

Herzlich willkommen!

Informationen
für
internationale Studierende

an der
Hochschule Ravensburg-Weingarten

Welcome Brochure

Information
for
International Students

at
Hochschule Ravensburg-Weingarten –
University of Applied Sciences

Welcome to Hochschule Ravensburg-Weingarten – University of Applied Sciences!

We are happy that you have decided to study at our institution and we wish you a very successful, inspiring and enjoyable stay here.

The International Office (IO) will do its very best to make your start at the university, in Weingarten and in Germany as easy as possible. We will provide you with important information, organize excursions and other events, establish contact to Germans and will be happy to advise you on any problems that might occur. Our office is open to all international students of Hochschule Ravensburg-Weingarten, so please do not hesitate to contact us if you have any questions or need support.



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1. Steps after arrival

1.1 Registration

1.1.1 Registration as a student (*Immatrikulation*)

In order to be registered as a student at our university, you must

- fill in the *Application for Registration* form,
- sign the blank for private use of internet services and electronic mail
- submit a (real, not digital) passport photograph,
- submit your passport including your visa/residence title for a photocopy,
- submit a proof of your health insurance,
- transfer the tuition fee,
- transfer the semester administration fee.

With your registration, you will receive:

- your matriculation number (*Matrikelnummer*)
- An account from the university's computing center which enables you to work on the computers available in the different computer rooms on the campus.
- A university e-mail address: 'username'@rwu.de. You should check this email account regularly because important information concerning the university will be sent to the students' university mail accounts only.
- your hs-SmartCard (*Studierendenausweis*) which serves as
 - student identity card (for reductions)
 - user card for the library
 - user card for the student restaurant (*Mensa*)
 - copy, print and scan card
 - card for the washing machines in the SEEZEIT dormitory Lazarettstraße
 - ticket for the local public transport system

You can load money onto the card using the *InterCard* machines located in the entrance area of the student restaurant (*Mensa*), in the cafeteria in the NZ building as well as in the basement of the H building. You can also load money onto your card electronically via *EasyLoad* at the cash desk in the student restaurant or cafeteria. You need to register once only for *EasyLoad* at one of the cash desks and the money will be deducted from your account then.

For further information see:



1.1.2 Registration as a resident of Weingarten (*Anmeldung*)

Within 14 days of their arrival in Germany, foreign students must register at the Residents' Registration Office (*Einwohnermeldeamt*) of the town they are living in.

The *Einwohnermeldeamt* of **Weingarten** is located at Kirchstraße 2, phone: 0751 405-260, e-mail: buergerbuero@stadt-weingarten.de.

The *Einwohnermeldeamt* of **Ravensburg** is located in the city hall at Marienplatz 26 (*Bürgeramt*), phone: 0751 82-1400, e-mail: buergeramt@ravensburg.de.

You will have to show your passport and answer questions regarding your address (don't forget to indicate your room number if you live in a student dormitory!), your religion (they only differentiate between catholic, protestant and others) and your marital status.

As of November 1st, 2015, you will also have to show a so-called ***Wohnungsgeberbestätigung***, a confirmation by the owner of your accommodation specifying.

The owner or landlord of your accommodation has to fill in this form before you register at the Residents' Registration Office. Apart from the owner, a person or service entitled by the owner such as dormitory administrations or the main tenant can also confirm your residence.

Please find the form for Weingarten by clicking here:



You will also have to follow this procedure within two weeks if you change your accommodation. Please note that this applies even if you just move within the same city! If you don't register properly and on time, you will be fined. Before leaving Germany, you will also have to de-register at the Residents' Registration Office and show a confirmation of your move-out (see 5.4).

1.1.3 Registration at the Foreigners' Registration Office

Within seven days after arrival, nationals from non-EU countries have to additionally register at the Foreigners' Registration Office.

The Foreigners' Registration Office of **Weingarten** is located in the same building as the *Einwohnermeldeamt*, Kirchstraße 2, phone: 0751 405-169, e-mail: abh@stadt-weingarten.de.

The Foreigners' Registration Office of **Ravensburg** is located in Seestraße 9, phone: 0751 82-2222, e-mail: abh@ravensburg.de.

Students from non-EU countries must apply for a residence permit if they intend to stay longer than 3 months. The application must be submitted in time before the visa expires, i.e. at least 6 weeks earlier. It's better to do it as soon as you have the following documents ready:

- the fully filled application form that you had collected at the Foreigners' Registration Office before
- a valid entry visa
- a valid national passport
- a biometric passport photograph
- your student card or a proof of registration as a student of the university
- proof of sufficient health insurance cover
- proof of sufficient financial resources to finance your stay
- a long-term tenancy agreement on your name

The Foreigners' Registration Office in charge will tell you which documents are required for verification.

You need to have financial resources of € 992 per month (€ 11.904 per year). Usually the residence permit is granted for two years, but depends on your personal situation. After that, you will be required to extend the validity of your residence permit every year. This means that each year you must provide evidence of sufficient financial resources to cover your living expenses (minimum € 11.904 per year). Please make sure that this amount is effectively available to you. If you entered Germany with a blocked account, the required amount has to be blocked on your account again in order to be able to get an extension of your residence permit.

The residence permit is issued in the form of a credit card-sized chip card (*electronic residence permit – eAT*), in addition to your passport. Biometric features (photograph and two fingerprints taken upon application for the permit), additional requirements as well as your personal data are saved on the chip. As a consequence, the processing of the extension of validity of your permit will take approx. four weeks and will cost € 100 the first time and € 96 for each extension up to 3 months and € 93 for more than 3 months. In case you were granted a scholarship out of public funds (for example ERASMUS+, Baden-Württemberg Scholarship), the electronic residence permit is free of charge for you.

Attention: For excursions to Switzerland, you must have a residence permit for Germany or a D-Visa with multiple entrances.

Important note: Your residence permit is confined to your studies in Germany and to the study program at RWU for which you obtained the visa. You will lose your residence permit if you terminate your studies and you will have to apply for a new residence title if you wish to stay in Germany.

You can switch your study program within the same university or change university without any restrictions within the first 18 months of your studies (semester 1-3). However, you have to report to the Foreigners' Registration Office in due time.

From your forth semester onwards, changing your study program is only possible with the consent of the Foreigners' Registration Office in charge within the context of an individual discretionary decision.

1.1.4 Registration for courses in LSF

Registration for all courses (mandatory courses, electives, seminars, laboratory courses, language courses etc.) is compulsory and must be done via the university information system LSF. To enter, go to the university's homepage. You will find the link to LSF under *RWU Portals*.

Log in by entering your username and password that were allocated to you by our computer centre. For detailed explanations about the various functions you can click on *Help*.

