

welcome!

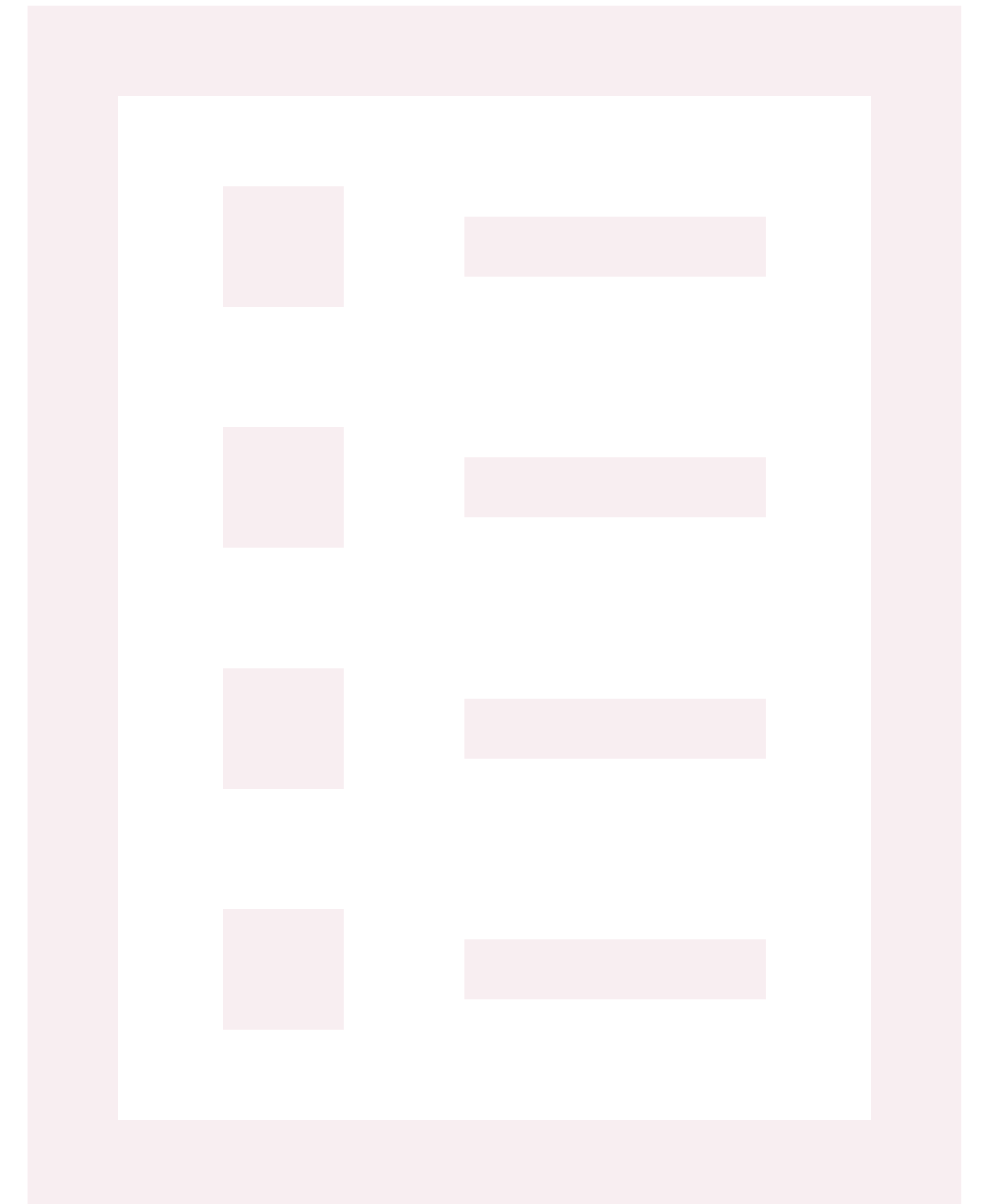


2. Online Info-Session for International Exchange Students

11th July 2023, 13:00 (Bremen time)

Agenda

- Enrollment at the University of Bremen (moin)
- Obligatory Health Insurance for Students
- Calendar for the Winter Semester 2023/24
- German Intensive Language Courses during Orientation Weeks
- Visa / Registration for Non-EU Erasmus students
- Questions and Answers



