Dear international Master’s students:

Welcome to the Rheinische Friedrich-Wilhelms-Universität Bonn! We are delighted to have you here for your first semester and would like to wish you a smooth and successful start for your studies at our University.

We hope this brochure will make it easy for you to find your way around the University of Bonn and will supplement the subject-specific information available in the departments. In addition to general information on how to prepare for your studies in Bonn, there are also useful practical tips for navigating the administrative processes of your program and on university life.

The information in this brochure is for general guidance and has an interdisciplinary focus. For additional specific details concerning your institute, please contact your department.

You are also invited to come to the information event for international first semesters at the beginning of the winter semester. It always takes place before the University is in session. This is where you will find information on advice and support options, and meet other international students from all over the world.

In addition the team from the International Office will be happy to tell you about all activities that will facilitate your integration, such as the Study Buddy Program, the international choir or the intercultural workshops, where it’s easy to meet German students.

Please take some time to read through this brochure so that you can start your studies with all the information you need. We wish you a successful and good time at our University and hope that you will feel at home in Bonn soon.

Sandra Papel (International Office)
# Insights for International Master Students in Bonn

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Visa / Entry

Due to the freedom of movement, citizens of EU/EEA States do not need a visa for entry into or for starting studies in Germany. All that is required is a valid travel document such as a passport. Citizens of Australia, Israel, Japan, USA, Canada, New Zealand, Honduras, Monaco, San Marino, Andorra, South Korea, Switzerland, Liechtenstein, El Salvador and Brazil may also enter without a visa. If you are planning on studying here for over three months, you must apply for a residence permit at the Ausländeramt der Stadt Bonn. If you are a citizen of Brazil, El Salvador, Honduras, San Marino, Andorra or Monaco, you may only enter without a visa if you are not planning to look for gainful employment in Germany.

For the citizens of all other States, a visa is required for entry and studying, as long as your stay will be longer than 90 days. In order to be able to enter the country, please apply for a national student visa at the appropriate German Consulate in your country. Please make inquiries about the entry conditions and the visa application process in a timely manner!

If you have been admitted to study here, you must apply for a national student visa, which will usually be issued for a period of three months. Within that time period, and after you have registered at the University of Bonn, you must apply for a residence permit at the Ausländeramt der Stadt Bonn. If you have not yet been admitted to study here, you have to apply for an applicant visa. Do not enter the country on a Schengen or a tourist visa!

In order to apply for a national student or applicant visa, the following proofs will usually be required:
• Passport
• Proof of sufficient health insurance coverage
• Proof of funding (this is to prove that initially, you have sufficient means to live off for one year; that is currently at least 8,640 Euro)
• Proof of any credits received
• Admission letter from the University or a certificate that there is a well-founded chance of your being admitted.

Since the documents required for visa applications can vary by country, please contact the German Consulate in your home country in a timely manner.

Scheduling your Arrival

The winter semester (WS) starts on October 1st and ends on March 31st; the summer semester (SoSe) begins on April 1st and ends September 30th. Classes are held during the session, which usually lasts from mid-October to early-February in WS, and early-April to mid-July in SoSe. During the non-session period, there might be exams (usually right after the sessions end), and in some cases also internships.

The registration period for new Master students for the WS is sometime in September/October, and for the summer semester during March/April. Your admission letter will list the registration period that applies to you.

You should plan to arrive in Bonn at the beginning of the semester or the registration period, unless you are participating in an orientation program or a language course taking place earlier during the non-session time. The International Office organizes an information event for all international first semester students in the main Building before the session starts. The International Office will be happy to provide you with more information on this event.

If at all possible, you should avoid arriving in Germany on a weekend or a public holiday. Banks and city offices are closed from Friday afternoon until Monday morning, and so are all university offices and services.

If you move into a residence hall, you should arrange when and how to get your key with the management or a residence assistant.
Document Checklist

- Valid ID, or passport that is valid for the entire time you will be studying in Germany
- Admission letter from the University
- Originals and translated, certified copies of credentials or language certificates, if applicable, and birth and marriage certificates, if applicable
- Visa, if applicable
- Proof of financing, grant letter, if applicable
- Proof of health insurance, if applicable
- Vaccination records, if applicable
- International driver’s licence, if applicable

How to get to Bonn

The closest airports are Frankfurt am Main, Düsseldorf and Köln/Bonn.

From the Köln/Bonn airport to Bonn:
The Köln/Bonn airport is only 35 km from Bonn, and it is serviced by the SB 60 bus line (Airport Express). Busses leave twice an hour on weekdays from the airport directly to the main train station (Hauptbahnhof Bonn). The ride takes about 30 minutes. Once you have a semester ticket, you can use this bus by paying a surcharge (Zuschlag), otherwise a regular ticket is about 7.90 Euro. The ticket can be bought online, at the ticket vending machines or directly from the driver, using cash.

From the Düsseldorf airport to Bonn:
Take the train from Düsseldorf airport to Bonn. The Regionalexpress takes about 1 hour and is free with a semester ticket. If you don’t have one yet, the trip will cost about 18 Euro. There are also connections using IC or ICE (Intercity and Intercity Express) trains. Here, the semester ticket is not accepted; trips may cost up to 30 Euro. You can buy your tickets online, at the DB (German Rail) ticket office or from a vending machine, using a credit card or cash. More detailed information on departure times, prices and reservations can be found on the German Rail website.

From the Frankfurt/Main airport to Bonn:
From Frankfurt airport, Bonn is also most easily reached by train (IC or ICE). They run every hour from the airport train station near Terminal 1, and the trip takes between 80 minutes and 3 hours, depending on the route. This also affects the price, which can range from about 40 to 73 Euro. Tickets can be bought online, at the DB (German Rail) ticket office or from a vending machine, using a credit card or cash. More detailed information on departure times, prices and reservations can be found on the German Rail website.

Information on additional ways to get to Bonn can be found on the website of the City of Bonn.

www.swb-busundbahn.de
www.bahn.de
www.bonn.de
> Tourismus und Kultur
> Tourismus
> Tourist-Info
> Anreisen & mobil in Bonn
Housing / Residence halls

Residence halls

Student applicants and students registered at the University of Bonn may apply for a spot in one of the 35 residence halls of the Studierendenwerk using an online form on the website of the Studierendenwerk. Disabled or chronically ill students can apply for preferential treatment. You will find the online form on the Studierendenwerk website. You can apply for several residence halls at a time, stating an order of preference. As soon as you have been assigned a room or an apartment, you will receive a rental contract by mail, or it will be ready for you to sign at the Studierendenwerk in Bonn.

Monthly rent for rooms is between 172 and 450 Euro, and for apartments between 190 and 600 Euro. Rent includes all ancillary costs and depends on type of housing, room size, furnishings and equipment or location and proximity to public transport.

A brochure issued by the Studierendenwerk provides a detailed overview of all Studierendenwerk residence halls. Additional information on equipment and location of the residence halls and the current rents can also be found online or obtained directly from the Studierendenwerk.

Residence halls differ in how they are equipped. They range from furnished or unfurnished single rooms with shared showers, bathrooms and kitchens down the hallway to furnished apartments with private shower and toilet. In addition to one person rooms and apartments, there are also group housing units, as well as apartments for families and single parents with children. Almost all residence halls have washing machines, and often also dryers. All housing comes with Internet and phone connections, and mostly also cable TV. Bed linen, towels and kitchen utensils are not automatically provided, but they may be used or purchased for a surcharge at some halls. Please get information on how your residence hall is equipped in a timely manner. All student housing is easy to reach by public transport. Bicycles can be parked in designated basement rooms. Availability of parking spots for cars is limited. In most residence halls, you will find common rooms that are open to all residents and can be used for events of all kinds. There are, e.g., bar and party nights where you can meet fellow residents and students.

In addition to the janitorial and administrative staff, there are also residence assistants (RA’s) at the residence halls who will help you with your questions regarding living at the residence hall. The RA’s are students at the University of Bonn who volunteer their time to help international students in halls. The Studierendenwerk will tell you their names. Please contact the RA’s or hall administration in a timely manner to arrange when and where to pick up your keys.

Student council

Each residence hall has a student council whose members are elected by the hall community. The tutors are contact persons for all newcomers to a house. They introduce them and organize “newbie nights” as well as house parties and theme nights. For international students there are RA’s, who do not only help answer questions but also organize field trips or culinary nights especially for international students. Mentors are responsible for special tasks, among them establishing internet access, raising environmental consciousness, trash avoidance and any day-to-day hall business.

Information on residence halls and how to apply can be obtained from:

Studierendenwerk Bonn
Abt. Studentisches Wohnen
Nassestraße 11, 53113 Bonn
phone: 02 28 / 73 71 63
fax: 0228/73 71 92
wohnen@studierendenwerk-bonn.de
Hours: Mo, Tue & Th 9:00 a.m. – 12:00 noon, plus Th 2:00 – 4:00 p.m.

In addition, there are numerous residence halls in private or denominational ownership where you can apply directly. An overview can be found online.