Please note that the enrolment for a course has nothing to do with the registration for the examinations. This takes place around midterm and is a different procedure.

1.1.5 How to print at RWU

The Campus-Print-Management System provides print, scan and copy facilities all over campus. Please choose the printer *Kopiersystem RWUPRINT*. Before using the Campus-Print-Management System for the first time, you need to activate your *hs-SmartCard*. To do so, go to <https://rz-icprint.rwu.de/#/login>, sign up and type in your (rather long) card number in the settings which you find on the front in the upper right corner. If you're done, you have to put money on your card in order to be able to print. When you have money on your card, you can go to any printer in RWU, put your card in and print.

One DIN A4 copy resp. printout is € 0.06, a scan € 0.01.

If you have any questions or problems, please contact the student support: via rz-studiservice@rwu.de.

1.2 Bank Accounts

1.2.1 Blocked account

In order to get your visa, you need to prove that you are able to finance your stay in Germany. For that you will need a blocked account with 11.904€ per year, which is 992€ per month. There are different providers for blocked bank accounts with different conditions. Check "Expatrio", "Coracle" or "Fintiba" for more info.

1.2.2 German bank account

A German bank account is mandatory for all students coming to Germany from non-EU countries. For students from other EU countries, a German bank account is recommended, sometimes it is also necessary, for example, when debiting rent, etc. To open an account, you must be at least 18 years old.

As long as you are here on your visa and don't have a residence permit (yet), which you get after your visa extension, you cannot open a bank account in a German bank. There are offers from online banks though, with which you can still open a valid checking account and get to the money from your blocked account.

Various banks will offer different options when opening an account. They all have different conditions, such as required documents, various costs and processing time. Some of them are: N26, Revolut and Wise.

1.3 Health Insurance Krankenversicherung

1.3.1 General information

A full health insurance cover is extremely important for your stay in Germany. It is a precondition for your legal stay here and it is absolutely necessary for your registration as a resident and as a student. So please read the following information very carefully.

Law: Under German law, every student at a state-recognized college or university is obliged to conclude a health insurance contract. In fact, you can enrol at a university only if you submit an insurance certificate. EU students have to hand in their EHC (*European Health Insurance Card*) issued by their health insurance company in their home country.

Also, the residence permit for students in Germany is only valid as long as you have valid health insurance coverage. **Note, please, that health insurances taken out in a non-EU country are in general not valid in Germany.** Therefore, students from non-EU countries are strongly recommended to take out a compulsory German health insurance in their own interest. Private German health insurances may not or only insufficiently cover significant costs that can incur. Furthermore, students must as a rule pay in advance for any medical treatment (which can prove to be very costly) and it is often unclear if and to what extent these costs will be reimbursed.

Exemption: If students decide not to insure themselves with a compulsory German health insurance as they prefer a private German insurance, they must apply for exemption with a compulsory German insurance company. The following must be observed on all accounts:

- Students must apply for exemption immediately after their arrival in Germany, i.e. within the first three months. It must be stressed that no extension is possible when these three months have expired. Compulsory insurance starts at the beginning of the studies, on the first day of the semester.
- Proof/Documentation of the other health insurance contract must be submitted with the application for exemption either in German or English.
- Exemption is only possible when the other insurance company offers equivalent coverage to the compulsory German scheme. It must be ensured that in- and out-patient benefits in hospital, dental treatment and medication are included. Note: health insurance contracts issued in a non-EU country do not fulfil these criteria.
- If exemption is granted, it is valid for the entire study period in Germany. It is not possible to change from a private German or foreign health insurance to a compulsory German insurance at a later date. Exception: If you enrol in a master program in Germany after having finished a bachelor program and if there is at

least one month between the end of the duration of the exemption you had for the bachelor program and the beginning of the master program, you can switch to a compulsory German health insurance.

Insurance Company: You are of course free to choose an insurance company according to your preferences. This amount is almost the same for all compulsory health insurance companies in Germany. Hochschule Ravensburg-Weingarten, however, closely cooperates with TK (*Techniker Krankenkasse*), which is the biggest and one of the cheapest compulsory health insurance companies in Germany and offers very good services.

The person in charge of RWU students is Ms. Simone Storz, phone: +49 (0) 173 5420316, e-mail: simone.storz@tk.de. For more information about the TK please visit <https://www.landingpage.tk.de/tk-for-students-hfu>.

Costs: The monthly insurance premium (including long-term care insurance) for students is:

- 126,71 € for students aged < 23 and students aged 23-30 with a child
- 131,84 € for students aged 23-30 without children.

Students aged > 30 can take out a voluntary health insurance contract with a compulsory health insurance company, provided you have been insured for at least one year with the students' compulsory health insurance scheme. If you come to Germany from abroad at that age, you need to have a private health insurance contract. Please get in touch with the IO to get further advice on this.

Benefits: Under the regulations of the German social security code, insured persons are entitled to health benefits covering early diagnosis and treatment of illnesses, including dental treatment to a fixed extend. However, should the patient as a result of an accident outside the university and after all possible medical treatment has been carried out, be handicapped and not able to work, the student's insurance will not pay any pension. To cover this risk, you would have to buy an additional voluntary private accident insurance.

Co-payment (*Zuzahlung*): If the doctor prescribes medicine or if you have to stay in hospital, you have to pay a certain financial contribution, the so-called *Zuzahlung*. Co-payments for medication amount to 10% of the selling price, at least € 5 and € 10 at the most (but never more than the medicine costs, of course). In hospital, € 10 per day is due for the first 28 days, afterwards no further co-payment will be charged. For dental treatment, the health insurance covers the costs to a fixed extent. If you want special services (e.g. implants, inlays), you usually have to pay for the additional costs yourself.

In case of de-registration as a student (*Exmatrikulation*): When your student status expires, the university will inform the health insurance company. At TK, health insurance coverage ends at the moment of your de-registration as a student (*Exmatrikulation*). Other health insurance companies, however, might have different regulations. Should you stay in Germany after your *Exmatrikulation* under a different residence title, you must take out a new health insurance contract. For further information, see 5.3.

1.3.2 Payment of contributions

Students should give TK a direct debit authorization (*Einzugsermächtigung*). The TK will collect the monthly contribution from your account in the middle of the following month, e.g. the February contribution on March 15th.

Attention: If you fail to pay your health insurance premium, these will be the following consequences:

- TK will suspend its benefits.
- You will have to hand in your health-insurance card.
- TK will initiate enforcement against you or seize money from your bank account.
- RWU will be informed and must de-register you as a student.
- You will no longer be allowed to stay in Germany.

So please be careful and always pay your health insurance premium in time. Make sure there is always sufficient money in your bank account to cover your insurance premium.

