)
  - Confirmation of payment of semester fee

*After your Arrival!*



# Pre-First Steps:

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  - **1. Residence permit**
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# Residence permit



# Residence permit

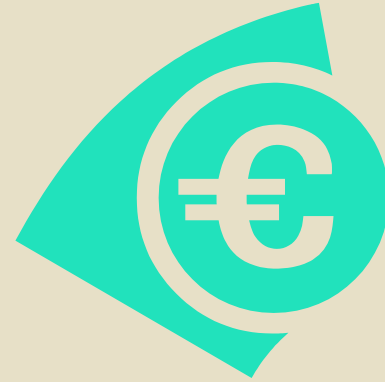
## Aufenthaltserlaubnis

1. EU-Citizen do **NOT** need a residence permit
  2. Non-EU-Citizens without need of visa:
    - Residence permit can be applied for, directly after arrival
    - Must be applied for within 90 days
  3. Non-EU-Citizens with need of visa:
    - Do NOT need residence permit if visa lasts for the whole length of stay
    - Residence permit can be applied for directly after arrival
    - Must be applied for, before visa expires
- Important: For residence permit a proof of financial evidence is needed

### Caution:

The International Students Office is not responsible for the issue of a resident permit. Please contact the foreigners Authority





# Bank account

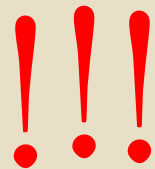


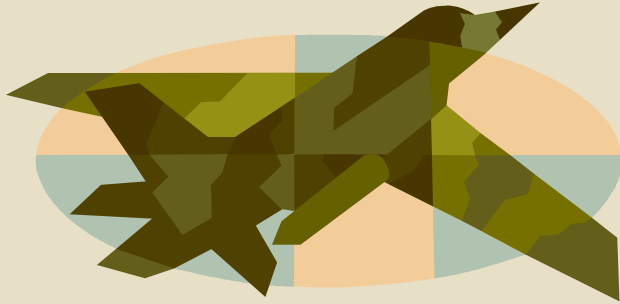
# Bank account

1. European bank account with SEPA direct debit?
    - you do not have to open a German bank account, but
    - it is advisable to have one (e.g. no fees when withdrawing money)
  2. No European bank account?
    - you have to open a German bank account (paying the rent, re-enrolment)
- A few tips for the bank account:
- Many banks offer a free bank account for students
  - To open a bank account, you will need your student ID card/ Matriculation document and your passport

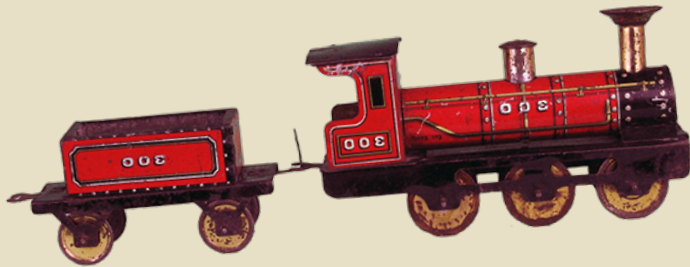
**Important:**

Do not forget to close your account before your departure





- How to get to Würzburg?
- Transportation in the city



# From Nürnberg Airport

1. Take the subway to Nürnberg Hbf
2. From Nürnberg Hbf to Würzburg Hbf; two possibilities:
  - a) Take a train to Würzburg
    - Costs: about 26-40 € (depends on type of train)( e.g regional train: Bayern ticket ( you can purchase it from the airport and will cover the whole journey), slower but cheaper, or ICE fast train )
    - Duration: between 1 and 1,5 hours
    - runs regularly
  - b) *Flixbus* or *Blablabus* to Würzburg (departure from bus station)
    - Costs: about 7 €
    - Duration 2,5 hours
    - Doesn't run many times a day

# From Frankfurt/ Flughafen

◦ There are two possibilities directly from Frankfurt/ Airport to Würzburg Hbf:

1. *Flixbus* or *Blablabus* (departure: Terminal 1, P36):

- Costs: about 10 €
- Duration: 2-3 hours
- runs only several times a day but irregularly

2. Train

- Costs: 25-40 € (depends on type of train)
- Duration: 1-1,5 hours
- Runs regularly

# Moving around in Würzburg:

- Bus or tram
- Student ID card = ticket for public transportation

**BUT:** Winter Term Ticket only valid from 1 April

→ If you reach in Würzburg in March or you do not have your student ID yet → you have to buy a ticket  
[WVV](#) also provides weekly or monthly tickets

## Useful Apps:

- Bus und Bahn -> [Fahrplan Bayern](#)
- [Deutsche Bahn App](#)





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# Tutors



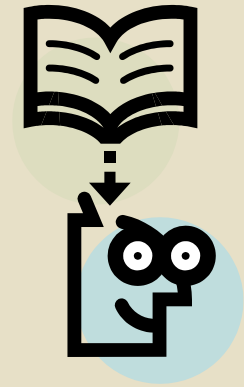
# Tutoren

**Current information:**

- If you need support with administrative matters etc., you are welcome to contact us by e-mail ([international.tutoring@uni-wuerzburg.de](mailto:international.tutoring@uni-wuerzburg.de)).



# Checklist



# Checklist

You can use the following link to our Checklist to be sure you didn't miss anything important!

[https://www.uni-wuerzburg.de/fileadmin/32020000/Auslandsamt/Studium\\_in\\_Wuerzburg/exchange/Vor\\_der\\_Abreise/Checklist\\_for\\_Exchange\\_Students\\_english.pdf](https://www.uni-wuerzburg.de/fileadmin/32020000/Auslandsamt/Studium_in_Wuerzburg/exchange/Vor_der_Abreise/Checklist_for_Exchange_Students_english.pdf)



# **First Steps!**

# First Steps!

- **Information regarding:**

- German bureaucracy
- Schedule, course registration
- University's facilities (sports, libraries)
- Leisure activities in Würzburg

## **When?**

- Beginning of March – more Information soon



**QUESTIONS?**