Private party listings

Another option is using the private party listings to find a room or an apartment in Bonn. Rooms offered by private parties are collected, e.g., by the Sozialreferat of the AStA. It is also worth checking the bulletin boards in university and department buildings for offered housing.
**First Days in Bonn**

**Registration at the Einwohnermeldeamt**

Within two weeks from moving into a residence hall or your apartment in Bonn, you must register at the Einwohnermeldeamt (a local authority that keeps a register of addresses of the local population) for your area. In Germany, anyone who moves into housing must register. In Bonn this is done at the Bürgeramt for your area:

Bürgeramt Bonn  
Berliner Platz 2, 53111 Bonn  
phone: 02 28 / 77 66 77

Hours:  
Mo and Th: 8:00 a.m. – 6:00 p.m.  
Tu, We, and Fr: 8:00 a.m. – 1:00 p.m.  

An appointment is required! You can use the online application on the website of the Bürgeramt!  
At the moment appointments for the following day are activated for registration on the website at 8am and 6pm the preceding day. This might be useful if your request is urgent.

You will need the following to register:

- A registration form and the „Wohnungsgeberbestätigung“: You can obtain this directly at the Bürgeramt or online: www.bonn.de
- Your ID or Passport
- A copy of your rental contract, if applicable

At the Bürgeramt you will receive the following documents after registering:

- Meldebescheinigung (Registration certificate): This is required, e.g., for extending your visa and for opening a bank account

If you move to a different apartment or even city during your stay, you have to reregister (i.e., register your new address) at the Bürgeramt of the city you moved to.

Please remember to deregister after you have completed your program and before leaving Germany!

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**Temporary overnight stays**

If you cannot move into your hall immediately after your arrival, or if you have not found housing yet, you can stay at a hotel, at the Max Hostel or at the Bonn Youth Hostel (Jugendherberge).

**Jugendherberge Bonn:**  
Advice: You can only stay there for a few days and you have to be a member, or have applied for membership in the German Youth Hostel Association.

- Haager Weg 42, 53127 Bonn  
phone: 02 28 / 28 99 70  
bonn@jugendherberge.de

**Max Hostel**  
Maxstraße 7, 53111 Bonn  
phone: 02 28 / 82 34 57 80  
info@max-hostel.de

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**Zimmer frei?!**  
„Zimmer frei?!“ is a joint campaign by the universities and the city of Bonn, the Rhine-Sieg district, and a number of partner organizations, who have committed themselves to help create student accommodations by implementing a housing database which brings students who are looking for housing and student accommodation providers together.

The following websites also list housing for rent:

- www.wg-gesucht.de  
- www.studenten-wg.de  
- www.general-anzeiger-bonn.de  
- www.general-anzeiger-bonn.de > Anzeigen > Immobilien

www.zimmerfrei-bonn.de  
www.bonn.jugendherberge.de  
www.max-hostel.de
Opening a Bank Account

After arriving in Bonn, one of the first things you should do is opening a bank account. This is how you will be expected to pay your rent, the tuition and the social fees for registration at the University. It makes sense to open a so-called Girokonto since the majority of payments are made by wire transfer only; i.e., without cash transactions. Regular payments for items such as rent, health insurance premiums or your electrical bill can be automatically withdrawn from your account by means of a Dauerauftrag (automatic bill payment). Once this has been set up, it will continue until it is changed or terminated. If you do not agree with an amount withdrawn, you should report this to your bank immediately. For students, a Girokonto usually does not carry fees. But please find out the exact conditions from your bank or savings & loan in advance.

You cannot open a bank account until you have registered at the Einwohnermeldeamt. You will need the following documents:

- Your ID or passport
- A copy of your registration certificate (Anmeldebestätigung) from the City of Bonn
- Your student ID or a student certificate (Studienbescheinigung)

Health Insurance

**Health and long-term care insurance coverage is mandatory for students in Germany.** Proof of health insurance coverage must be presented no later than at registration in the Studierendensekretariat of the University.

For students with statutory insurance coverage from EU Member States and from EEA Member States (Iceland, Liechtenstein and Norway) with whom the Federal Republic of Germany has an Agreement on Social Security, the home country’s health insurance coverage may be accepted. Please find out in advance from your health insurance provider in your country and the health insurance company selected in Germany whether you have sufficient coverage. The European health insurance card entitles you to obtain health treatment in Germany. There is no compulsory student insurance. German statutory health insurance companies will issue a certificate for immatriculation that you should submit at the enrollment office when enrolling for your studies. If you cannot prove valid health insurance coverage, or coverage sufficient for Germany, you must buy insurance from a health insurance company of your choice. You will have the choice between statutory or private insurance, as long as you have not exceeded the 14th semester in your major, or are over 30 years old. The monthly health insurance fee, which applies independent of income, is currently apr. 90 € (including nursing care insurance).

You can find a competitive overview of all health insurance companies online. In Bonn, you can find, e.g., the following statutory health insurance companies that usually provide student services:

**TK (Techniker Krankenkasse)** – Contact: Mr. Baumann
Address: Welschnonnenstraße 5, 53111 Bonn
phone: 040 / 4 60 65 10 91 52
lukas.baumann@tk.de

**AOK-Studentenservice Bonn**
Address: Heisterbacherhofstraße 2, 53111 Bonn
phone: 02 28 / 5 11 24 52
ass.bonn@rh.aok.de

**Barmer GEK**
Address: Welschnonnenstraße 2, 53111 Bonn
phone: 08 00 / 3 33 10 10

www.krankenkassen.de
www.tk.de
www.aok.de
www.barmer-gek.de

First Days in Bonn
Students who are older than 30 years or have exceeded the 14th semester of their major must buy private insurance in order to be able to register. Private insurance is considerably more expensive than statutory insurance since they base their premiums on age and health. Please compare the different premiums carefully. Ask statutory insurers whether you might not qualify for statutory or voluntary insurance, after all. Please note: you cannot change back from private to statutory insurance!

Special conditions apply for scholarship holders. Please get information from the scholarship provider before you leave your home country. Scholarship holders from EU/EEA countries are always also eligible for statutory insurance.

The semester or social fee you pay when registering includes accident insurance for accidents that occur on the way from your residence to the University and back, as well as on the University campus. In addition, it is recommended that you buy liability insurance that is valid in Germany if your home country’s liability insurance does not cover you abroad.

**Registration at the Studierendensekretariat**

You will register for your Master’s program at the Studierendensekretariat of the University of Bonn. You will find the applicable deadlines in your admission letter, or from the coordinator of your program. Please note that you may have to state expressly in advance whether you would like to accept the spot. Otherwise, it may expire after a specified deadline and be given to another applicant. Usually you can find more detailed information on this in your admission letter.

You must register in person at the Studierendensekretariat. This has the advantage that any questions you may have can be answered there and then.

The registration application required for registering can be found on the Studierendensekretariat website. Here, you will also find a list of all documents you must bring with you. Please note the explanations regarding health insurance in particular.

When registering, you will receive a wire transfer form stating the amount due for the semester, which you should immediately transfer. It will take one to two weeks from the date of this transfer for your student ID to be sent to your current address. In addition, you will receive a certificate proving your registration at the University of Bonn.

About one to two weeks after the wire transfer, you will receive the Semesterbogen in the mail, which includes:

- your student ID which is also your ticket for the entire State NRW and the Verkehrsverbund Rhein-Sieg (regional public transport system);
- several registration certificates; Uni ID
- the wire transfer form for the registration confirmation (see chapter Fees / Registration Confirmation) for the following semester; as well as
- a Studiendokumentation.

The Studiendokumentation comprises all important data on your studies to this point and an overview of classes taken into which you can enter the classes you have registered for this semester. The mailing of the Semesterbogen completes the registration process, and you will be a student when the semester starts (October 1/April 1) and may also use the semester and NRW tickets then.

**Studierendensekretariat address:**
Poppelsdorfer Allee 49, 53115 Bonn
Phone: 02 28 / 73 39 15 or 02 28 / 73 76 55 or 02 28 / 73 72 75
Fax: 02 28 / 73 74 21 and 17 40

**Hours:**
Office: Mo - Fr 10:00 a.m. – 12:00 a.m.
Th 1:30 – 3:00 p.m.
Phone: Mo – We 2:30 p.m. – 3 p.m.

Please note the additional hours during the main registration period!

Outside the office hours you can get basic information and help (e.g. replacement of lost student IDs) at our Servicepunkt (open during the week from 09:00 a.m. – 5:00 p.m.).
Registration at the Ausländeramt

All foreign students from non-EU countries who stay in Germany for over 3 months for the purpose of studying must apply for a valid residence permit before their entry visa expires. Students from countries mentioned above (see page 4), who are allowed to enter Germany without a visa, have to apply within three months after their arrival. You will receive this permit from the Ausländeramt of the City of Bonn (a local authority that provides services for non-citizens) after you have registered at the Bürgeramt and at the University. Students from EU / EEA countries are equivalent to German citizens and do not need to apply for a residence permit.

The conventional residence permit has been replaced by an electronic residence permit (eAT) in credit card format since the 1st of September 2011. The eAT is equipped with a contact-free chip inside the card where a photograph and two fingerprints are saved.