1.4 Private Liability Insurance

In simple words, private liability insurance covers the costs of the damage you cause to other people or their belongings out of carelessness. If you don't have such an insurance, you have to pay the damage yourself – and you are liable with everything you possess or might earn and possess in the future. You might be paying off the damages you have caused for 20, 30, 50 years. Note: Even if you are still insured via your parents in your home country, this might not be valid in Germany.

You can get a good insurance cover for as little as € 60 per year (!). The exact amount depends on whether or not you are willing to cover a certain amount of the damage (for example € 150) yourself, how high the insurance sum is, if you also want to cover the loss of keys and other factors. Experts say that the coverage should definitely not be below 5 million Euro, preferably 10 or 20 million Euro. If you cause a physical harm to persons and use your liability insurance, it is likely going to get very expensive. You should also make sure that you are insured when doing sports and when helping out a friend (for a so-called "Gefälligkeitsschaden").

1.5 Broadcasting contribution fees (*Rundfunkbeitrag*)

For using TV, radio and computer/internet in Germany, you have to pay a broadcasting contribution of 18,36 €/ month per apartment. A room in a dormitory even without its own bathroom nor kitchen counts as an apartment. You can do the enrolment for the fee on this webpage:



If the rooms are designed like in a private apartment or rather communal residence, only one broadcasting contribution fee has to be paid. If a roommate pays already, you need not further pay (usually you share).

2. Formalities

2.1 Semester Plan Summary

2.1.1 Winter Semester

Term	September 01 – February 28/29
Lectures	Beginning of October – End of January
Examinations	Beginning of February – Mid-/ End of February

2.1.2 Summer Semester

Term	March 01 – August 31
Lectures	Mid-March – End of June
Examinations	Beginning of July – Mid-/ End of July

2.1.3 Important Dates



Please refer to the valid semester schedule for the official holidays and the period of the lecture-free period.

2.2 Registration for examinations (*Prüfungsanmeldung*)

In a pre-defined period in the middle of the semester (WS: October/November; SS: April), you must register for all kinds of exams you wish to take. You will find the exact dates in the calendar on the website. Note, please, that it's quite early in the semester and that you cannot register anymore once the deadline has passed. You are not allowed to take an exam without prior registration.

Exam registration is done electronically in LSF in the section "My Functions" (*Meine Funktionen*) > "Apply for exams" (*Prüfungsanmeldung*). There you can register for all exams that are planned for the study program and the current semester you are in. Registration for electives and additional courses from other semesters or other study programs is to be done via the link to "My Processes" in the *QM Engine* you will find at the end of this page. Exchange students from partner universities use this link to the additional courses as well for their exam registration. As you don't know the "Prüfungsnummer" yet, please enter the LSF course code instead. You need to register for repetitions of failed exams, too.

The current version of the Examination Regulations (SPO) can be found in the download section on the webpages of the Examination Office and of your study program. Have a look at the temporary SPO changes published by the Faculty. For Portfolio exams, special rules apply.

The Examination Office itself is located in H 023 and happy to answer all upcoming questions during their opening hours:

Monday to Thursday	10:00 to 12:00 and 13:00 to 14:15
Friday	09:00 to 12:00

The semester calendar tells you when you can find your preliminary exam schedule in Moodle under "Prüfungspläne" and when the final one. After the exams, you can see your grades in LSF and can get a pdf version of the list of grades. You can also print out this overview (*Notenspiegel*).

2.3 Re-registration for the following semester (*Rückmeldung*)

Students staying for another semester have to re-register within a defined period of time at the end of the semester and pay the semester fee. The exact re-registration will be announced in the online calendar. Both have to be done via the LSF function "Pay and re-register" (*Bezahlen und Rückmelden*). You will find information that you need in order to transfer the university fees for the semester.

Non-EU students who have to pay tuition fees have to transfer the € 1,500 together with the semester fee.

In order to get the new expiry date printed on your *hs-SmartCard*, you can use the *hs-SmartCard* printer in the H-building, next to the steam engine. The old date will be erased and the new one printed on automatically. This step is very important, as you can continue using the card for the student restaurant and public transport.

You can also print out or save your new certificate of matriculation (*Immatrikulationsbescheinigungen*) from MyCampus any time and as often as you want.

For questions regarding re-registration, your student status in general and for official confirmations, please contact the Admission Office in H 022 during their opening hours (see Examination Office).

2.4 Moodle und Webmail

Moodle is the online tool of the university, on which you should enter the course of the IO in addition to your modules, so as not to miss any information or in case of questions and ambiguities, can read up.



Webmail is the university's e-mail communication channel, through which you can get information, job offers, news from the professors and many other news.



2.5 LSF

The LSF covers your entire studies. Through this website you can get information about your certificate of study, your current grade report, you can view your timetable, take your courses and download your SPO. We strongly recommend you the latter.



2.6 MyCampus

MyCampus is the main portal for applicants and students with regards to student management. It offers students the opportunity to view and change personal data (e.g. contact details), to re-register for the next semester, to download certificates (e.g. certificate of enrollment) and to submit various applications online (semester leave or de-registration). Students who want to apply for a degree program change (internal change of degree program or transition to a master's degree program) can apply directly via the portal within the application deadlines (start page → range of courses → study application), all data will be transferred.

2.7 German Course

The German course is compulsory and you have to register before the start of the semester, it lasts for two weeks in September, and for one week in March.

3. Institutions

3.1 RWU Institutions

3.1.1 International Office

The International Office is a service and information facility for all university members. It includes the coordination of incoming and outgoing mobility. This includes support and advice for international full-time students as well as the exchange of students, lecturers and staff coming to RWU or going abroad from RWU. In addition, the International Office contributes to the internationalization of the university.

Our tasks include:

- Supporting international students and guests
- Advising RWU students who intend to study abroad
- Participation in the conclusion of cooperation and partnership agreements with international universities
- Advising faculties on internationalization
- International marketing measures
- Awarding scholarships to international and German students

If you have any questions or problems, please do not hesitate to contact us. You can find our contacts on the very first page of this brochure.

Excursions and other events

Every semester, the IO organises various excursions and other events. As soon as all dates and times are fixed, a detailed program including registration deadlines and costs will be published via e-mail.

Student Buddy Program

Within the Student Buddy program, German and experienced international students of Hochschule Ravensburg-Weingarten voluntarily support international students, in particular at the beginning of their stay at RWU.

The support comprises the following activities:

- Answering questions which future students might have before their arrival
- If needed, picking up the newcomers at the train station in Ravensburg
- Helping them find their way around at university and in town;
- Assisting them in the organization of their everyday life (as a student);
- Accompanying latecomers to public authorities;
- Providing support with the registration for courses and/or exams and with the re-registration for the next semester.