Enrollment at the University of Bremen

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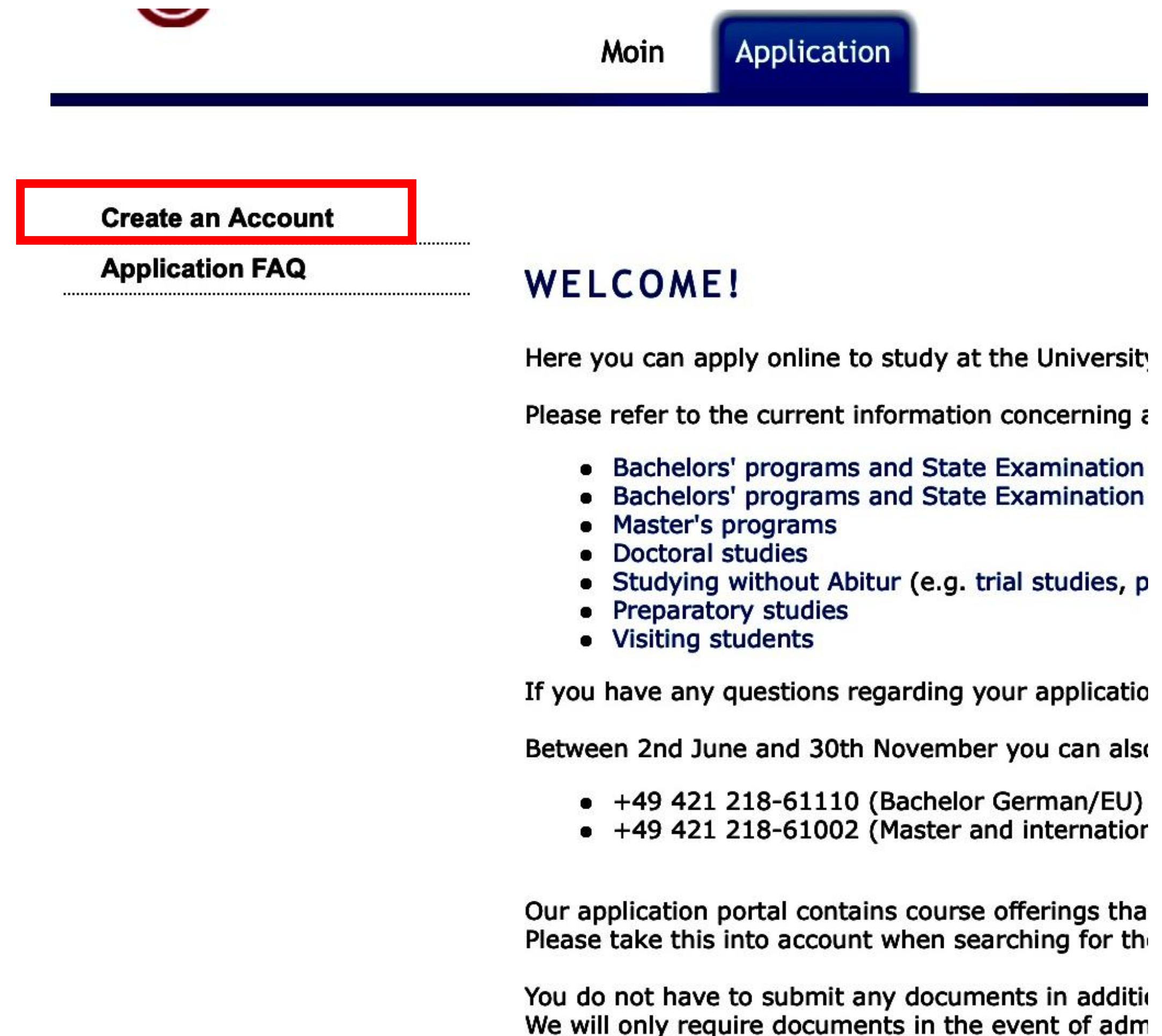
Enrollment at the University of Bremen (moin)

LINK: <https://moin.uni-bremen.de/>

1. Create your user account

- Click on "Application" → "Create an Account"
- You will receive an email with a password.
- Your user name is your email address.

2. Change the password



The screenshot shows the moin application portal interface. At the top, there is a navigation bar with "Moin" and "Application" tabs. Below the navigation bar, there are two main sections. The left section is titled "Create an Account" and "Application FAQ". The right section is titled "WELCOME!" and contains a welcome message, a list of programs, and contact information. The "Create an Account" link is highlighted with a red box.