In order to apply for the residence permit, you will need the following:

• Application for a residence permit;
• Valid passport; A visa, if necessary;
• A biometric passport photo;
• The registration certificate from the University;
• The registration certificate from the Bürgeramt;
• Proof of financial funding for your studies;
• Proof of sufficient health insurance coverage;
• A fee of a max. of 110 Euro.

You are welcome to use the services of the International Office; please be aware that a member of the welcome service can accompany you to the Ausländeramt only in case outstanding problems arise. The residence permit for the purpose of studying is granted for a limited period of time and must be extended by the Ausländeramt. It is valid for at least one year, and usually no longer than two years.

Address of the Ausländeramt of the City of Bonn:
Oxfordstraße 19 (near Stadthaus), 53111 Bonn
phone: 02 28 / 77 60 00
E-Mail: termine-auslaenderamt@bonn.de
Appointments can be made by phone
Mo - Thu 8:00 a.m. - 12.00 a.m. and 02:00 p.m. - 04:00 p.m.
Fr 8:00 a.m. - 12:00 a.m.

Funding

In order to apply for a visa, or no later than in order to obtain a residence permit, non-EU students must provide proof of funding for their studies before their program begins. They must provide proof that initially, they have the means to live and study in Germany for one year. Please check with the German Embassy in your home country early on what amount you have to prove, and how. Students from EU countries only need to credibly show sufficient means to exist on; a proof is no longer required.

You should expect the following average costs during your studies:

• Cost of health insurance (approx. 90 Euro/month)
• Living expenses (rent, food, clothing, books...) (approx. 700 – 1000 Euro/month)
• Semester fee (approx. 290 Euro)

Scholarships

In order to fund their studies, international students can apply for scholarships from different organizations such as the Deutscher Akademischer Austauschdienst (DAAD) or partyaffiliated foundations. Usually this is done from the students’ home country before they move to Germany. So please, start your research regarding where and by what deadline you can apply for a scholarship early.

On its website, the DAAD provides a scholarship database that is aimed primarily at Master’s and PhD students looking for scholarship programs.

An overview of different scholarship providers for international graduate students can be found online.

www.daad.de
> Infos für Ausländer
> Stipendien finden
www.betreuung.uni-bonn.de
First Days in Bonn

**Working while you study**

International students may take up employment if it is confirmed in their residence title. This permission to work is guaranteed by law and usually indicated in your passport as well. However, the amount of working hours weekly is restricted.

**International students with a residence permit/title** are allowed to work without approval if the job does not exceed a total amount of 120 full or 240 half days per calendar year – up to 5 working hours daily are equivalent to half a day. Please note that every single workday (full and half) is taken into account regardless of the details of the job arrangement (length of the contract, working during semester breaks, on weekends, etc.). It is the mutual responsibility of employee and employer to keep track of the number of workdays in a given calendar year – the total amount of 120 full or 240 half days must not be exceeded without approval. For additional workdays, please ask the Ausländeramt for confirmation in advance.

Apart from the 120 workdays just mentioned, you are allowed to work as a **Research or Teaching Assistant, a work-study student**, or as a **tutor** without approval being required and without time limitations. The same applies to mandatory internships that form an obligatory part of your program. For further advice, please appeal to the university’s individual departments.

**Students from EU member states** do not require a work permit since the same conditions apply as for German students: Income from a job more than 19 hours per week, and / or exceeding 400 Euro per month, is subject to social security payments and taxes; i.e., contributions will be made to the German retirement and health care system. These contributions will be credited within the EU. As a prerequisite, an income tax card (Lohnsteuerkarte or Provisional Replacement Certificate) must be obtained.

If you have questions about starting employment or a job, please contact the Ausländeramt: info-auslaenderbehoerde@bonn.de

**To-Do list- Your first days in Bonn**

- Move into residence hall or apartment / sign rental contract / contact RA (Ausländerwohnheimitutor) at Residence Hall, if applicable
- Register at Bürgeramt / Einwohnermeldeamt of the City of Bonn
- Open a bank account
- Get health insurance
- Register at the Studierendensekretariat of the University of Bonn
- Register with the Ausländeramt / apply for residence permit
- Visit the BASIS website: basis.uni-bonn.de
- Register at the examination office
- Apply for a library card (see chapter Libraries)
- Apply for an internet account (see chapter Accessing Computers and Networks)
- Get a Mensa card
- Check and, if relevant, sign up for the university’s sport options
- Contact your department / its student organization, and the International Office

Job offers for students can be found on the Studwerk’s Jobbörse (job board), via advertising in local newspapers, and on various job market-websites.
General Semester Dates

2018 / 2019 Winter semester

• Session: Oct 08, 2018– Feb 1, 2019
• Official Opening of the Academic Year: Oct 18, 2018
• Dies Academicus: Dec 5, 2018
• Christmas break: Dec 24, 2018 – Jan 4, 2019
• Summer semester registration confirmation deadline: End of February 2019

2019 Summer semester

• Session: Apr 1, 2019– Jul 12, 2019
• Dies Academicus: May 15, 2019
• University Festival: July 6, 2019
• Winter semester registration confirmation deadline: end of August, 2019 (please find the accurate date on the website of the Studierendensekretariat)

Fees / Registration Confirmation

If you would like to continue your studies at the University of Bonn the following semester, you must confirm your registration by a specified deadline. Usually the registration confirmation period (Rückmeldefrist) for the Summer semester runs until the end of February, and to the end of August for the Winter semester. You confirm your registration by paying your semester fee. This can also be done online. In this case, you must make sure that you state your registration number (Matrikelnummer) where the form says Verwendungszweck (purpose).

You need not provide the Studierendensekretariat with a receipt for the transfer of the fee.

Once you have transferred the entire amount, the semester documents will be sent to the address you provided to the Studierendensekretariat. Mailing for the Winter semester starts in mid-July, and in mid-January for the Summer semester. If the semester documents have not arrived within two weeks from the date of the transfer of your fee, it would make sense to contact the Studierendensekretariat.

If you transfer the fee only partially or late, you will owe an additional fee, and you will run the risk of being deregistered. If, in case of paying late, you have not received the semester documents within two weeks, you should immediately contact the Studierendensekretariat.

Please note that bank fees may be charged if you transfer payments from abroad.

Currently, the semester fees are comprised of the social fee, which primarily serves to finance the semester and NRW tickets and to support the activities of the Studierendenwerk. The social fee for the 2018/2019 Winter semester is 287,22 Euro, and for the Summer semester 2019 it will increase to 292,16 Euro.

Account info:
IBAN: DE 20 3701 0050 0010 9335 02
BIC: PBNKDEFF
Recipient/Empfänger: Universitätskasse Bonn
Account number/Konto-Nr.: 109 335 02
Routing number/Bankleitzahl 370 100 50 (Postbank Köln)
Purpose/Verwendungszweck: (Your registration number here!)
Learning German

The University of Bonn offers international applicants and students various options for expanding and improving their knowledge of German.

The International Office conducts general and specific German classes during the semester for registered students. An application can be submitted online.

Master’s students who have not taken a German language certificate for registration may participate in a specific German class for international students during the semester. These classes are offered at different levels (A1 – B2) of the Common European Framework of Reference; they start during the 4th week of the semester. Classes take place twice a week at night for a total of 4 teaching units of 45 minutes each/week. You can register for these classes online. More detailed information can be found starting in mid-September/at the end of September for the Winter semester, or mid-March/at the end of March for the Summer semester on the website.

In addition, there is a comprehensive range of language classes for scientific purposes, as well as advice on studying languages, at the Sprachlernzentrum (SLZ; Language Learning Center) at the IKM of the University of Bonn, which is open to all international students. For more information on classes see the SLZ website.

An additional option for expanding one’s knowledge of a language is participating in a so-called Sprachtandem (language tandem) of the ASTA.

Libraries

The University of Bonn has a two-tiered library system, which is typical for old universities that have developed over the centuries. This means that there is no centralized university library system that provides all literature. Instead, the inventories are physically distributed all over the city, and managed by the Bonn University Library (Universitäts- und Landesbibliothek, ULB) and faculty libraries. Consequently, the conditions for use also vary.

Universitäts- und Landesbibliothek (ULB)

The ULB is the central library of the University of Bonn where literature is archived and checked out; it has three branches:

- The Main Library (Hauptbibliothek) is located at Adenauerallee 39-41. It holds general reference literature, literature for the Humanities and Social Sciences, Law and Economics, Theology and Psychology.

- The Branch Library for Medicine, Science and Agriculture (Abteilungsbibliothek für Medizin, Naturwissenschaften und Landbau (MNL) at Nußallee 15a provides literature on Medicine, the Natural Sciences, Computer Science and Agricultural Sciences.

- The Mathematics Library (Fachbibliothek Mathematik) is located at the Mathematik-Zentrum Endenicher Allee 60.

The ULB is open to students and employees of the University of Bonn, to the population of the city and region of Bonn, as well as to members of universities and colleges in the State of North Rhine-Westphalia. For using the library, a library card with a user ID is required; it can be obtained from the lending desk of the Main Library or from the Branch Library MNL. Students can apply for a library card upon presenting their student ID, the registration certificate (Meldebescheinigung) and the passport or ID.