If you would like to be a buddy, you have to:

- be enrolled at RWU at least in your second semester;

- have German language skills on at least level B2;
- be able to communicate well in English;
- be available in Weingarten before the beginning of the lecture period;
- attendance at important appointments (Buddy briefing, Get Together,...)

Further information concerning the Buddy program can be found on the IO website.

“Brother and Sister” program

With this program, the IO and the *Freiwilligenagentur Ravensburg* bring together a German person or family with an incoming student. The “brothers and sisters” are citizens of Weingarten and Ravensburg prepared to give you some personal support during your stay here and some closer insight into life in Germany. Please, contact Ms. Birgit Demuth in the IO if you are interested.

3.1.2 Students’ Service

If you have any questions regarding application, enrolment, re-registration, exams, fees etc., the *Studierendenservice* will gladly help. The office is located in the main building H 022.

3.1.3 Center for Languages and Intercultural Communication (CLIC)

The *Center for Languages and Intercultural Communication*, CLIC/Sprachenzentrum in short with its professional language trainers offers around 100 courses per semester.

For international students at RWU, various German language courses (German as a foreign language – DaF) are offered on different levels. They consist of an intensive part before the lecture period begins and continue during the semester. In addition, they are offering some more German courses, e.g. German for profession, technical German, repetition of German grammar etc.

Many courses aim at improving the students’ English skills (e.g. English for special purposes, Technical English, Fluency, Negotiating, etc.) and also their proficiency in other languages. Most lecturers are native speakers.

Apart from the language courses, courses on Intercultural Communication are also provided.

For current information on the language courses offered, see:



Block seminar “Intercultural Sensitization”

The two-day seminar is open to international and German students and aims at raising awareness of cultural diversity and similarities, i.e. of “the foreign” and “the familiar”, to point out particularities of everyday life at a German university and to reduce potential for conflict. Thus, its objective is to help contribute towards a better integration of international students into life at our university and to foster communication between German and non-German students.

3.1.4 Career Service

The objective of the Career Service of RWU is to assist you in any questions related to job search and job application. We focus on individual support and offer you advice free of charge.

In general seminars on application strategies and career planning you get to know new tips and tricks and learn about the latest trends. At the annual “Career Days” you have the chance to get in touch with companies directly and to find some interesting offers.

In case of questions or for an appointment requests, please feel free to contact birgit.demuth@rwu.de.

3.1.5 Computing Center (Rechenzentrum = RZ)

The web portal of our university provides comprehensive information on the service offered by the computer centre: click on *RZ-Serviceportal* to find out more. Here are some of the most important facts:

Computers, which can be used by the students free of charge, are located in the computer rooms. Also, there is a possibility of scanning, printing and WLAN.

3.1.6 Library (*Bibliothek*)

The library is a joint institution of both universities in Weingarten, RWU and PH (*Pädagogische Hochschule* = University of Education) and located in the so-called *Fruchtkasten*, a historical building nearby the NZ building.

The opening hours will be posted in the library and can be viewed with the following QR-Code:



To search for books available in the library you can go to the university's homepage and click on "Library" (*Bibliothek*) on the right hand side under "Quick links" and then on "Katalog direkt".

Click on *katalog* to log into your own account by using your account number and password. Your account number corresponds to your Matrikelnummer, your Passwords corresponds to your birth date (DD.MM.YYYY)

Your account shows the date when an item is due to be returned to the library or when you need to renew it. The borrowing period is limited to 30 days. You can renew items online up to three times unless other users have reserved an item. Your account also allows you to reserve books.

Lockers, which you can use with the RWU-SmartCard, can be found in the entrance area of the library. A copy of the user instructions is posted there.

3.1.7 DidaktikZentrum

The DidaktikZentrum in the K-building is a meeting point for studying and all questions regarding it. In the center, there is the LearningLab (a multi-purpose experimental- and classroom), the film studio, the immersive LearningLab as well as the Lerncafé (study café), which functions as a coworking space for students. At set times, tea and coffee are served there. On the first floor, there will soon be flexible teach-and-study-rooms. Additionally, Hochschuldidaktik is offering a CoWorking PLUS and MINT-Wednesday, which you can look up on the RWU website.

Opening hours building: Monday to Friday from 07:30 to 19:30

More information here:



More study rooms on campus:

H-building foyer and basement

Opening hours: Monday – Friday 08:00 to 20:00
before and during the examination phase until 22:00

Library (Fruchtkasten)

Opening hours: Monday – Friday 09:00 to 20:00
Saturday 09:00 to 16:00

N-building (NZ)

Opening hours: Monday – Friday 07:00 to 20:30

3.2 External Services

3.2.1 Student restaurant/ Canteen (*Mensa*) (from SEEZEIT)

The *Mensa* is open Monday - Friday 9:00 - 15:00. From 9:30 to 10 in the morning, they offer breakfast. Otherwise you can always get sandwiches or a pretzel there. They offer lunch from 11:20 - 14:00 and a warm meal costs about € 3.90. There are usually three different dishes available, one of which is always vegetarian. Sometimes, during *Lernnacht*, the *Mensa* is also open to study there.

Your RWU-SmartCard functions as a means of payment and you can load money onto the card at the cash desk and in the entrance area of the *Mensa*. Unfortunately, during the semester breaks, the *Mensa* is mostly closed.

3.2.2 SEEZEIT Service Center

The "*SEEZEIT Studierendenwerk Bodensee*" offers initial information and advice for BAföG applications, housing, social and financial resources as well as a job market for part-time jobs during the semester in the *Mensa* building.

Contact: Eva Hannes, phone: 07531 9782-221, e-mail: servicecenter-wgt@seezeit.com

The social counseling at SEEZEIT will help you in all life situations. The focus is on financial issues and assistance that goes beyond BAföG. In addition, the social counseling is there for you if you have questions about studying with a child or studying with a disability.

Contact: Marlies Piper, phone: 07531 9782-211, e-mail: sozialberatung@seezeit.com



3.2.3 EKHG - Christian groups

The catholic student community (*KHG - Katholische Hochschulgemeinde*) and the protestant student community (*ESG - Evangelische Studentengemeinde*) offer a common program (excursions, discussions, movies, prayer groups, services) and a common building: St.-Longinusstraße 8, phone: 0751 59286, www.ekhg-wgt.de. The EKHG house is just behind the little pond you pass by when going from the university to the Basilica.

At the EKHG, you have the opportunity to play billiard or table football, watch TV or study, read the newspaper, surf the internet, print or simply have a cup of coffee or relax on one of the sofas in a quiet atmosphere. In addition, the very committed team organizes weekly Fair-Trade sales, meetings to play the guitar, offers lectures etc.

