

WELCOME BROCHURE



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 it's 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 (see 2.3.3).
- 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 405-172, e-mail: buengerbuero@weingarten-online.de.

The *Einwohnermeldeamt* of **Ravensburg** is located in the city hall at Marienplatz 26 (*Bürgeramt*), phone: 0751 82-251, e-mail: buengeramt@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: auslaenderwesen@weingarten-online.de.

The Foreigners' Registration Office of **Ravensburg** is located in Seestraße 9, phone: 0751 82-190, 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 4 weeks earlier. Better is 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 € 934 per month (€ 11.208 per year). Usually the residence permit is granted for one year and will expire at the end of the next-but-one

semester. 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 € 11.208 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 *My Campus (LSF)* under *Schneller ans Ziel* (only on the German page).

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.

1.2 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.

Various banks will offer different options when opening an account. They all have different conditions, such as required documents, various costs and processing time.

There are also different types of bank account. Ask the Foreigners' Registration Office before if you need a normal bank account or a blocked account. Not every bank offers the possibility to open a blocked account.

When you have decided which bank, you would like to open, it would be to best to attend the appointment alone, not in groups. Usually, you need to arrange an appointment.

1.3 Health Insurance

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 EHIC (*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 Mr. Michel Jaquet, phone: 0151 14534978, e-mail: michel.jaquet@tk.de. For more information about the TK please visit www.tk.de/vt/michel.jaquet.

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

- 117,50 € for students aged < 23 and students aged 23-30 with a child
- 120,34 € 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 extent. 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 4.5.

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 € 40 per year (!). The exact amount depends on whether or not you are willing to cover a certain amount (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 3 million Euro, preferably 5 or 10 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, you have to pay a broadcasting contribution of 18,36 € 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 must not further pay.

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 and tests you wish to sit. The exact registration period will be announced each semester per E-Mail. 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-Portal* 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.

Portfolio exams have to be registered earlier and separately.

Mechanical engineering students in their first semester are registered by the examination office by force for all first semester subjects. This means that you don't have to do anything, but that you cannot de-register from any of these exams either.

You are registered automatically for failed exams from the previous semester because the retake must be completed within the examination period of the following semester at the latest.

The current version of the Examination Regulations as well as forms can be found in the download section on the webpages of the Examination Office. The Examination Office itself is located in H 023.

In case you have to de-register from an exam, you can do so electronically in LSF during the registration period. It is not possible to de-register from repeat exams.

Before the exams, you can find your "Personal examinations schedule" (Mein Prüfungsplan) in LSF, and after the exams, you can see your grades in LSF and have 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 LSF any time. Choose the category "My Functions" (*Meine Funktionen*) and then "Studienbescheinigungen".

For questions regarding re-registration, your student status in general and for official confirmations, please contact the Admission Office in H 022.

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

In 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 new main portal for applicants and students in the area of student management. It currently 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 (holiday semester or exmatriculation). Students who want to apply for a degree program (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 and not.

2.7 German Course

The German course is compulsory before the start of the semester and lasts for two weeks.

3. Institutions

3.1 University Institutions

3.1.1 Students' Service

If you have any questions regarding the application, Immatrikulation, Rückmeldung and may more, the Studierendenservice will gladly help. The office is located in the main building H 022.

3.1.2 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 on offer on different levels. They consist of an intensive part before the lecture period begins and continue during the semester. In addition, there are offered 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 (see 2.4.1).

For current information on the language courses on offer, see



Contact:

Natalia De Pascale Speck, head of CLIC, room C 024, phone: 0751 501-9589,

e-mail: natalia.depascalespeck@rwu.de

Dolores Müller, room C 025, phone: 0751 501-9786, e-mail: dolores.mueller@rwu.de

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 make a contribution towards a better integration of international students into life at our university and to foster communication between German and non-German students.

3.1.3 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.

3.1.4 Computing Center (*Rechenzentrum* = RZ)

The web portal of our university provides comprehensive information on the service offered by the computer center: 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:

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>, log in and type in your (rather long) card number which you find on the front in the upper right corner.