The ever-increasing and vast holdings of digital content, which is licensed by the ULB for the entire University, may be used from any computer on the University network. You will even have access at home via any Internet connection as long as you log in with your personal University user ID (via VPN).

As a special service for students of the University of Bonn, both branches provide textbook collections. Several copies of current textbooks and standard reference works are set up by subject area and may be checked out directly by Bonn students. In most cases,
however, there is also an archived copy that can be checked out by any user.

**Working in the library**

All ULB branches provide numerous workstations. At the Informationszentrum, catalogues and databases, eBooks and eJournals, as well as the Internet can be accessed from PC’s. The *reading rooms* provide a quiet working atmosphere with individual workstations, but there are also rooms available for working in groups, and taking a break with a cup of coffee. At all these locations, the University’s WiFi can be used via personal laptops and the University user ID.

The **Main Library** and the Branch Library MNL are open from 8:00 a.m. to midnight every day. Further Details regarding hours and current announcements can be found on the ULB website.

**Searching for media**

The entire library inventory and a lot of other documents can be searched (and found) easily and quickly via the ULB website. The search engine *bonnus* lists holdings of the ULB and most faculty libraries as well as licenced and free electronic documents - but in many cases only within the university network. Furthermore *bonnus* contains numerous documents which are not available in Bonn, but can be ordered through interlibrary loan.

**Information and orientations**

Information on the first steps at the ULB is offered at the beginning of each semester. During the semester there are scheduled training lessons on the program Citavi that is used to organize literature. In addition, ULB experts for the different majors are actively integrated into many programs, providing specific introductions on literature searches and the entire area of handling of scientific information. ULB employees will be happy to provide information concerning the library and its use, both in person and over the phone, or via email (see below).

**Faculty libraries**

In addition to the central ULB, there are many libraries at the University that are administered by the Schools and Departments. The range runs from small specialized libraries on the research area of a department, to large special area libraries. Their use and the handling of opening hours and registration modalities are managed by each library individually. These are usually reference libraries; i.e., the inventory is freely accessible, but it cannot be checked out. Books from most of these libraries can be found in *bonnus*. This allows you to do your research for seminar papers or homework from the convenience of your home, and then go to the appropriate library. The ULB website also provides a library guide with addresses, opening hours and equipment available.

**Universitäts- und Landesbibliothek Bonn (ULB)**

Adenauerallee 39 – 41  
53113 Bonn  
phone: 02 28 / 73 75 25  
information@ulb.uni-bonn.de

**Abteilungsbibliothek für Medizin, Naturwissenschaften und Landbau (MNL)**

Nußallee 15a  
53115 Bonn  
phone: 02 28 / 73 34 05  
informationmnl@ulb.uni-bonn.de
Accessing Computers and Networks

The IT Center (Hochschulrechenzentrum; HRZ) of the University of Bonn has the following responsibilities:

- Operating the centralized servers for use in research, teaching and studying, including providing network services such as email, WWW, file service, etc.;
- Operating and expanding the BONNET communications Intranet (incl. WLAN);
- Training, advising and supporting users regarding IT issues;
- Providing PC workstations accessible to the university public;
- Support for obtaining software licenses.

In addition to the large servers working in the background, the HRZ has additional hardware equipment that can be used by University students and employees (if applicable, for a fee). This includes:

- Windows PC workstations with a fast Internet connection and the most frequently used applications (for free);
- A multi-functional device for printing and copying;
- Plotter for color printing on standard paper or on photo paper up to DIN A0+ format;
- Roll laminator for laminating posters;

Authorization for use

For all services of the HRZ, you must both be a member of the University of Bonn, and have a valid university user ID (Uni-ID). The latter is generated and activated automatically at registration (Immatrikulation). It is then also listed on the semester documents (DIN A3 sheet) that you will receive after you have paid your semester fee. The Uni-ID must be activated via this web address: https://gosa.gosa.uni-bonn.de. You can then use the centralized services of the University with your Uni-ID and your personal password. You can find more information on this in your semester documents and on the HRZ website. You will also need the Uni-ID to use the eCampus teaching and learning platform.

Email

All University of Bonn students will automatically receive an email address that has the following format: Uni-ID@uni-bonn.de. You can also receive your emails via Webmail. Please note that the University of Bonn will send all official notifications regarding your studies to this University email-address, which is why you should check your mail regularly. Your email inbox has 500 MB of storage and is equipped with spam and virus protection.

Network access

DSL users must use a Virtual Private Network (VPN) connection in order to be able to use special University Internet services. Therefore, a secure BONNET connection with authentication and encryption via a VPN-Client is required. It will build a tunnel over an existing Internet connection, so an existing Internet connection (no matter what type) is required. Authentication is performed via the University Uni-ID.

WLAN/WiFi at the University of Bonn

In a number of locations on and around the University campus, the Internet can also be accessed wirelessly via WLAN (Wireless Local Area Network). The HRZ provides two wireless networks that comply with the common security standards. The recommended one is “eduroam”. (By the way, eduroam allows registered students to use WLAN not only at the University of Bonn but also as guests at other scientific institutions). You will find more specific information on https://www.hrz.uni-bonn.de/en/services/internet-and-network-access/wlan . An alternative is the WLAN “bonnet”. Here, the prerequisite for using it is an additional VPN connection on top of it (see above). For experts, it should also be mentioned that most of the access points at the University of Bonn are currently working with the 802.11n standard. An increasing number of access points will support the 802.11ac standard, too.

Access points: Where is WLAN/WiFi available?

The University of Bonn is currently using over 350 buildings so that campus-wide WLAN coverage will not be possible in the medium term, though WLAN is being expanded continuously, to serve more and more areas of the University. In centrally located buildings, wireless Internet access already exists. So far, e.g., at the central part of the University’s main building (surrounding the Arkadenhof), the Hofgartenwiese and the Akademische Kunstmuseum, the Juridicum, a number of Departments of the Math/Science and the Agriculture Schools (Mathematisch-Naturwissenschaftliche and Landwirtschaftliche Fakultät) in Poppelsdorf and Endenich, the Universitäts- und Landesbibliothek, the Zentrale Studienberatung and the canteens Nassestraße and Römerstraße have been equipped with WLAN. A complete list can be found on the WLAN-Zugang (WiFi access) website.
PC workstations

On the first floor of the HRZ, there are public computer workstations (OCAPs) for use by students. The conditions for use are specified in the user manual (Benutzungsregelung). Internet access is via Bonnet at 100 Mbit/s, and user applications include OpenOffice, MSOffice, SPSS, Citavi, etc. Due to the connection via file service, files can be accessed at different stations (including at home) via the Internet. Each user currently has an allotment of 10 GB of storage on the central file server for his/her personal data; they are backed up daily by the HRZ. Data exchange with the PC at home is possible via CD, file service or USB stick.

The CIP Pools

At the University, you will find rooms at all institutes where computer workstations are provided free of charge for students and other members of the University for accessing the Internet. Here, you will see a cryptic acronym: CIP-Pool. It is a legacy from an old computer investment program that supported universities with funding for creating computer workstations. That is why the term CIP-Pool is still used for the centralized computer rooms in Departments and institutes.

In order to be able to work on a CIP-Pool computer, you will need a valid Uni-ID that you can get from the HRZ. In some cases, you must also apply for a code card that is required to access some of these rooms. Usually, you cannot use just any CIP-Pool; their use may be limited to members of the institute or group of departments (Fächergruppe) maintaining the CIP-Pool. The institute will provide additional details such as user rules and hours.

IT training

The HRZ offers a wide range of free-of-charge, high-quality IT training options. Some of the topics are: Using operating systems, Office and statistics applications, Presentation or Programming. The application to these classes is to be made via eCampus. Some special classes may be integrated in your program in the form of Modules. The application to these classes is to be made via BASIS.

Storage with data backup

All students will automatically receive 10GB of storage in the centralized file-service infrastructure (FSI) of the HRZ to use for study-related purposes. This storage will be backed up daily. You can access the data you have stored there from anywhere in the world.

In addition for all students 30 GB of storage place in the Campus Cloud sciebo are available. More information can be found on the website.

Software licenses for Students

The HRZ has entered numerous master contracts with software companies on behalf of the University. This allows the use of software at sometimes considerably cheaper rates. Most of these programs are only available for institutions of the University of Bonn, while some can also be bought cheaper by students and employees. Since the Software-Shop of the University of Bonn at ASKnet AG was launched, students may register there and buy discounted software. More details on this can be found on the HRZ website.

Network security (virus software)

Using the Internet is also linked to potential risk for workplace systems and data. So-called malware (viruses and Trojan horses) can do considerable damage. All members of the University may use current virus software at no additional charge for which the HRZ has a license – both on University-owned, as well as on personal PC’s or laptops used for studying. More related info can also be found on the HRZ website.