3.2.4 STUBE

The organisation STUBE is a complementary study program for, with and by students from Africa, Asia, Latin America and Eastern Europe. STUBE Baden-Württemberg was founded in 1983. The STUBE program offers seminars and workshops, information meetings, exchange of knowledge and experience of students of foreign countries, support of the student's own activities, help with the search for internships/work placements, contact to the industry, political and civil institutions, preparation of the return to the home country, contact after returning home through seminars and a database for the exchange of information.

STUBE offers really interesting workshops on different topics. Costs for accommodation and food as well as travel costs (2nd class trains, IC/ICE supplements are excluded) within Baden-Württemberg are paid. Normally, you only have to pay a small participation fee.

The workshop leaflets are available in the IO. In the first instance, the program is addressed to students from Africa, Asia, Latin America and Eastern Europe, but if there are vacant places, also students from other countries will be admitted.

For more information, visit: www.stubebw.de/en.

3.2.5 Integrationszentrum/ Centre for integration

The Integrationszentrum in Weingarten acts as a central point of contact, bringing together various advisory services for migrants and refugees. As a cross-agency competence centre, it plays a key role in migration and integration issues in the heart of the city. It is a lively place of cooperation and participation that is open to all citizens - regardless of whether they have a migration background or not, and regardless of their religious affiliation. The Integrationszentrum offers consultation hours for migrants and refugees as well as various offers of help to improve German language skills. Further information can be found here:



Address: Integrationszentrum, Liebfrauenstraße 25, 88250 Weingarten
Contact: Elisa Endres, endres.e@caritas-bodensee-oberschwaben.de

3.2.6 Volkshochschule (vhs)

Volkshochschulen are adult education centres which you find in every German town. The vhs offers a great variety of courses in languages, arts, craftwork, relaxation and many other fields and is open to everyone. For the program, see:

Weingarten:



Ravensburg:



3.3 Student Initiatives

3.3.1 Associations and Clubs

The student associations and clubs at RWU cover every area imaginable, so there's something for everyone for sure! The offers range from an environmental club, a big band, a student consultancy to a team of car designers (Formula Student). You can find an overview of all offers under the following QR code:



3.3.2 AStA

The AStA (*Allgemeiner Studentenausschuss* - General student's committee) consists of three students and is the executive committee of the StuPa (*Studierendenparlament* - Students parliament) and the VS (*Verfasste Studierendenschaft* - Self-government of the students). They are the contact people for all RWU students and represent their interests and opinions in university committees and in public. For more information on their profile and elections to the AStA and VS committees, see QR code above.



Moreover, the AStA supports student activities in the fields of higher education, culture and sports and offers services in cooperation with the USW (*Unabhängiger Studierendenausschuss* - Independent student's committee) such as Rental Services of their van (*Studibus*) for students.



Contact: Room C 116, phone: 0751 501-9597, asta@rwu.de

3.3.3 Council of Indian Students (CIS)

With the ever-increasing number of Indian students at Hochschule Ravensburg-Weingarten, the students from India decided to form a council with the simple motto "With the Students, For the Students, By the Students". With its inception in 2016, the Council of Indian Students insists to work towards a homogenous and homely atmosphere for Indian students who wish to join the University for any of the variety of courses and also the students who live here. CIS aims to promote a healthy and friendly milieu, not just between Indians, but between one and all.

CIS also intends to help celebrate the abundance of festivals that are celebrated in India so that the students do not miss their their home country and their families too much. It also wishes to encourage intercultural and interreligious festivals and traditions. CIS plans to hold an annual Cricket Tournament in the third week of May. Contact: cisweingarten@gmail.com or on Facebook: www.facebook.com/CISweingarten

4. Living and Working

4.1 Living in Germany

4.1.1 Tidiness/ Cleanliness

Please maintain tidiness and hygiene of your room and clean it regularly, at least once a week. Only if your room is clean and in a good condition will you be refunded the deposit. The utensils can be bought in the supermarket.

- Kitchen: Please clean the dishes, sink, working surface, table and stove right after use. The oven, microwave and kitchen floor also need to be cleaned regularly. During or after cooking, please air the kitchen.
- Bathroom: The shower, toilet, sink and bathroom floor need to be cleaned regularly. After taking a shower, don't forget to air.
- Bedroom: Do ventilate your room at least once a day by opening the window widely for 10 to 15 minutes – regardless of season and weather. While airing the room, switch off the heater.

4.1.2 Separation of household waste

In order to respect environmental sustainability in Germany, there is a special recycling system for all kinds of garbage.

- Paper is to be put in the green recycling container of which each household has its own. Important: no tetra packs, wallpaper, plastic wrapping, carbon paper.
- Glass goes to the special recycling container for glass which you find all over town or at the recycling center. There are different containers for white, green and brown glass.
- Recyclable plastic waste, plastic, aluminium, tins, beverage cartons and composite packaging: go into the garbage can with the yellow lid.
- Organic Waste (food leftovers, coffee filters, tea bags, kitchen paper...) are disposed in the brown recycling container (*Biotonne*) of which each household has its own.
- Non-recyclable garbage (cigarettes, CDs, light bulbs, ceramics, vacuum cleaner bags, nylons, rubber, candles etc.) is to be put in the black recycling container for general household waste (*Restmüll*) of which household has its own.
- Batteries can be disposed at special containers in drugstores or supermarkets.
- Bulk waste like mattresses are collected on special days.

4.1.3 Noise level and keys

Be considerate towards your neighbours. By law, you have to keep the noise level down as much as possible from 22:00 to 07:00.

The front door can only be opened with the key. Please don't leave the keys in your room. In case you get locked out, you must call the security key service which costs quite an amount of money.

4.2 Leisure time activities

4.2.1 Pubs and parties

There are two student pubs in Weingarten:

alibi

For more information see on Instagram and Facebook:

In the *Coolturfahrplan* (brochure) published by *alibi*, you can find all important events about the student life. You can get it in *alibi* at the beginning of the semester.



HoKi

For more information check out Instagram and Facebook:

Every summer semester *HoKtober* takes place in the forecourt of *alibi*. It's a big party for around 400 people. HoKi also organizes *run and dine* and *Weißwurstfrühstück* in EKHG.



There are further clubs in Ravensburg such as Kantine, Douala or Frieda's.

4.2.2 Events in Weingarten and Ravensburg

Carnival (*Fasnet*), Kite festival (*Drachenfest*), Ravensburg plays (*Ravensburg spielt*), Christkindlesmarkt (Christmas market), Jazztime in town and a lot more. The region offers an abundance of traditional and attractive public events. Keep your eyes open and participate in whatever you can.

In this brochure, only a couple of the most important festivals of Weingarten and Ravensburg will be mentioned in further detail – highly traditional events which involve the entire population and attract a great number of visitors into the two towns.