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 studiservice@rwu.de.

3.1.5 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 scanned 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.

3.1.6 Student restaurant/ Canteen (*Mensa*)

The *Mensa* is open Monday – Friday 11:20 – 14:00, a warm meal costs about € 3.50. There are usually three different dishes available, one of which is always vegetarian. Additionally, the student restaurant offers breakfast (sandwiches and coffee) from 9:30 until 10:00. In the second half of the semester the *Mensa* is open from 14:00 – 17:30, students can 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.

3.1.7 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
- Picking up the newcomers at the train station in Ravensburg
- Helping them find their way 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 must:

- be enrolled at HRW 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;
- participate in a briefing.

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

3.1.8 “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 Ramona Herrmann if you are interested.

3.1.9 AStA

The AStA (*Allgemeiner Studentenausschuss* – General student’s committee) consists of three students and is the executive committee of the StuPa (*Studierenden Parlament* – Students parliament) and the VS (*Verfasste Studierendenschaft* – Self-government of the students). They are the contact people for all HRW 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 UStA (*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

3.1.10 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 families. CIS also desires 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

3.2 Other Institutions

3.2.1 Adult Education Center (Volkshochschule, vhs)

Volkshochschulen are adult education centers 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:



3.2.2 Integrationszentrum

The *Integrationszentrum Weingarten* takes care of migrants and offers an open get-together on Wednesdays between 17:00 and 20:00 where you can have a cup of coffee or tea and some biscuits and meet other people as well as improve your German language skills. If you are a migrant, you can also get advice or help there.

Address: Integrationszentrum, Liebfrauenstraße 25, 88250 Weingarten

Contact: Elisa Endres

endres.e@caritas-bodensee-oberschwaben.de

3.2.3 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 Escher, phone: 07531 9782-203, 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



3.2.4 Counselling service

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.

3.2.5 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: 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.

There is also a group of Christian students called SMD who invite everyone interested to weekly meetings on Tuesday evenings (singing, praying, bible reading, home groups and open evenings). Meeting point is PH Schlossbau S12 at 20:00. Further details can be found on www.smd-weingarten.de, contact: smdweingarten@googlemail.com.

3.2.6 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 I0. 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.

3.3 Student Institutions

3.3.1 Pubs and parties

There are two student pubs in Weingarten:

alibi

For more information see on Facebook:

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



HoKi

For more information check out Facebook

Parties taking place in and around the university are announced early enough through posters so make sure you secure yourself a ticket before they are sold out.



There is also the opportunity to visit clubs in Ravensburg like "Kantine".

3.3.2 Clubs

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



4. Living and Working

4.1 Living in Germany

4.1.1 Tidiness

Please maintain tidiness and hygiene of our 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 need also to be cleaned regularly. While or after cooking, you 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.
- Never leave your window for a longer time in the tilted position except in summer. For your bed, please use a pillow, a duvet and a mattress cover which you wash regularly.

4.1.2 Separation of household waste

In order to respect environmental sustainability in Germany, there is a special recycling system for all kind 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, aluminum, tinplate, 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 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 Excursions and other events

Every semester, the IO and the *International Lake Constance University (IBH)* organise 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 on the IO websites in the Calendar, on the IO notice board in building P and via e-mail.

4.2.2 Events in Weingarten and Ravensburg

Carnival (*Fasnet*), Kite festival (*Drachenfest*), Ravensburg plays (*Ravensburg spielt*), Jazztime in town and a lot more, please see www.rwu.de. 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 the two 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 in Weingarten (Friday after Ascension Day)

The *Blutritt* (blood ride) (www.blutritt.de) 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

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 not 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 huge Ferris wheel), and the festival ends with a display of fireworks on Tuesday night around 22:30.

Welfenfest in Weingarten

During the five-day festival on Sunday the *Welfenlauf*, a run of the children from Weingarten and around Weingarten, takes place. An 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

Carnival is another historical top event in Weingarten. All over the city you can 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 which are organised by the towns of 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 82-800 or *Amt für Kultur und Tourismus* at Münsterplatz 1 in Weingarten, phone: 0751 405-128.