Advice

You can find answers to many questions on using the IT services on the HRZ website. For all additional questions, you can speak to someone at the IT-Helpdesk of the HRZ. Please stop by, call or email if you have questions or problems.

www.sciebo.de

IT-Helpdesk/ Support-Hotline
Wegelerstraße 6, 53115 Bonn
Mo- Fr 9 a.m. - 6 p.m.
phone: 02 28 / 73 27 51
info-hrz@uni-bonn.de
Study Abroad

International Master’s students usually come to Bonn from abroad and generally stay here for the duration of their studies. For some Master’s programs, however, an integrated study period abroad is required or recommended. This should be coordinated in advance with the academic advisor. Of particular interest might be the European exchange program Erasmus+. Since 1987, the Erasmus program has promoted the mobility of students and staff in Europe, and international students are eligible to apply. The Erasmus+ program funds study abroad periods for at least three months at a European partner university. Apart from the waiver of tuition fees at the host institution, Erasmus students receive a grant of currently between 300 and 420 Euro (depending on destination). Applications for the Erasmus program are processed via the respective Erasmus departmental coordinator of the responsible department. Master students from non-EU countries participating in this program should get in touch with their host institution abroad for information about entry regulations according to the new rules on mobility within the EU applying to third country nationals (REST). They must also make sure to report their Erasmus study abroad at the partner institution to the Ausländeramt, whose approval is required for stays exceeding 6 months (to prevent problems at the time of reentry). For this purpose, you will receive a certificate from the International Office of the University of Bonn that must be presented to the Ausländeramt, whose approval will then entitle you to spend more than 6 months abroad. Please note that your German residence permit must be valid long enough to include your return date, or else you will not be able to apply for the approval. For further information on the Erasmus program please visit the website of the Erasmus Program. The International Office can also advice you. For some students the Direktaustausch-Programm of the University of Bonn to partner universities in overseas might be of interest as well. Please be aware that this program is highly competitive and generally stay here for the duration of their studies. For some students the Direktaustausch-Programm of the University of Bonn to partner universities in overseas might be of interest as well. Please be aware that this program is highly competitive and students are expected to meet not only academic and language requirements, but are also expected to be able to act as an ambassador for the University of Bonn and Germany as a place to study. International students are also eligible to apply for the PROMOS scholarship program for short-term study periods abroad (1–6 months) outside of Europe, if this is recommended by the academic advisor. Additionally some study programs may offer special financial funding for the integrated study abroad periods. Please consult your responsible academic advisor. General information on study abroad can be found on the website of the International Office at www.promos.uni-bonn.de. For further information about the ERASMUS+ internship program please visit www.erasmuspraktikum.uni-bonn.de.

Internship

Within the Erasmus Program, internships in European countries can also be funded. Funding via this program supports compulsory and optional internships with a close and obvious connection to the study program’s content. This option is also open to international Master students, starting from their first semester. Master’s students can also benefit from this option, if the internship is a compulsory part of the study program or considered appropriate by the academic advisor. Applications for Erasmus funding of internships are processed by the respective Erasmus departmental-coordinator in each department. Funding within the Erasmus Program can range from 2 to 12 months. The scholarship amounts of between 400 and 520 Euro (depending on destination) per month. Internship slots are usually not provided; students will have to find their own. Fundable institutions are companies that are active in the private or public sector, entities providing professional and vocational training, research centers and other organizations.

International students are also eligible to apply for the PROMOS scholarship programme for short-term internships abroad (6 weeks-6 months) if this is recommended by the academic advisor. Another option for spending time on an internship abroad is participating in the IAESTE or AIESEC programs. IAESTE is the world’s largest intern exchange organization for students in the natural and geosciences and engineering, as well as agriculture and forestry. AIESEC provides internships primarily in business and social sciences, IT and development aid.

These student internships are funded at a level that covers the living expenses onsite. The host country committees provide housing and social services. This service is free of charge for applicants. For internships outside the EU, IAESTE may grant a travel expense subsidy.

Contact:

IAESTE local committee Bonn
AVZ I, Room 15
Endenicher Allee 11-13
53115 Bonn
General information on internships abroad can be found on the website of the International Office.

Contact:

Petra Friedrich, International Office, phone: 02 28 / 73 64 98, p.friedrich@uni-bonn.de

For further information about the ERASMUS+ internship program please visit www.erasmuspraktikum.uni-bonn.de.
Canteen Nassestraße
Nassestraße 11
53113 Bonn
Opening hours:
Mo – Fr 11:30 a.m. – 7:30 p.m.
Sat 12:00 noon – 1:45 p.m.

Cantvern Bistro
St. Augustin 25
53127 Bonn
Opening hours:
Mo – Fr 11:00 a.m. – 2:00 p.m.

Camper Campus Canteen
Poppelsdorf
Endenicher Allee 19
53115 Bonn
Opening hours:
Mo – Do 11:30 a.m. – 2:30 p.m.
Fr 11:30 a.m. – 2:00 p.m.

Please note that these are the opening hours during the semester.
During the semester break the opening hours may be different.

Canteen Rheinbach
Von-Liebig-Straße 20
53359 Rheinbach
Opening hours:
Mo – Fr 11:00 a.m. – 2:00 p.m.

Canteen St. Augustin
Grantham-Allee 20
53757 St. Augustin
Opening hours:
Mo – Fr 11:00 a.m. – 2:00 p.m.

Please note that these are the opening hours during the semester.
During the semester break the opening hours may be different.

Canteen ZEF/ZEI
Walter-Flex-Straße 3
53119 Bonn
Opening hours:
Mo – Fr 12:00 noon – 03:00 p.m.
Public Transport - Campus Connections

Your Student ID is your ticket
Students may use all types of public transit (busses, trams, subways and regional trains not requiring a surcharge such as Regionalexpress (RE), Regionalbahn (RB) and S-Bahn) throughout the regional transit system (Verkehrsverbund Rhein-Sieg; VRS) and throughout the State of Nord-rhein-Westfalen free of charge, using a valid passport and their Student ID. This Semesterticket will be valid, including Sundays and holidays, for the periods of April 1 to September 30 (Summer semester), and October 1 to March 31 (Winter semester).

You can find more detailed information about the Semesterticket on the website of the Studiticket-Ausschuss. The AStA will also be happy to provide information and advice.

Bus lines serving the Campus areas of the University of Bonn
The departments of the University of Bonn are located in different parts of the city. Concentrations are found around the Main Building (Hauptgebäude; the former palace) and the Juridicum downtown, the University clinics (Universitätsklinikum) at the Venusberg, the Campus areas in the boroughs of Castell in Bonn’s North End, as well as Endenich and Poppelsdorf to the West of Bonn.

Subway lines serving Campus City:
From the Main Train Station (Hauptbahnhof Bonn)
- Inside the Hauptbahnhof Bonn, follow the signs saying “U-Bahn”
- Take any of subway lines 16, 18, 63, or 66 going towards “Bad Godesberg”, “Ramersdorf”, “Königswinter,” or “Bad Honnef” (final destinations)
- Exit at the “Juridicum” or „Universität“ stops

Bus lines serving the Poppelsdorf Campus:
From the Main Train Station (Hauptbahnhof Bonn)
- Inside the Hauptbahnhof Bonn, follow the signs saying “Busbahnhof Bonn“
- Take any of bus lines 601, 602, or 603 going to “Venusberg Unikliniken”, “Waldau” or “Röttgen”
- Exit at the “Beringstraße” or “Am Botanischen Garten” stops

Bus lines serving the Endenich Campus:
From the Main Train Station (Hauptbahnhof Bonn)
- Inside the Hauptbahnhof Bonn, follow the signs saying “Busbahnhof Bonn“
- Take either of bus lines 608 or 609 going to “Brüser Berg/Hardt hohe Südweste” or
- Take bus line 610 going to “Duisdorf Bahnhof“ or
- Take bus line 611 going to “Lessenich Sportplatz“ or
- Take bus line 800 going to “Rheinbach“ or
- Take bus line 843 going to “Meckenheim“ or
- Take bus line 845 going to “Heimerzheim“
- Exit at the “Auf dem Hügel” stop.

Bus lines serving the Universitätsklinikum:
From the Main Train Station (Hauptbahnhof Bonn)
- Inside the Hauptbahnhof Bonn, follow the signs saying “Busbahnhof Bonn“
- Take bus line 600 going to “Ippendorf Altenheim“ or
- Take bus line 601 going to “Unikliniken“
- Exit at the “Uniklinikum Nord“ stop

Bus lines to the Bonn-Castell/Römerstraße Campus:
From the Main Train Station (Hauptbahnhof Bonn)
- Inside the Hauptbahnhof Bonn, follow the signs saying “Busbahnhof Bonn“
- Take bus line 551 going to “Troisdorf“ or
- Take either bus line 600 or 601 going to “Graurheindorf Kranen weg“ or “Tannenbusch Agnetendorfer Str.“
- Exit at the “Pädagogische Fakultät“ stop.

Information on the entire Bonn SWB transit system (Stadtwerke Bonn Bus & Bahn) and a detailed schedule for all night busses can be found online.

www.swb-busundbahn.de
Fahrpläne
Linienfahrpläne

www.asta-bonn.de/Studieticket
Those living downtown or at least close by will quickly realize that a bicycle is the fastest and most convenient means of transportation. It will also be useful for weekend trips to the surrounding areas, because bikes can also be taken on the Rhine vessels for about 1 Euro. Since expensive bikes are stolen quite frequently in Bonn, you might want to consider buying a used one that you can sell again when you go back home. Look through the ads (bulletin board or at www.annonce.de) or visit the bike market (Fahrradmarkt) at the University’s Main Building (on the Hofgarten side; held several times during summer semester).