4.2.3 Weingarten: Blutritt (Friday after Ascension Day – May or June)

The *Blutritt* (blood ride) is the top event in Weingarten. It takes place on the so-called *Blutfreitag*. Shops and university remain closed on this day. Together with the Ascension holiday on the preceding Thursday, this results in a long weekend. Nevertheless, you should make sure to be here and not miss out on that event!

The annual celebrations involve the Holy-Blood-relic, a donation of the Welfen dynasty dating back to the year 1094. The relic is kept in the Basilika and Christians believe it to contain the blood of Jesus Christ, but even for non-Christians the central event, the *Blutritt* is worth seeing: in a majestic, beautiful procession 3,000 horsemen dressed in black suits and top hats on magnificently harnessed horses and accompanied by music bands from numerous places in Upper Swabia ride through the town and through the meadows and fields around.

The ceremonies start already on the eve of *Blutfreitag*, which is on Thursday around 9.15 pm with a procession of lights: Up to 10,000 pilgrims wend their way through the streets of the town from the Basilika to the *Kreuzberg* amid prayer and song.

Rutenfest in Ravensburg (July)

The top event is the *Historischer Rutenfestzug*, a historical parade on Monday. It starts at 9:00 at the town's upper gate (*Obertor*), but it is recommended to be there no later than 8:30 in order to get a good watching position.

The other highlights are the *Froher Auftakt* in the evening of Saturday (all citizens and their guests gather on the Marienplatz, they have wine and pretzels and there are different music groups) and the *Adlerschießen* on Tuesday afternoon (traditional archery in which all pupils of the Ravensburg high schools may participate).

From Friday to Tuesday there is also a big fairground (to be seen from afar due to the large Ferris wheel), and the festival ends with a display of fireworks on Tuesday night around 22:30.



Welfenfest in Weingarten (July)

During the five-day festival on Sunday the *Welfenlauf*, a run of the children from Weingarten and around Weingarten, takes place. And on Monday the historical parade is the event you should not be missing.

On Monday evening a big firework is organized before the festival ends on Tuesday evening with the *fröhlicher Ausklang* (get together with a quiz and traditional music for citizens, authorities, associations, companies).



Fasnet in Weingarten (February or March)

Carnival is another historical top event in Weingarten. All over the city you will be able to see people, the so-called *Narren*, in fancy dresses and some even with a face mask. There are different events taking place which you can find in the calendar of events of the city of Weingarten.

A highlight is the traditional *Narrenumzug*, a parade in the city, on Sunday. On Tuesday carnival ends on the Münsterplatz with the traditional burning of carnival.

4.2.4 Cultural events

For current events like concerts, theatre plays, exhibitions, fairs etc., please refer to *stadt land see*, a nice monthly magazine which you can get for free in bookshops, the tourist offices and many other places, or have a look at the sections *Veranstaltungen* (events) or *Kultur* at www.ravensburg.de or www.weingarten-online.de.

Under the slogan *Last call for culture*, school and university students can buy remaining tickets of all price categories at the box office for only € 3 (available 20 minutes before the beginning of the show). This offer applies to cultural events organised by Ravensburg (*Ravensburger Abonnement*) and Weingarten (*Kulturkreis Weingarten*). If you want to know in advance if there are tickets left for the evening, contact Tourist Information Ravensburg, Lederhaus, Marienplatz 35, phone: 0751 82-2828 or *Amt für Kultur und Tourismus* at Münsterplatz 1 in Weingarten, 0751 405-125.

4.2.5 Sports facilities

University sports

The university sports centre, which comprises several gyms and a swimming pool, is located in the proximity of the main building. A range of sports activities (badminton, volleyball, soccer, swimming and many others) is offered to students of both universities in Weingarten. Students can just come and join the groups when they want to, without registration and even irregularly. Only trainings marked with *Prüfung* (examination) are reserved for PH sports students. The university sports activities are organized by the PH and start about two or three weeks later than the lecture period at RWU. You will then find a brochure with the practice schedule in the gym building. At the beginning of the PH lecture period, you can also find a schedule online.



Indoor ice-skating rink

The indoor ice-skating rink is located half way between Ravensburg railway station and the *Real* supermarket, a great place to meet people and to have fun. The hall is open to the public at fixed times (*Publikumslauf*). The *Eissporthalle* is also the place for spectacular ice hockey events. For these and other details, see www.ravensburg.de > *Kultur, Freizeit & Einkaufen* > *Eissport – CHG Arena* > *Informationen zur Eissporthalle*.

Heated indoor swimming pools and public open-air swimming pools

Hallenbad Weingarten: Brechenmacher Str. 11, Weingarten, phone: 0751 560-15830.
Information here:



Indoor swimming pool Ravensburg (Hallenbad Ravensburg): Ziegelstr. 33, Ravensburg, phone: 0751 22228, Information here:



Schwaben-Therme: Ebisweilerstr. 5, Aulendorf, phone: 07525 9350.

Information here:



Ravensburg and Weingarten have wonderful open-air swimming pools which open as soon as the weather is warm enough (usually May until mid-September).

Freibad Nessenreben in Weingarten: Nessenreben 3, Weingarten, phone: 0751 560 15850. Information here:



Naturfreibad Flappach in Ravensburg: Strietach 4, 88212 Ravensburg, phone: 0751 61842. Information here:



4.2.6 Cinema

In Weingarten: Linse – selected films only, sometimes in original language with subtitles. Nice bar. For the program, see:



In Weingarten: MoKi (Montagskino) – selected films every Monday in room 0.42 in the NZ building for little money. They have popcorn, beverages and snacks. For the program, see:



In Ravensburg: Frauentor and Burg (Marienplatz), recent mainstream movies. For the program, see:



4.3 Working in Germany

4.3.1 Working in Germany during studies

International students with a residence permit are generally allowed to work during studies, but there are some restrictions. Therefore, it is impossible to completely finance your living expenses just by work alone. Whether parents, scholarships or student loans – it is important to have other financial resources.

Be careful: Violations of the provisions on the pursuit of gainful employment by students can be punished in various forms, extending all the way to the revocation of the residence permit. Therefore, the following regulations must be met.

International students from outside the EU or EEA can:

- work as a research or student assistant without time limits. However, you will need to inform the foreigners' authority. Work as a student assistant also includes university-based jobs related to the study field in university-affiliated organisations such as the student services organisation.
- work a total of 140 full or 280 half days (4 to 5 hours a day depending on the regular working hours in the company) per year. If you want to work more, you need a permit from the *Agentur für Arbeit* (Federal Employment Agency) and the foreigners' authority. Whether you are issued a work permit largely depends on the condition of the local job market. The provision needs to be noted in the residence permit. Furthermore, this gainful employment must not substantially impede or delay the finishing of your studies.
- do a compulsory internship in addition to the 140 days without a permit even if you are paid for it. This rule includes practical semesters in Bachelor programs at universities of applied sciences. This also applies to thesis in a company.
- complete a voluntary internship with or without payment. But it requires approval by the *Agentur für Arbeit* and needs to adhere to the provisions on the employment of foreigner.
- not work in a self-employed or freelance capacity. If you are unsure about what kind of job you have been offered, please consult the relevant authority.

