1. Online Info-Session for International Exchange Students

13 July 2022, 14:00 (Bremen time)
Agenda

• Calendar for the winter semester 2022/23
• Application for Visiting Students at the University of Bremen in MOIN (Enrollment)
• Obligatory Health Insurance
• German Intensive Language Courses during Orientation Weeks
• Visa / Registration for Non-EU Erasmus students
• Accommodation
• Questions and Answers
Calendar for the Winter Semester 2022/23

- Duration of Semester: 01.10.2022 – 31.03.2023

- Orientation weeks: 26.09. – 14.10.2022
  Intensive German Language Course: online
  Info-events, Welcome Desk, campus tours: face-to-face

- Lecture Period: 18.10.2022 – 03.02.2023

- Exam period: no fixed exam period
  (usually last week of lectures until approx. 2-3 weeks after the end of lectures)
Enrollment at the University of Bremen (MOIN)

**LINK:** [https://moin.uni-bremen.de/](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
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"
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
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
Enrollment at the University of Bremen (moin)

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

- **Registration document**: Enrolment 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”
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!
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 (297,26 €) 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 Enrolment

Your enrollment is complete as soon as
- You have paid the semester contribution (297.26 €)
- You have sent a scan of the signed “acceptance of a study place” by email to the Student Office (master@vw.uni-bremen.de)
- Your German statutory health insurance has sent an electronic confirmation via ESMV to the University of Bremen

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

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

Recommendation:

please 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 system)

**The deadline is 30th of September 2022!**
**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

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 (Erasmus):** The European Health Insurance Card (EHIC) is accepted and should be applied for as early as possible if you do not have one already.
- **Turkish Nationals (Erasmus):** TA11 forms issued by SSK (Sosyal Sigortalar Kurumu) are accepted as well.

**Erasmus Students:**
- one of the German health insurances on the campus (AOK or TK) has to validate your EHIC or TA11. They will then inform the University of Bremen via ESMV ("Elektronisches Studierenden-Melde-Verfahren") that you are sufficiently insured.

- You have to initiate this ESMV procedure by sending a scan of your EHIC or TA11 to either the AOK (studenten@hb.aok.de) or TK (eu-studies@tk.de). (Please write only to one of them to avoid double work.)
Health Insurance

Non-EU Nationals with a German statutory health insurance:

Your German statutory health insurance should send an electronic message (via ESMV) to the University of Bremen that you are insured with them. The statutory health insurance for students costs around 110 Euro per month.

Non-EU Nationals with a private health insurance:

Private insurances have to be validated by one of the statutory health insurances if they are sufficient. If it is sufficient they will send an exemption note via ESMV. If it is not sufficient you might have to get an additional health insurance at extra cost.

Students over 30 years of age:

Do not need an obligatory health insurance for the enrollment. Please contact one of the health insurances on the campus to send an exemption note via ESMV to the University of Bremen. You should consider a private health insurance though, to avoid high expenses for medical treatments.

Contacts: AOK (studenten@hb.aok.de) or TK (university@tk.de).
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, they will advise you what to do.

• 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) we recommend an additional private travel insurance for the time gap between departure from the home country and the first day of the semester.
Online German Intensive Language Course during the Orientation Weeks

- You can earn 6 ECTS (and add this course to your learning agreement)
- It 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”)
- Registration:
  1. You need to tick „yes“ in Mobility Online („Are you interested in the Intensive German language course during the Orientation Weeks?“)
  2. You also need to take an **Online-Placement-Test** – compulsory! (exception: complete beginners – please notify the Goethe-Institut)
- The "Goethe Institut" will contact you and send you the link to the online placement test and more info about the intensive courses by the end of July/beginning of August
- Please check your emails regularly!

#22820
Visa and Registration Requirements for Non-EU citizens who participate in the Erasmus Programme

• If you have a residence permit for studies or study visa for another Schengen state that is **valid until after the end of your study period** in Bremen: you have to be registered at the BAMF “Bundesamt für Migration und Flüchtlinge” by the International Office of the University of Bremen
  → contact: ckrain@uni-bremen.de

• 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
Visa and Registration Requirements for Non-EU citizens (not Erasmus)

• **If you need a study visa for Germany:**
  please apply as soon as possible after you received your invitation letter (from the International Office) and/or your admission (from the Student Office – SfS)

• **If you do not need a visa to enter Germany** (e.g. citizens of UK, US, Brazil, South Korea, Japan etc.):
  you can either apply for a study visa at a German Embassy in your home country for the whole period of your stay in Bremen
  or you have to apply for a residence permit within 90 days of your arrival in Germany at the “Migrationsamt” in Bremen
  (the documents to be submitted are basically the same for both options)

• **If you are not sure if you need an entry visa or study visa**, please check with the German Embassy in your home country.
  You may check here first: [https://www.auswaertiges-amt.de/en/visa-service/-/231148](https://www.auswaertiges-amt.de/en/visa-service/-/231148)
Student Accommodation

Student dorms of the “Studierendenwerk Bremen”:
- For an overview of student dorms and available places check the website of the Studierendenwerk:
  https://www.stw-bremen.de/en/accommodation
  You will need the admission (download in MOIN) for the application for a room in a dorm
  Check their website regularly for new available rooms in a „WG“ (shared accommodation)

More addresses of available dormitories:
https://www.uni-bremen.de/en/university/campus/housing

Accommodation Service of the International Office:
- A limited number of private rooms is available through the accommodation service of the International Office
- you might get one offer (only one!) if you ticked “yes” in Mobility Online („Do you want to receive an offer for housing?“)
- You have to either accept or decline the offer within the given time
Contact: accomm@uni-bremen.de
Student Accommodation

IMPORTANT:
Do NOT sign any contracts before you know you are truly going to come and if you are sure that the landlord/landlady is trustworthy
(to avoid issues with rent refunds, scams etc.)
Contacts

• Registration in Mobility Online for the exchange place: incoming@uni-bremen.de

• Questions regarding the enrollment as a visiting student (MOIN): master@vw.uni-bremen.de

• German courses: hochschulkooperation-bremen@goethe.de

• Questions about orientation weeks, health insurance and visa: newcomer@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

• Students from overseas co-operations: studybremen@uni-bremen.de
Online Office Hours of the International Office

Office hours of the International Office:
Monday, Tuesday and Thursday: 9:00 a.m. - 12:00 p.m. CEST
Wednesday: 2:00 - 4:00 p.m. CEST

Since our advisory and counseling office is temporarily closed due to the current situation, 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
To-Do List

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
To-Do List

- Registration for the exchange in Mobility Online
- Application for visiting Studies in MOIN
- Apply for Health Insurance or Initiate ESMV
- Apply for Accommodation
- Placement Test for Intensive German Language Course (Only if you applied)

**Non EU - Citizens who require a study visa to enter Germany**

- Apply for Visa
  - As soon as you receive the Invitation Letter/Admission Letter

**Non EU - Citizens with valid residence permit for an EU - Country**

- Apply for Mobility Pass (BAMF)
Thank you for your attention!