Should you have trouble with your bicycle, you can get help and tips on how to fix it at the „Fahrradwerkstatt“, a bike repair shop run by the AStA.

You can also rent a bike from businesses spread all over town or from the Radstation near the Main Train Station (Hauptbahnhof). Quantiusstraße 31
53115 Bonn
phone: 02 28 / 9 81 46 36

The General Students’ Committee (Allgemeiner StudentInnenausschuss; AStA) represents the interests of all students of the University of Bonn; it is elected annually by the Student Parliament (Studierendenparlament). The AStA deals with issues of university policy and in addition, offers a number of services for all students of the University of Bonn. It consists of several sections that are responsible for handling and reporting on different areas. So, for example, the Social Affairs Section (Sozialreferat) advises students on insurance issues, work, or scholarship opportunities. In addition, the AStA can also provide legal advice.

International students are advised by the Referat für internationale Studierende, which provides information and advice on the various aspects of life as a student. The employees in the Referat für internationale Studierende would like to raise awareness of the problems international students face, help them surmount these, and contribute to better understanding between German and international students. For this purpose, the Referat also cooperates closely with different institutions, such as the International Office or the University’s denominational communities (Hochschulgemeinden). German and international students are very welcome to work at the Referat für internationale Studierende.

AStA
Referat für internationale Studierende
2nd Floor, Room 14
Nassestraße 11, 53113 Bonn
phone: 02 28 / 73 70 40
aar@asta.uni-bonn.de
Intercultural Experiences

Intercultural exchange is part of campus life at the University of Bonn, but students also have a variety of options for gathering intercultural experiences and skills in a more structured way. The International Office organizes a number of intercultural and integration-oriented events for international students. In addition to intercultural training sessions that can also be held in English, there are the Study Buddy Program, the International Choir, the International Club, and the Zertifikat für internationale Kompetenz (Certificate for International Competence), a whole host of opportunities to get in contact with German and other international students from all over the world.

Detailed information on all these offers can be found online.

Study Buddy Program

The International Office has established a support program for international first-semester students to help them get settled and oriented in their new environment. The Study Buddy Program pairs each participating international student with a German one who will provide advice, and help out when needed. Many of the German students taking part in the Study Buddy Program have already spent a semester abroad and thus have first-hand experience of many of the problems you may encounter. This program allows international students to get in contact with their German counterparts, and the German students to gain insight into a foreign culture. Many Study Buddy partnerships have resulted in friendships, reflecting the program’s success. The entire program is free and in addition, participation in this program will count towards the Zertifikat für internationale Kompetenz.

You can register online.

International Choir

If you are interested in singing with German and other international students, you are welcome to join the International Choir of the International Office. It meets once a week to rehearse German and international songs, which will then be performed at a concert at the end of each semester. Registration required under sandra.papel@uni-bonn.de

Contact:
International Office, Abteilung 6.3
Poppelsdorfer Allee 53
53115 Bonn

Students with Children

Students with children are supported by the ASTA Advising Office for students with children (Beratungsstelle „Studieren mit Kind“) or by the University Office for Family Services (Familienbüro) at the University of Bonn. You can find detailed information on their offers in the Guide for International Students in Bonn and on the Internet. In addition, there are several daycare centers (Kindertagesstätte; KiTa) and parents’ groups (Elterninitiativen).

Kindertagesstätten des Studierendenwerkes in Bonn

The Studierendenwerk Bonn runs a total of 5 daycare centers (three in Bonn, one each in Rheinbach and St. Augustin), as well as three special residence halls for student families in Bonn. The KiTa Rheinaue on Heinrich-von-Stephan-Straße in Bonn cares for a maximum of 90 children of (mainly) student parents, aged from four months to school-entry age. The u3 slots (for children younger than 3) are reserved for students. The KiTa Newmanhaus on Adenauerallee in Bonn which is operated by the Studierendenwerk in cooperation with the University of Bonn, cares for a maximum of 31 children aged from four months to school-entry age. The u3 slots are reserved for employees of the University, especially young female scholars, while the other slots are available primarily for children of students and other employees of the University. The new KiTa Auf dem Hügel is situated in Bonn-Endenich. 50 childcare places are offered for children from four months to school-entry age. The u3 slots are reserved for employees of the University. These institutions charge an income-dependent statutory parent contribution, as well as a monthly flat fee of 96 Euro (or a reduced fee of 80 Euro for students) for food, diapers and care products.

The following admission conditions apply for all Studierendenwerk daycare centers:

• At least one parent must be a properly registered student at the University of Bonn or at the Hochschule Bonn- Rhein-Sieg.
• They must be residents of the corresponding municipality (Bonn, Rheinbach, St. Augustin).

Please note: Admission is usually at the beginning of the Kindergarten year (August), or when free spots are available. Please note that the KiTa will usually remain closed for three weeks during the summer. Contact: Office for Family Services (An der Schlosskirche 4, 53113 Bonn) phone: 02 28 / 73 65 65, familienbuero@uni-bonn.de.

Studierendenwerk Bonn

Nassestraße 11, 53113 Bonn, phone: 02 28 / 73 70 00
Kindertagesstätte des Studierendenwerks Bonn (Rheinaue)
Heinrich-von-Stephan-Straße 3, 53175 Bonn, phone: 02 28 / 3 77 19-74; kita-rheinaue@studierendenwerk-bonn.de
Childcare places within the KiTa „Ghost Ship“ in Bonn Beuel

From August 1, 2018 the University started a cooperation with the KiTa „Gost Ship“. The institution is the Terminal for kids gGmbH. 5 u3-places and 9 u3-places can be offered. Applications can be sent to the Familienbüro throughout the year.

Herbert-Rabius-Str. 7, 53225 Bonn, phone: 02 28 / 76 36 58 80, s.runkel@terminal-for-kids.de

Additional KiTa institutions in Bonn can be found on the „KIGAN“

website of the city of Bonn. You are also very welcome to contact the City of Bonn or the Office for Family Services with any questions on education or care. For urgent inquiries there is a City of Bonn hotline at this number: 02 28 / 77 40 70.

Childcare places at Villa Ratz und Rübe (Childminder)

Since 2016 the University of Bonn maintains a cooperation with the childminder Ratz und Rübe gGmbH which includes the allocation of 9 full-time childcare places for children of university members (children from ten months up to the age of three). Parents who are interested may contact the Familienbüro of the University of Bonn.

Flexible daycare for children from the age of one year up to 3,5 years age: Flexible daycare is offered in the premises of the Verein „La familiär“, Maxstr. 36, 53111 Bonn, E-Mail: kinderstern@la-familiär.de. The prerequisites for the daycare are that the children have no childcare place actually or a maximum daycare of 25 hours per week. Each child may be cared for at least two days per week from Mo-Fr from 11:15 a.m. to 7:30 p.m.. Information is available by „La familiär“ or by the ASTA (Beratung „Studieren mit Kind“), E-Mail: smk@asta.uni-bonn.de

Kindertagesstätte des Studierendenwerks Bonn in cooperation with the University (Newmanhaus)

Adenauerallee 63, 53113 Bonn, phone: 02 28 / 73 848 20 / 848 23, kita-newmanhaus@studierendenwerk-bonn.de

Kindertagesstätte des Studierendenwerks Bonn in cooperation with the university (KITA Auf dem Hügel)

Auf dem Hügel 18, 53121 Bonn, phone: 02 28 / 73 40 17, kita-auf-dem-huegel@studierendenwerk-bonn.de

Kindertagesstätte des Studierendenwerks Bonn in Rheinbach

Keramikerstraße 38, 53359 Rheinbach, phone: 0 22 26 / 91 11 56, kita-rheinbach@studierendenwerk-bonn.de

Kindertagesstätte des Studierendenwerks Bonn in St. Augustin

Europaring 86, 53757 St. Augustin, phone: 0 22 41 / 1 26 15 01, kita-st.augustin@studierendenwerk-bonn.de

Tagesstätte der Katholischen Hochschulgemeinde (Augustinushaus)

Eduard-Pflüger-Straße 56, 53113 Bonn, phone: 02 28 / 54 97 51, kita.khg@gmx.de

Career Entry and Career Center

International university and college graduates (Hochschulabsolventen) from EU member states who have successfully completed their studies in Germany are free to find their place of employment. They do not need a separate work permit.

For graduates (Hochschulabsolventen) from non-EU States, the residence permit may be extended for up to 18 months so that they can look for appropriate employment. For this purpose, they must nonetheless prove that they have sufficient funds to make a living. While looking for a qualified employment, you are allowed to work.

After beginning qualified employment, the residence permit for graduates (Hochschulabsolventen) will be converted to a residence permit for the purpose of employment. Please be sure to inform the Ausländerbehörde early on if you consider taking the 18 months job search opportunity. Please note: This rule will not apply while studying for a Master’s program following a Bachelor’s degree obtained in Germany.