- generally earn € 11.604 per year tax free. Sometimes the employer still withholds income tax, despite the low income, but you generally get this back after submitting your income tax statement.
- work for two consecutive months or 50 days over a period of one year without paying any social security contributions. Anyone who is employed, or holds a mini-job for a longer period of time normally has to make pension insurance contributions. If you work more than 20 hours a week, you generally also have to pay health, unemployment and nursing care insurance.

Part-time jobs can be found on the website of *SEEZEIT Studierendenwerk Bodensee*, see:



4.3.2 Working in Germany after your studies

Germany is looking for highly qualified and skilled employees. Therefore, the legal requirements for foreigners seeking employment in Germany have been greatly improved. This applies in particular to graduates of German universities. The German Residence Act forms the legal foundation for the entry, stay, economic activity and the termination of residence of foreigners.



For further information, please scan the code, check our website as well as the one of the *German Academic Exchange Service (DAAD)*.

4.4 Public Transport

4.4.1 Special rates of transportation

In the *bodo* area (see www.bodo.de):

- StudiTicket: Your *hs-SmartCard* serves as a ticket for buses and trains from Monday - Friday after 18:00, on Saturdays after 16:00 and on Sundays and public holidays all day long. Just show the card to the driver.
You can also buy a ticket called *Studiticket* which allows you, for one whole semester, all-day free travel in the *bodo* area. The *Studiticket* can be bought at all regular RAB sales outlets in Ravensburg and Weingarten as well.
- GruppenTageskarte Netz: With only one ticket, up to five people can travel all day long (Monday - Friday not before 8:30) with buses and trains within the chosen number of zones in the *bodo* area.
- BodoCard: The new *eCard* enables you to use buses and trains in the *bodo* area cashless and paperless for a discount price (up to 20%). Each month you receive a personalized and detailed bill. You can order the *eCard* either via the customer portal on www.bodo-ecard.de or you fill in the ecard order form.
- D-Ticket JugendBW: The Youth Ticket (D-Ticket JugendBW) is valid on all local public transport buses and trains in Germany. This includes all IRE, RE, RB, S-Bahn, trams/light rail and buses. The exception is the IC connection between Stuttgart and Singen. The price is 365€ per year. From the 2024 summer semester, the ticket is only available with a subscription period of 12 months. The price will then be 30.42€ per month for students from all universities up to 27 years in the *bodo* area. You can order the ticket until the 15th of a month for the following month.

We suggest you download the DB Navigator App in which you can buy your train ticket, check delays or search for trains. Download here:



In Baden-Württemberg:

- Baden-Württemberg-Ticket: Within Baden-Württemberg and only on the regional trains (BOB, RB, RE, IRE), this ticket is valid for one day and allows you to travel as often and as long as you wish, on Saturdays, Sundays and public holidays from midnight on and Monday – Friday after 9:00 until 3:00 of the following day. If you are younger than 27, you can get the cheaper “*Baden-Württemberg Ticket Young*”
- If your journey starts after 18:00, you can buy the cheaper “*Baden-Württemberg Ticket Nacht*” for up to five people travelling together, which is valid Sunday – Thursday until 6:00 of the following day and on Fridays, Saturdays as well as on days before a public holiday until 7:00
- The Baden-Württemberg-Ticket is also valid for the buses of Weingarten and Ravensburg (and can be purchased there) as well as for the public transport in cities like Stuttgart. There are similar tickets for other *Bundesländer* as well, e.g. the Bayern-Ticket.

All over Germany:

- BahnCard: A special card entitling you to a 25% or even a 50% discount off standard rail fares. Valid for one year from the date of issue. With BahnCard 25 and BahnCard 50, you have the chance to get an additional reduction of 25% on the already reduced *Saver fare* tickets you can get when you book early – the staff at the ticket counter will calculate the cheapest fare for you!
- Deutschland-Ticket: see above D-Ticket JugendBW
- Quer-durchs-Land-Ticket: Valid Germany-wide for one day from Monday to Friday from 9:00 till 3:00 of the following day, on weekends from 0:00 till 3:00 of the following day, only in regional trains (BOB, RB, RE, IRE), second class. Up to five people can travel on one ticket. The more people travel together, the cheaper it is for each person.
- Long-distance coaches: There are a large number of long-distance coach operators offering coach travel throughout Germany. For more information visit www.fernbusse.de. The most well-known company is called Flixbus.

4.4.2 Bus connection between the university and Ravensburg

In order to get from the university to Ravensburg and back you have to take bus lane 1 and 6. It will be best if you inform yourself about the bus lanes and timetables in advance.

4.5 Rideshare

A faster and cheaper alternative to public transport are lifts. Someone who drives a certain distance (once or regularly) with his/her private car offers to take along others for the whole distance or a part of it. In return, you pay a contribution to the fuel expenditures. Offers are available on www.blablacar.de or in Facebook groups.

4.6 Emergency aid and medical aid

Emergency call numbers:

- Emergency call 112
- Emergency medical services 116 117

Hospitals:

- Ravensburg: *Oberschwabenklinik (Krankenhaus St. Elisabeth, EK)*,
phone: 0751 87-0

If you need to see a doctor – this will be in case of bigger health problems – please contact a general practitioner first. You have to call and arrange an appointment first. Outside of consultation hours, you can contact the emergency medical services.

For questions on medication in case of lighter health problems, pharmacies are a helpful address. Here you can find doctors who speak foreign languages:

General practitioners:

- RV: Dr. Bentele, Oberamteigasse 8, Tel. 0751- 23827
(English, Italian, Hungarian, German)
- WGT: Drs. Wolf & Welsch, Boschstr. 14, Tel. 0751- 48088
(English, German, Russian)
- WGT: Dr. Nold, Zeppelinstr. 7, Tel. 0751- 44720
(English, Spanish, French, Turkish, Italian, German)

Pharmacies:

- RV: Apotheke am Elisabethen-Krankenhaus, Elisabethenstr. 19, Tel. 0751- 79107910
(English, French, Croatian)
- RV: Apotheke Vetter, Marienplatz 81, Tel. 0751- 3524405
(English, Turkish, Romanian)
- RV (Weststadt): Huberesch Apotheke, Rümelinstr. 7, Tel. 0751- 9770910
(English, Russian)
- WGT: Kloster-Apotheke, Karlstr. 13, Tel. 0751- 560260
(English, French, Spanish, Russian)
- WGT: Altdorf-Apotheke, Zeppelinstr. 5, Tel. 0751- 43799
(English, Hungarian)

More detailed information, as well as additional addresses of specialists, can be found in your Welcome Bag or in the IO.

