1. Online Info-Session for International Exchange Students

12th December 2022, 14:00 (Bremen time)
Agenda

• Housing in Bremen

• Application procedure for visiting studies at the University of Bremen:
  - in Mobility Online (1st step)
  - in MOIN (2nd step)

• Questions and Answers
Housing in Bremen

How to find Accommodation?
„Studierendenwerk Bremen"

- easily accessible housing
- furnished single rooms and flats on an apartment complex
- rent from 299 € - 360 € per month
- limited availability, waiting list may be long if you apply late

https://www.stw-bremen.de/en/accommodation
Application for a room in a dorm of the „Studierendenwerk“

• submit the application as soon as possible!
• fill in the online application form instantly after you received the admission from the Student Office (SfS – „Sekretariat für Studierende“)
• to get the admission you have to submit your application for „visiting studies“ in „MOIN“ (2nd step of the online application procedure)
• you get access to MOIN after completing your registration in Mobility Online!
Application for a room in a dorm of the „Studierendenwerk“

- [https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#home](https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#home)
Application Form of the „Studierendenwerk“

- https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#admission

Do not forget to type in „yes“ at the question: „Would you like to be placed on our waiting list?“
Application Form of the „Studierendenwerk“

- **Supporting Documents:**
  1. Enrolment certificate, must be handed in as soon as available
     (preliminary: admission of SfS, invitation letter of IO, application form generated in Mobility Online)
  2. Proof of income (scholarship, bank statement, declaration of parents etc.)
  3. Copy of passport or ID
  4. Passport photo
Other Options to find Housing

• Private Student Dormitories:
  https://www.uni-bremen.de/en/university/campus/housing

• Apply individually at the dormitory which meets your preferences

For example:
Studenthouse.de  https://www.studenthouse.de/freie-apartments
Nido Student     https://www.nidostudent.de/standort/lillenthal-studios
THE FIZZ         https://www.the-fizz.com/studentenwohnheim/bremen#apartments
Galileo Residenz https://www.galileoresidenz.de
CAMPUS VIVA      https://www.campusviva.de
Conway's Home    https://conways-home.de
Other Options to find Housing

• The International Office has a limited number of private rooms.
• We will contact you if there is an offer.
• Last semester we had 30 rooms only for 150 exchange students.
Other Options to find Housing

- „WG“ (shared flat) in the city
- Offered on many online platforms, check „Private room search“ here:
  https://www.uni-bremen.de/en/university/campus/housing
Other Options to find Housing

Example: Private Online Platform „WG-gesucht“
Other Options to find Housing

Example: Private Online Platform „WG-gesucht“
Other Options to find Housing
Example: Private Online Platform „WG-gesucht“

Tips:

• Focus on the newest offers
• Read the WG introduction carefully
• Introduce yourself
• Highlight your own strengths – why would it be great to live with you?
• Pick up points from the WG introduction
• Be careful with landlords the look for WG members
• Beware of scams!
• Do not transfer any money if you are in doubt about the reliability of the landlord
Application Procedure for „Visiting Studies“ at the University of Bremen

1st Step: Registration of the exchange place at the International Office in „Mobility Online“

- **Link:** has been sent individually by email (if you did not receive the link, please contact: incoming@uni-bremen.de)

- **Dokuments:**
  - signed Application Form
  - signed „Declaration of Language Competence“ (signature and stamp of home university!)
  - recent enrollment certificate of home university (not older than 3 months)
Application Procedure for „Visiting Studies“ at the University of Bremen

1st Step: Registration of the exchange place at the International Office in „Mobility Online“

Attention: Christmas Holidays!
Erasmus students: please apply until 20th of December!

- > formal check before end of the year
- > uploads of documents and check by the International Office
- > detailed instructions for the application in MOIN
Application Procedure for „Visiting Studies“ at the University of Bremen

2nd Step: Application for Visiting Studies in „MOIN („Sekretariat für Studierende“ / Student Office)

- **Documents**: same uploads as for the registration at the International Office in Mobility Online
- **Deadline**: as soon as possible (before 15th of February)
- **Attention**: „Mobility Online“ and „MOIN“ are different databases

The International Office has no access to MOIN!
The contact emails are different, too!
(Mobility Online: incoming@uni-bremen.de, MOIN: master@vw.uni-bremen.de)
Enrolment at the University of Bremen (MOIN)

Link:
will be sent individually by email after receiving the uploads of the application documents in Mobility Online

1. Create your user account

2. Change your password
Enrolment at the University of Bremen (MOIN)

3. Click on "My Applications"
   choose "Visiting Student" (!) as your academic goal, choose your subject and select your study program (same as in Mobility Online!)

4. Click on "Apply"

5. Enter/edit all required application data

6. Upload/edit all required documents (same uploads as in “Mobility Online”!)

7. Submit your application - the Student Office will not be able to process your application if you do not click on “submit”!
Enrolment at the University of Bremen (MOIN)

After the application for visiting studies in MOIN has been checked by the Student Office, you will be notified by email:

- To download the Admission letter in MOIN – you need this admission for your application for accommodation at the „Studierendenwerk Bremen“ or for your study visa (if applicable)

- To pay the Semester contribution (297,26 €) to the bank account stated in the admission letter (mind the correct reference number!)

- To download the “Acceptance of Study Place”, sign it and send a scan to the Student Office; email address: master@vw.uni-bremen.de

- To prove your valid health insurance for the whole semester (!)
Health Insurance

All foreign health insurances have to be validated by one of the German health insurances (on the campus e.g. AOK or TK) who will then notify the University of Bremen via ESMV (“Elektronisches Studierenden-Melde-Verfahren“) that you are sufficiently insured.

You have to initiate the ESMV procedure yourself!

Send a scan of your **EHIC** (EU nationals) or **TA11** (Turkish nationals) to one of the German insurance companies (on campus e.g. AOK ([studenten@hb.aok.de](mailto:studenten@hb.aok.de)) or TK ([eu-studies@tk.de](mailto:eu-studies@tk.de))).

Non-EU nationals with a private health insurance:
Private health insurances must also be validated by a German statutory health insurance (see above).
**Attention:** If your private health insurance is not sufficient you might have to get a German statutory health insurance in addition to your private health insurance.
Health Insurance

Non-EU nationals with a German statutory health insurance: your German insurance company should send the electronic notification to the University of Bremen via ESMV directly.

A private travel health insurance for the time gap between the start of the orientation weeks (on 20th of March) and the start of the semester (1st of April) is recommended.
Contacts

• Registration for the exchange place in „Mobility Online“:
  - Erasmus students: incoming@uni-bremen.de
  - Students from overseas co-operations: studybremen@uni-bremen.de

• Application for the enrolment as a visiting student („MOIN“): master@vw.uni-bremen.de

• Housing application at „Studierendenwerk Bremen“: wohnraumvermittlung@stw-bremen.de

• Questions about orientation weeks, health insurance and visa: ckrain@uni-bremen.de

• Academic contacts for Erasmus students at the faculties: https://www.uni-bremen.de/fileadmin/user_upload/sites/international/ERASMUS_Dokumente/Erasmusbeauftr.pdf
Office hours of the International Office:
Monday and Thursday: 09:00 - 11:30 (CEST)
Wednesday: 14:00 - 16:00 (CEST)

You can reach us online during our office hours.
For data protection reasons, only one person at a time can be in consultation.
Please be patient if you have to wait a bit.

International Office Website:
https://www.uni-bremen.de/en/university/profile/international/international-office
Thank you for your attention!