Recently, a new residence title for academics has been introduced: the EU Blue Card. The card requires a higher education degree and an employment contract for a job with a minimum gross annual salary of 50,800 Euro; the salary limit is lowered to 39,624 Euro for highly qualified individuals in defined occupations with a shortage of staff. These occupations include engineers, academic and comparable experts in IT and CT, as well as physicians. Blue Card holders will receive a permanent residence permit after three years in continual employment; if they are able to prove German skills at the B1 level, the permanent residence permit may be granted after two years already.

The Career Center of the University of Bonn, a service for students and graduates, provides support for the transition from studying to employment. In addition to providing experts in IT and CT, as well as physicians. Blue Card holders will receive a permanent residence permit after three years in continual employment; if they are able to prove German skills at the B1 level, the permanent residence permit may be granted after two years already.

The Career Center of the University of Bonn, a service for students and graduates, provides support for the transition from studying to employment. In addition to providing a job portal, the Career Center also offers application training and workshops on career planning or networking.

Career Center der Universität Bonn

Poppelsdorfer Allee 47
53115 Bonn
phone: 02 28 / 73 79 87 und-46 89
contact: Dr. Anke Bohne and Renate Trilling
E-Mail: careercenter@uni-bonn.de

www.make-it-in-germany.com

www.careercenter.uni-bonn.de
The **Team Akademische Berufe** (exclusively for academic professions) of the Bundesagentur für Arbeit Bonn provides advice and information for students and graduates and assists them looking for employment. The team offers informational events, workshops and seminars on topics such as career entry, professional areas, the application process, continuing education and entrepreneurship. **Each Monday at 08:30 a.m., a general introduction (Jour Fixe)** to the free informational services for students in their last semester and job seeking academics takes place at the Bundesagentur für Arbeit Bonn, Rm. 45.

The informational services of the Bundesagentur für Arbeit are as follows:

- Career advice (Berufliche Beratung)
- Job service (Vermittlung in Arbeit)
- Career planning (Karriereplanung)
- Continuing education and qualification (Fragen zu Fortbildung und Qualifizierung)
- Seminars, workshops, regular events
- Application support (Bewerbungshilfe)

**Bundesagentur für Arbeit Bonn**
Villemombler Straße 101
53104 Bonn
phone: 0800 / 4 55 55 00 (employees / job seekers)
bonn.171-Akademiker@arbeitsagentur.de

One alternative to finding a job in the market is getting your doctorate, i.e., an academic career at a university. Should you be interested in pursuing this path after completing your Master program, you should start getting information from your Department or the Dean’s Office (Dekanat) of your institute regarding your options and the prerequisites early on. The University of Bonn is committed to providing qualified young scholars with support to successfully complete a structured graduate school or PhD program. The Bonn graduate schools have been integrated into a university-wide system called **"Bonn International Graduate Schools – BIGS."** The core elements of a Graduate School are early introduction to research, an excellent advising relationship, and a coordinated PhD study program. The graduate schools often have funding to provide their own scholarships. You can find more information on all the graduate schools on the website of the University of Bonn.

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**Coordinators for the Master Programs**

**Agricultural and Food Economics (AFECO)**
Ursula Rickert
Nussallee 21, 53115 Bonn
afeco@lr.uni-bonn.de

**Agricultural Science and Resource Management in the Tropics and Subtropics / ARTS**
Susanne Hermes
Nussallee 1, 53115 Bonn
arts@uni-bonn.de

**Astrophysics / Physics**
Claudia Famluk, Coordination Office
Meckenheimer Allee 169, 53115 Bonn, studies@limes-bonn.de

**Biochemistry**
Dr. Sabine Hübner-Monien
Adenauerallee 19A, 53113 Bonn
auslandskoordination.wiwi@uni-bonn.de

**Ecumenical Studies**
Zentrum für Religion und Gesellschaft (ZERG)
Violeta Tabus, Am Hof 1, 53113 Bonn, mest@zerg.uni-bonn.de

**European Studies**
Center for European Integration Studies (ZEI)
Ralf Meyer
Walter-Flex-Straße 3, 53113 Bonn, europeanstudies.zei@uni-bonn.de

**Geodetic Engineering**
Katharina Franz, Nussallee 15, 53115 Bonn, geodetic-engineering@uni-bonn.de
Examination Offices

For all freshly registered students, the Prüfungsamt (examination office) responsible for their major is an important contact. A frequent misunderstanding is that students think registration for a program means that you will ‘automatically’ be admitted to the module exams for your program; this is not the case. Before you take your first exam, you need to register with your examination office. You will usually have to apply to be admitted to the Master’s exam (Masterprüfung) during the first semester of your major. This registration is like opening a new account – you can accumulate credits (Leistungspunkte) within the tiered examination system as soon as your application has been accepted.

The registration deadlines differ for the programs; they will be announced on the website and in the introductory sessions (Einführungsveranstaltungen).

The examination office which is responsible for your program will play a central role throughout your studies. It will make sure that the exam regulations (Prüfungsordnungen) are complied with and that the exams are held ‘properly.’ It will provide advice and answer questions regarding exams and will, e.g., provide information on application process rules for classes offered, or on details regarding specific exams. Here is an actual example: It is not always obvious which exam regulations apply in the compulsory electives area (Wahlpflichtbereich) when a student participates in modules of other majors. Often, in addition to an application at your own examination office, you must also report to the faculties teaching the modules from your elective area. Sometimes, this ‘reporting process’ must additionally be handled via the examination office that is responsible for offering the module. Your examination office will let you know if these regulations apply in your case.

Examination offices will be happy to provide you with competent and final answers regarding these and other questions. It is better to ask too many questions than not enough! Also check regularly for current announcements posted or other communications from the responsible examination office.
Exam authority offices for MA programs
(Geschäftsstellen der Prüfungsämter für Masterstudiengänge)
(not including Continuing Education)

Katholisch-Theologische Fakultät
Prüfungsamt für die Studiengänge der Katholischen Theologie
An der Schloßkirche 2 – 4, 53113 Bonn, 3rd floor, Rm. 2.022-2.023
phone: 02 28 / 73 78 24, fax: 02 28 / 99 78 24
pa-ktf@uni-bonn.de

Evangelisch-Theologische Fakultät
Prüfungsamt für Bachelor- und Masterstudiengänge
Am Hof 1, 53113 Bonn
phone: 02 28 / 73 60 03 4
pruefungsamt@ev-theol.uni-bonn.de

Rechts- und Staatswissenschaftliche Fakultät
Rechtswissenschaftlicher Prüfungsausschuss
Street address: Lennéstraße 33a, 53113 Bonn
Mailing address: Adenauerallee 24 – 42, 53113 Bonn
phone: 02 28 / 73 79 99, fax: 02 28 / 73 67 05
pruefungsamt@jura.uni-bonn.de

Medizinische Fakultät
Masterstudiengang Neurosciences
Sigmund-Freud-Straße 25, 53127 Bonn
phone: 02 28 / 2 87 11 83 7, fax: 02 28 / 2 87 19 12 1
neurosciences@uni-bonn.de

Philosophische Fakultät
Prüfungsamt der Philosophischen Fakultät
Geschäftsstelle für die Bachelor- und Masterstudiengänge
Am Hof 1, 53113 Bonn
phone: 0228 / 73 47 82, -60 348, -60 347, -54 446, fax: 0228 / 73 47 83
www.philfak.uni-bonn.de/studium/pruefungsbuero/ansprechpartner > Kontaktformular

Mathematisch-Naturwissenschaftliche Fakultät
Prüfungsbehörden der Math.-Nat. Fakultät, Geschäftsstellen:
Masterstudiengang Plant Sciences
Masterstudiengang Organismic Biology, Evolutionary Biology, Palaeobiology
Endenicher Allee 11-13, room 205, 53115 Bonn
phone: 02 28 / 73 35 54, -55 47, fax: 02 28 / 73 55 22
biologie@uni-bonn.de

Masterstudiengang Mikrobiologie
Meckenheimer Allee 168, 53115 Bonn
phone: 02 28 / 73 77 16, fax: 02 28 / 73 75 76
ifmb@uni-bonn.de

Bachelor- und Masterstudiengang Chemie
Gerhard-Domagk-Straße 1, 53121 Bonn
phone: 02 28 / 73 53 60, fax: 02 28 / 73 56 97
fachgruppe-chemie@uni-bonn.de

Masterstudiengang Geographie
Meckenheimer Allee 166, 53115 Bonn
phone: 02 28 / 73 72 36
master@geographie.uni-bonn.de

Bachelor- und Masterstudiengang Geowissenschaften
Nußallee 8, 53115 Bonn
phone: 02 28 / 73 93 06
pruefgeowiss@uni-bonn.de

Masterstudiengang Physik der Erde und Atmosphäre
Auf dem Hügel 20, 53121 Bonn
phone: 02 28 / 73 51 84
ahense@uni-bonn.de