Create an Account

Application FAQ

WELCOME!

Here you can apply online to study at the University of Bremen.

Please refer to the current information concerning admission:

- Bachelors' programs and State Examination
- Bachelors' programs and State Examination
- Master's programs
- Doctoral studies
- Studying without Abitur (e.g. trial studies, preparatory studies)
- Preparatory studies
- Visiting students

If you have any questions regarding your application, please contact the International Office.

Between 2nd June and 30th November you can also apply by phone:

- +49 421 218-61110 (Bachelor German/EU)
- +49 421 218-61002 (Master and international students)

Our application portal contains course offerings that are subject to change. Please take this into account when searching for the right program.

You do not have to submit any documents in addition to the application form. We will only require documents in the event of admission.

Enrollment at the University of Bremen (moin)

3. Click on "My Applications"

- Choose "Visiting Student" (!) as your academic goal
- Click on "find courses offered" and choose your subject
- Then click on "Search" to find your study program
- Then, click on "Apply"

My Applications

My documents

Application FAQ

Name: Jane Smith on

WELCOME!

Here you can apply on

Please refer to the cur

- [Bachelors' prog](#)
- [Bachelors' prog](#)
- [Master's progr](#)
- [Doctoral studie](#)
- [Studying witho](#)
- [Preparatory stu](#)
- [Visiting studen](#)

If you have any questi

Between 2nd June and

Enrollment at the University of Bremen (moin)

4. Fill out / edit all the required data sections

- Check the “status” to see whether everything is complete

Sections

Name

Status

[Information](#)

[Personal details](#)

[Home address](#)

[Address during the semester](#)

[Contact details](#)

[Study program you are applying for](#)

[Uploads](#)

[Health insurance](#)

[Final declaration](#)

Enrollment at the University of Bremen (moin)

5. Enter/edit all required application data

- Select "Erasmus/Partner University"
- The "Address during the semester", should be already pre-filled with the address of the International Office (c/o International Office, Bibliothekstr. 1, 28279 Bremen).
- Leave this address unchanged so you can collect your semester ticket from the International Office
- Select "Semester address" under "Postanschrift" (mailing address)
- Update the semester address after your arrival, when you moved in and put your name on the letter box outside of your house

Address during the semester

Your semester documents can be deposited at the Welcome Desk of the International Office (IC) there.

If you would like to have the semester documents sent to you, please delete the address of the

	Entry
Use alternative recipient	<input checked="" type="checkbox"/>
Alternative recipient	<input type="text"/>
Address supplement	<input type="text" value="c/o International Office"/>
Street and unit number	<input type="text" value="Bibliothekstr. 1"/>
Postcode / zip code	<input type="text" value="28359"/>
Town	<input type="text" value="Bremen"/>
Country	<input type="text" value="Germany"/>

Postanschrift

Required information	Entry
An welche Adresse soll Ihre Post gerichtet werden?*	<input type="text" value="Semester address"/>

Enrollment at the University of Bremen (moin)

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

- **Registration document:** Enrollment certificate or certificate of student status at home university
- **Certification of German Language Competence:** 2nd page of the Application Form generated in Mobility Online (“Declaration of Language Competence”) or any other language certificate (if available)
- **Recommendation:** 1st page of the Application Form generated in Mobility Online

Uploads

	Entry	Notes
Upload registration document*	File upload	Please upload registration document issued by home university.
Upload certification of German language competence*	File upload	Please upload certification of German language competences (min. level B2). If your guest study is part of the Erasmus programme or takes place via a partner university, please upload the 2nd page of the application form from Mobility Online with the heading "Declaration of Language Competence".
Upload recommendation*	File upload	Please upload confirmation from a faculty of the University of Bremen that you will be accepted as a visiting student. If your guest studies are part of the Erasmus programme or take place via a partner university, please upload the 1st page of the Application Form from Mobility Online.

Enrollment at the University of Bremen (moin)

7. Submit your application

After entering all data correctly and uploading all required documents:

- Click on “submit” at the bottom of the overview page

Only after submitting the application the next steps of the enrollment procedure can be completed!

After submitting:

- Your data will be checked by the Student Office
- You cannot edit your application anymore on your own
- If there is something wrong or missing, the Student Office will re-open your application and notify you to edit and correct your application.
- After the correction, do not forget to “submit” again!