4.2.5 Sports facilities

University sports

The university sports center, 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 > Eissporthalle > 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 in 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

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



In Ravensburg: Frauentor and Burg (Marienplatz), recent 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 allowed to work during studies in principle, 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 120 full or 240 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 120 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 € 10.347 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.

Second jobs can be found on the website of *SEEZEIT Studierendenwerk Bodensee*, see:



4.3.2 Working in Germany after studies

Germany is looking for highly qualified and skilled employees. Therefore, the legal requirements for foreigners seeking employment in Germany has 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 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 as at *EKHG*.
- 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 busses 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.

- Youth Ticket BW: The Youth Ticket BW (JugendticketBW) is valid throughout the state of Baden-Württemberg and also the Bavarian part of the bodo network area (district of Lindau). Basically it is 365 euros per year, but as an RWU student you can buy the ticket for 165 euro per semester. The ticket is valid every day and at any time for one semester. It is not valid on long-distance buses/trains (including ICE, IC, EC, ECE, RJ). Exception: The IC trains between Stuttgart and Singen. You have to order the ticket by the 15th day of the month in order to be able to use it in the following month.

You can order the Youth Ticket BW on abo.bodo.de.

We suggest you downloading 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.
- Youth Ticket BW: The Youth Ticket BW (JugendticketBW) is valid throughout the state of Baden-Württemberg and also the Bavarian part of the bodo network area (district of Lindau). Basically, it is 365 euros per year, but as an RWU student you can buy the ticket for 165 euro per semester. The ticket is valid every day and at any time for one semester. It is not valid on long-distance buses/trains (including ICE, IC, EC, ECE, RJ). Exception: The IC trains between Stuttgart and Singen. You have to order the ticket by the 15th day of the month in order to be able to use it in the following month.
You can order the Youth Ticket BW on abo.bodo.de.

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: Travel conveniently throughout Germany with just one ticket. The Deutschland-Ticket (D-Ticket for short) lets you travel easily by all means of local public transport from for just 49 euros per month. You can get the ticket online, through the DB-App or in the DB travel centre.
- 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 (max. five persons).

- 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 famous company is 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 six. It would be best if you informed 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 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 find foreign-language addresses:

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)
- 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.

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 IO as early as possible on when exactly you are going to leave Weingarten, no later than February 1 or July 1 respectively. Get in touch with the person in charge of your residence in good time before your departure and set a date for the final room check:

- 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 and the IO 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, pick up the application form at the IO (room P 001) or the Student Administration Office (room H 022) and collect all signatures as required. When complete, return the form to the Student Administration Office. Please take into consideration that it might take some days to get all the required signatures! You will then get a certificate of de-registration (*Exmatrikulationsbescheinigung*) which you need in order to end your contract with the health insurance (TK). It is also possible to be exmatriculated via the MyCampus portal.

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.

Master students: Once you have completed your Master's program, presented your thesis and received the final certificate please make sure you de-register as a student.

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

Before you leave, you must terminate your health insurance contract. To ensure that you have health insurance coverage during your entire stay in Germany, health insurance companies will accept a termination of your contract only after submission of the certificate of de-registration from the university (*Exmatrikulationsbescheinigung*). As to the ending date of the health insurance contract, at TK it is identical with the de-registration date; other health insurance companies might have different regulations.

The university will submit the names of the students to TK who will be de-registered at the end of the semester. Your health insurance contract will thus automatically end on February 28 or August 31 respectively. If you wish to terminate your health insurance contract to an earlier date, you have to submit your certificate of de-registration from

the university, which specifies this earlier date, to TK till at the latest February 1 or July 1 respectively. In this case, you will have to schedule your departure in January or June already and start your de-registration procedure already very early.

But no matter to which date you will terminate your health insurance contract, you have to submit your certificate of de-registration from the university to TK even if the university has already informed TK.

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 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. The IO has a questionnaire ready for you.

... 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!

July 17, 2023 – Subject to change