Masterstudiengang Geodetic Engineering
Nußallee 17
53115 Bonn

Bachelor- und Masterstudiengang Informatik
Endenicher Allee 19A, 53115 Bonn
phone: 02 28 / 73 44 18, fax: 02 28 / 73 47 88
pa@informatik.uni-bonn.de
Bachelor- und Masterstudiengang Mathematik
Endenicher Allee 60, 53115 Bonn
phone: 02 28 / 73 31 80, fax: 02 28 / 73 37 01
bama@math.uni-bonn.de

Bachelor- und Masterstudiengänge Physik und Astrophysik
Endenicher Allee 11–13, 53115 Bonn
phone: 02 28 / 73 22 23, fax: 02 28 / 73 96 92
zapf@uni-bonn.de

Masterstudiengang Arzneimittelforschung
An der Immenburg 4, 53121 Bonn
phone: 02 28 / 73 26 98
fachgruppe.pharm@uni-bonn.de

Masterstudiengang Life Science Informatics (LSI)
Dahlinstrasse 2, 53113 Bonn
phone: 02 28 / 26 99-122 und-125, fax: 02 28 / 26 99 142
examoffice-lsi@bit.uni-bonn.de oder info@b-it-center.de

Masterstudiengang Molekulare Biologie und Biotechnologie
Karlrobert-Kreiten-Straße 13, 53115 Bonn
phone: 02 28 / 73 28 33, fax: 02 28 / 73 16 96
cembio@uni-bonn.de

Landwirtschaftliche Fakultät
Prüfungsamt der Landwirtschaftlichen Fakultät, Geschäftsstellen:
Masterstudiengänge der Landwirtschaftlichen Fakultät
(except Geodäsie und Geoinformation)
Meckenheimer Allee 174, 53115 Bonn
phone: 02 28 / 73 31 25, fax: 02 28 / 73 77 56
pruefamt-msc@lwf.uni-bonn.de

Bachelor- und Masterstudiengang Geodäsie und Geoinformation
Nußallee 17, 53115 Bonn
phone: 02 28 / 73 35 72, fax: 02 28 / 73 29 88
pruefungengeodaesie@uni-bonn.de

Other Contacts
International Office
Poppelsdorfer Allee 53, 53115 Bonn

Studierendensekretariat
Poppelsdorfer Allee 49, 53115 Bonn

Zentrale Studienberatung (Central Study Advisory and Counseling Service)
Poppelsdorfer Allee 49, 53115 Bonn

ASTA (General Students’ Committee)
Nassestraße 11, 53113 Bonn

Gleichstellungsbeauftragte (Gender equality commissioner)
Sandra Hanke
Konviktstraße 4, 53113 Bonn

Familienbüro (Office for Family Services)
An der Schlosskirche 4, 53113 Bonn.

Psychotherapeutische Beratungsstelle
(Psychotherapy Counseling Service)
Lennéstraße 24, 53113 Bonn
pbs@studentenwerk-bonn.de

www.internationales.uni-bonn.de
www.zsb.uni-bonn.de
www.asta-bonn.de
www.gleichstellung.uni-bonn.de
www.familienbuero.uni-bonn.de
www.studierendewerk-bonn.de
> Soziales
Glossary
The following glossary describes terms used in connection with your studies here at the University of Bonn.

Akademisches Viertel / Academic quarter
The 15-minute period by which each class is delayed in relation to the time indicated in the course catalog, marked ‘cum tempore’ (with time) = c. t.
If the class starts exactly on the scheduled hour, it is marked ‘sine tempore’ (without time) = s. t.

Akademisches Jahr / Academic year
It usually consists of two terms or semesters including the breaks when no classes take place, and starts on the first day of the winter semester (1 October). The University of Bonn launches the academic year with a ceremony on 18 October, the anniversary of the university’s foundation.

Alumnus (m) / Alumna (f) / Alumni (pl.)
This Latin term means “the pupil” or “the nourished”. Therefore Alumni are former students, i.e. graduates of a university, those who have received intellectual nourishment and education.

AStA
Allgemeiner Studierenden-Ausschuss, General Student Committee

BASIS
The online portal BASIS (Bonner Aktuelles StudienInformationsSystem) gives you access to both the electronic course catalog (eVV) and the electronic exam management (POS).

BIGS
Bonn International Graduate School

Bologna Process
This term denotes the process of the Europe-wide transition to the consecutive Bachelor’s/Master’s structure, which was initiated at an international meeting of European stakeholders in education in the Italian city of Bologna.

Dekan, Dekanat / Dean, Dean’s Office
University professor who is the elected president of a faculty and who manages its business. He or she heads the Dean’s Office, which also includes up to three assistant deans.

Deutscher Akademischer Austauschdienst (DAAD)
German Academic Exchange Service: the world’s largest funding organisation for international student and academic exchange.

Dies Academicus
This is the university’s open day, offering lectures, tours, panel discussions and concerts to anyone interested.

Diploma Supplement
Standardized, English-language supplement to the Bachelor’s or Master’s diploma containing complementary information on study contents, program structures etc.

ECTS
European Credit Transfer and Accumulation System; system to facilitate mutual recognition of academic credits and exam scores within Europe

Elektronisches Vorlesungsverzeichnis (eVV)
Electronic course catalog; the eVV contains information on the classes offered during the current and past semesters and includes various online services such as registration for certain classes, a schedule builder etc. In addition, it allows you to print a selection of classes.

EEA Länder
EEA countries; the European Economic Area (EEA) comprises all the member states of the European Union as well as Iceland, Liechtenstein and Norway.

Exmatrikulation
Removal from the register of students (de-registration)

Fachgruppe
Department; organizational union of related subjects within a faculty

Fachschaft
Elected representatives of all students of a given subject (student council)
**Fachsemester**
Course-related semester; number of semesters a student studies a certain major, which counts towards the required number of semesters stipulated in the exam regulations.

**Fakultät / Faculty, Department**
The organizational umbrella under which subjects are grouped, called Fakultät at the University of Bonn. It is responsible for overarching issues relating to research, teaching and organization, and issues the regulations necessary to accomplish its tasks, such as exam regulations. See Dean’s Office.

**Fakultätsalbum**
The “Fakultätsalbum” is an historical form of student registration within a faculty: today, it is still obligatory in the Agricultural Faculty at the University of Bonn.

**Immatrikulation**
Enrollment; inclusion in the register of students.

**Institut / Institute**
Organizational unit within a faculty; the physical workplace of university professors, academic and other staff. Staff at the institute is responsible for the organizational and academic operations of one or several subjects.

**Kommilitone**
The term Kommilitone from the Latin “comrade-in-arms” is used for “fellow student” in Germany.

**Matrikelnummer**
Student ID number; unique seven-digit number allocated to each student upon registration, which the student will keep until the end of his or her studies at the University of Bonn. It serves to identify the student within the university.

**Mensen und Cafeterien**
Canteens and cafeterias for students and university staff.

**Modul / Module**
Modules consist of study units that are related in content and topic, and are composed of different teaching forms such as lectures, tutorials and seminars in a way that is expedient for the specific subject. Modules teach subject-specific knowledge as well as applications, methods, and key competencies. They conclude with module exams.

**N.N.**
Nomen Nominandum (lat.) – the name of the person is still to be announced.

**Ordentlicher Student**
Student enrolled at the University of Bonn.

**Praktikum / Internship**
Class, mainly in experimental subjects, in which students conduct scientific experiments for practice purposes. Some programs also require or recommend internships with an employer outside of the university.

**Professor, Prof.**
University teacher; usually appointed by the Rector after public advertisement of the position and upon recommendation of the faculty. Professors must fulfill appointment requirements as described in the Law on Higher Education.

**Promotion**
Doctorate; the German term Promotion refers to the procedure for obtaining a doctoral degree, which includes an independent academic thesis and oral examinations in accordance with the relevant doctoral regulations.

**Prüfungsamt**
Examination Office; responsible for all formalities relating to exams.

**Prüfungs- und Studienordnung**
Examination and study regulations; regulate the prerequisites, contents and implementations of exams and describe their legal context.

**Rektor (- in) / Rector**
Highest representative of the university. He or she represents the university publicly, presides over the Rector’s Office and is elected for a six-year term.
**Regelstudienzeit**
Duration of studies; number of semesters in which all credits of a certain program should normally be earned.

**Seminar**
- a. class in which a lecturer directs students in elaborating a certain topic. Discussion, intensive participation and presentations are characteristic for this type of class.
- b. Historical term for an institute or branch of an institute.

**Stipendium**
Scholarship; A financial grant or stipend which does not have to be repaid; usually awarded to particularly gifted students.

**Studentenparlament / Student Parliament**
Highest decision-making body representing all enrolled students; newly elected once a year by the students.

**Studierendenschaft**
Student body; total of all students enrolled at the university.

**Universitätsfest**
Annual celebration involving a central event for all University of Bonn graduates.

**Vollversammlung**
Full assembly; assembly of all students of a subject upon invitation of the respective student council, or an assembly of all students of the university upon invitation of the General Student Committee.

**Vorkurs**
Preliminary course; recommended course offered in individual subjects (such as physics or mathematics) in which required high school contents in the subject are refreshed and the skills required in the first few semesters are taught in a condensed form. Preparatory courses usually start a few weeks before the semester begins.

**VRS**
Verkehrsvorbund Rhein-Sieg: local public transport system.
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