Sections

Name

Information

Personal details

Home address

Address during the semester

Contact details

Study program you are applying for

Uploads

Health insurance

Final declaration

Application status

The application's tracking number is : **BW-137377**

Please use the tracking number for any further communication about the application.

Study choice

Degree

Exam regulations

Subject semester

User data

This e-mail address is stored with your user account

Submit

Applications overview

Enrollment at the University of Bremen (moin)

After submitting the application:

- **Admission letter:**
Can be downloaded in MOIN after your application has been checked by the Student Office (you will receive an email notification!)
- **Semester contribution:**
Pay the whole amount (294,67 €) to the bank account stated in the admission letter (adhere to your individual deadline stated on the admission letter!).
Make sure that the bank will not deduct any charges (esp. transfers from non-EU countries).
Make sure that you write the correct reference number.
It might take up to 2 weeks until the amount is credited to your account and ticked off in the checklist.
- **“Acceptance of Study Place”:**
Download the „Acceptance of a Study Place“, sign it and send a scan to the Student Office;
email address: master@vw.uni-bremen.de before the deadline(!)
Bring the original with you to Bremen.

Enrollment at the University of Bremen (moin)

Confirmation of Enrollment

You can check in MOIN if all your documents have been received when all the boxes in the "status" section are ticked off.

Your enrollment will be completed as soon as:

1. You have paid the semester contribution (294,67 €)
2. You have sent a scan of the **signed** “**acceptance of a study place**” by email to the Student Office (master@vw.uni-bremen.de)
3. Your German statutory health insurance has sent an electronic confirmation via ESMV to the University of Bremen

Gaststudium				
Name	Description	additional Comments	Remark	set
Immatrikulation Heimatuniversität / Home University Matriculation	Weisen Sie bitte nach, dass Sie an Ihrer Heimatuniversität eingeschrieben sind. / Please now provide proof that you are matriculated at your home university.			<input checked="" type="checkbox"/>
Bescheinigung Heimatuniversität / Confirmation of Home University	Weisen Sie bitte nach, dass Ihre Heimatuniversität ein Auslandsstudium empfiehlt. / Please now provide proof that your home university requires a stay abroad.			<input checked="" type="checkbox"/>
Nachweis Deutschkenntnisse / German Language Level	Weisen Sie bitte Ihre Deutschkenntnisse nach. / Please now provide proof of your German language level.			<input checked="" type="checkbox"/>
Bestätigung Fachbereich / Confirmation of Faculty	Weisen Sie bitte die Bestätigung des Fachbereiches der Universität Bremen nach. / Please now provide confirmation from your Faculty at the University of Bremen.			<input checked="" type="checkbox"/>
Studienplatzannahme / Acceptance of Study Place	Reichen Sie bitte die unterschriebene Annahmeerklärung ein. / Please submit the signed declaration of acceptance.			<input checked="" type="checkbox"/>
Krankenversicherungsnachweis / Proof of Health Insurance	Reichen Sie bitte Ihren Krankenversicherungsnachweis von einer gesetzlichen Krankenkasse ein. / Please submit proof that you have statutory health insurance.			<input checked="" type="checkbox"/>
Semesterbeitrag / Semester Dues	Begleichen Sie bitte den Semesterbeitrag, um den Studienplatz anzunehmen. / Before you can take up your study place, you must first transfer the semester dues.			<input checked="" type="checkbox"/>

Enrollment at the University of Bremen (moin)

Recommendation:

submit your application **as soon as possible** (latest by mid-August), so that

- Your semester documents (semester ticket, Student ID) will be ready for you when you come to Bremen
- You will receive your access data for the e-learning system and your personal email account of the University of Bremen as early as possible (for choosing your courses in the “StudIP” e-learning system)

The deadline is 30th of September 2023! - **After that date enrollments are no longer possible!**

Contact:

If you need help with your application please contact the Student Office: master@vw.uni-bremen.de

Do not forget to mention your applicant number and that you are an exchange or Erasmus student.

Only the Student Office is in charge of this platform, the International Office has no insight into your MOIN application process.

Since the processing of your application may take some time, please be patient if you do not receive an answer immediately.

Health Insurance



Health Insurance

Exchange students are required to have a valid health insurance that is equivalent to the German statutory health insurance for the whole duration of their stay.

EU-Nationals: The European Health Insurance Card (EHIC, CEAM) is accepted and should be applied for as early as possible if you do not have one already.