4.6.1 Psychological counselling service - SEEZEIT

The graduate psychologist Dr. Judith King offers consultation and psychological support. Her office is located in the W building of the University of Education (on campus opposite building A), room W 136, phone: 07531 9782-233, e-mail: pbs-wgt@seezeit.com. You can arrange an appointment personally or by phone: on Mondays from 14:30 - 15:30 and any time via e-mail.

4.6.2 Contact person for anti-discrimination

If you have questions or problems with anti-discrimination, you can always go to Prof. Dr. Marlene Haupt for help. Her office is in A building, room A 213, phone: 0751 501-9489, e-mail: marlene.haupt@rwu.de. You can book an appointment with her in person or by phone Tuesdays from 9:45 to 11:15 and anytime per e-mail.

4.6.3 Contact persons for victims of sexual harassment or violence

Victims of sexual harassment or violence can always confide in Prof. Dr. Anja Klimsa or Prof. Dr. Jörg Wendorff. We are taking your concern seriously and will handle them with discretion. Prof. Dr. Anja Klimsa, building A, room A 224, phone: 0751 501-9472, e-mail: anja.klimsa@rwu.de. Prof. Dr. Jörg Wendorff, building A, room A 023, phone: 0751 501-9437, e-mail: joerg.wendorff@rwu.de. You can book an appointment with them anytime via e-mail.

There are many more offers for students who are in need for help, for more information visit:



5. Last steps before departure

Before leaving, you must cancel all registrations made at the beginning of your stay. Please bear in mind that it will cause a lot of trouble, not only to the institutions involved but also to the IO, if you do not follow the steps as mentioned below. So, please read this information carefully and make sure everything is done in due time!

5.1 Consultation of the IO

First, you have to inform your contact person in the IO of your departure and arrange an appointment in order to discuss the steps and details relevant for you.

5.2 Moving out of the students' dormitory (Auszug)

Please inform the person responsible for your hall of residence as early as possible about your move-out date and arrange an acceptance date for your room:

- SEEZEIT dormitories Lazarettstraße, Tettnangerstraße and Weingartshof: mieterservice@seezeit.com
- Weiße Rose dormitories: Herr Philipp Stäbler (philipp.staebler@studentenwerk-ev.de, phone: 0751 56083813)

Please note that you can move out only Monday – Friday from 8:00 – 16:00. The deposit will be refunded to you provided you have informed the caretaker in due time, paid all monthly rents and left your room in a proper state.

5.3 De-registration as a student (Exmatrikulation)

Do not forget to de-register as a student of RWU (*exmatrikulieren*). To de-register, fill the document from www.rwu.de/studium/beratung/studierenden-service and collect all signatures as required. When complete, apply for the *Exmatrikulation* in MyCampus and attach the document with the signatures. You will then get a certificate of de-registration (*Exmatrikulationsbescheinigung*).

De-registration can be done at any time between sitting the last examination and the end of the semester. Please note, however:

- If you take up a regular employment after graduating from the university, which means that you change the purpose of your stay in Germany, prior de-registration will be necessary.
- If you leave Germany after graduating from the university, prior de-registration will be necessary as well.
- For students from countries other than EU countries leaving Germany, the date of your de-registration as a student may not be before the departure date as your stay would no longer be legal.

Exchange students: Before leaving Germany, you have to de-register, too. Please note, however, that after de-registration you cannot see your grades in LSF anymore.

5.4 De-registration as a resident of Weingarten (Abmeldung)

Before leaving Germany, i.e. Weingarten or Ravensburg, you must go to the Residents' Registration Office (*Einwohnermeldeamt*) and the Foreigners' Registration Office (*Ausländeramt*) again and inform them of the date you will definitely be leaving Germany. You can do this immediately or some time before your departure – but you must do it. You have to show a confirmation of your move-out (*Wohnungsgeberbestätigung*, see 1.1.2). If necessary, the Foreigners' Registration Office will issue forms for the crossing of the border (*Grenzübertrittsbescheinigung*).

Should you stay in Germany but move to another city or community, do not forget to register again with the local Residents' Registration Office within two weeks. De-registration from your former residence will be done automatically. Non-EU citizens, however, need to apply for a valid residence permit at their former previous place of residence.

5.5 De-registration from health insurance

5.5.1 Graduates working in Germany

If you take up employment in Germany, you should inform your health insurance company as soon as you know where and when you are going to work. In case you start working before the end of your final semester (February 28 or August 31), have de-registered from the university and possess the required work permit, if applicable, your insurance cover will be transformed. However, if you take up employment only after the end of your final semester, then your insurance contract as a student will remain valid until the end of one month after the end of the semester. Should there be a gap between the expiration of your status as a student and the beginning of your employment, you need to take out a voluntary health insurance. Please inform yourself with your health insurance company in time.

5.5.2 Graduates leaving Germany

Since you will close your German bank account before you leave and as the monthly insurance premium is usually debited on the 15th of the following month only, the premium for February will be debited together with the one for January on February 15 and the premium for August together with the one for July on August 15 respectively. If you wish to leave in the end of July already and have informed TK in time, the premium for June, July and August will be debited on July 15. Either way, you have to make sure that you have enough money on your account on the due day.

5.6 Closing the bank account

Finally, you have to close your bank account. Please inform your bank if you expect money to be paid into or from your account after you have left Weingarten.

Graduates remaining in Germany: Please note that account keeping generally speaking will no longer be free of charge as you no longer possess student status. Your bank will inform you by mail in good time and it will be up to you to decide which bank and which account will suit you best.

5.7 Only for exchange students

If you need a certificate of stay for your home university, please come to the IO and bring the form you got from your home university.

The Transcript of records can only be issued after all examination results have been published, i.e. not before the end of March (winter semester) and end August (summer semester).

The IO of RWU will send the Transcript to the International Office of your home university.

If you have completed a project work or a thesis, please ask your professor to inform the IO of your topic, your grade, the number of credits obtained as well as the duration. There is a special form for this available at the IO.

5.8 Feedback

Finally, we would like to know what you liked and what you did not like so much. Your feedback is very important for us in order to improve our services.

... AND LAST BUT NOT LEAST ...

**Please inform the IO how we can reach you in the future –
and keep us up-to-date so that we can stay in contact!
Thank you very much!**

Updated: February, 7, 2025 - Subject to change