Turkish Nationals: TA11 forms issued by SSK (Sosyal Sigortalar Kurumu) are accepted as well.

Send a scan of your EHIC or TA11 to one of the German statutory health insurances on the campus (AOK or TK) to get it validated. The AOK or TK will then inform the University of Bremen via ESMV („Elektronisches Studierendenmeldeverfahren“) that you are sufficiently insured.

Contacts: AOK: studenten@hb.aok.de or TK: eu-studies@tk.de



Health Insurance

- **Non-EU Nationals:** We recommend obtaining a German statutory health insurance. This will cost around 110 Euro per month and can be done online at one of the statutory health insurance companies (on campus e.g. AOK, TK, hkk) or via agents (fintiba, expatrio, edubao, Dr. Walter etc.)
- **Students over 30 years of age** need a private health insurance.
Private insurances might charge extra for accompanying family members.



Health Insurance

Health Insurance info for non-EU citizens who need a study visa:

- Foreign private travel health insurances (e.g. for visa application) are not accepted for the enrollment if they limit the cost coverage or the duration of validity.
- The statutory health insurance agencies on the campus (AOK or TK) will check the insurance cover of your travel insurance. If it is not sufficient, you will have to get the German statutory health insurance in addition to the foreign private health insurance.
- Statutory health insurance for students will start at the first day of the semester, i.e. on the 1st of October.
- In case of early arrival (e.g. for the orientation weeks) an additional private travel insurance for the time gap between departure from the home country and the first day of the semester (1.10./1.4.) is recommended



Calendar for the Winter Semester 2023/24

- Orientation weeks: 25.09. – 13.10.2023
- Lecture Period: 16.10.2023 – 02.02.2024
- Exam period: no fixed exam period
(usually last week of lectures until
approx. 2-3 weeks after the end of lectures)



German Intensive Language Course during the Orientation Weeks

Registration:

1. tick „yes“ in Mobility Online („Are you interested in the Intensive German language course during the Orientation Weeks?“)
2. Wait for the email of the "Goethe Institut“ with the link to the online placement test (mid to end of July)
3. complete the online placement test within the given deadline
If you are a complete beginner, please write an email to the Goethe-Institut and inform them
(hochschulkooperation-bremen@goethe.de)
4. You will receive the result and your course details by mid to end of August

Check your email account entered in Mobility Online regularly!



German Intensive Language Course during the Orientation Weeks

- You can earn 6 ECTS (and add this course to your learning agreement)
- The intensive German language course during the orientation weeks is free of charge
- For any additional course during the semester there is a fee of 60€ per 3 ECTS (or 2 teaching hours per week “SWS”)
- Intensive German Courses during the orientation weeks are offered up to level B2
 - Level A1 – B1: face-to-face
 - Level B2: online only
- Plan your arrival for the 25th of September (A1 – B1)

Visa and Registration Requirements for Non-EU Erasmus Students with a study permit for another EU country

- If you have a residence permit for studies or study visa for another Schengen state that is **valid until the end of your study period** in Bremen:
 - > your mobility has to be registered at the BAMF “Bundesinstitut für Migration und Flüchtlinge” by the International Office of the University of Bremen according to the REST procedure
 - > the BAMF will issue a mobility pass for your Erasmus study period
- If you do not have a residence permit or study visa with sufficient validity:
 - you have to apply for a study visa at a German Embassy in your home country or in your country of residence
 - contact: ckrain@uni-bremen.de

To-Do List

- Application for accommodation – **as soon as possible** (more info: 1st info-session of)
- Registration for the Intensive German Language Course – directly after receiving the link to the online placement test of the „Goethe-Institut“ – **mid to end of July**
- Application as Visiting Student (in MOIN) – until **mid August**
- Validation of your Health Insurance (initiate ESMV) – until **mid August**
- Acceptance of Study Place – until **mid August**
- Payment of semester contribution – according to the **deadline in the admission letter**
- non-EU students with a study permit for an EU country: registration with the BAMF according to the REST procedure – **end of July/beginning of August**
- non-EU students who need a study visa: visa application at the German Embassy – **as soon as possible**

Website of the Newcomer Service

You may also check the website of the **Newcomer Service** for more information:

<https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/before-arrival>



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
- German intensive courses: hochschulkooperation-bremen@goethe.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/Erasmusbeauftragtr.pdf

Online Office Hours of the International Office

Office hours of the International Office:

Monday: 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!

