



# Information Sheet for Exchange Students

Justus Liebig University Giessen



*2019*

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<b>Academic Calendar</b>	<ul style="list-style-type: none"> <li>• <b>Winter semester 2019/20:</b> 01 October 2019 – 31 March 2020</li> <li>• Lecture period: 14 October 2019 - 14 February 2020</li> <li>• <b>Summer semester 2020:</b> 01 April 2020 – 30 September 2020</li> <li>• Lecture period: 14 April 2020 – 17 July 2020</li> </ul>
<b>ECTS Course Catalogue / Module Descriptions in English and Classes Taught in English</b>	<a href="http://www.uni-giessen.de/ce">www.uni-giessen.de/ce</a>
<b>Lecture Timetable</b>	<p>For further information please ask our departmental coordinators or click on "Lehrveranstaltungen" on <a href="http://uni-giessen.de/evv">uni-giessen.de/evv</a> (all classes taught at JLU, available in German only; updated lecture timetables will be published on 01 March for the summer semester and 01 September for the winter semester).</p>
<b>Exchange/Departmental Coordinators:</b>	<p><u>For Erasmus+ students:</u> Please find your departmental coordinator on: <a href="http://www.uni-giessen.de/international-pages/erasmus/in/contact">www.uni-giessen.de/international-pages/erasmus/in/contact</a> <u>For students on other exchange programmes:</u> Please see our website for the names and contact details of our exchange coordinators: <a href="http://www.uni-giessen.de/international-pages/coop/all">www.uni-giessen.de/international-pages/coop/all</a></p>
<b>Nomination Deadlines:</b>	<p>Nomination deadline for the winter semester: 15 May Nomination deadline for the summer semester: 15 November</p>
<b>Application Deadlines and Forms:</b>	<p>Application deadline for the winter semester: 15 June Application deadline for the summer semester: 15 December</p> <p><u>For Erasmus+ students:</u> All necessary application forms and up-to-date information for Erasmus+ students can be found on <a href="http://www.uni-giessen.de/international-pages/erasmus/in">www.uni-giessen.de/international-pages/erasmus/in</a> <u>For students on other exchange programmes:</u> Important information and application for students on other exchange programmes can be found on <a href="http://www.uni-giessen.de/international-pages/coop/applications/app">www.uni-giessen.de/international-pages/coop/applications/app</a></p>
<b>Accommodation:</b>	<p>Our exchange students usually stay in one of our halls of residence. A room is guaranteed to all our exchange students for their entire period of stay if the application deadline is met. More information (e.g. prices for rooms) can be found on <a href="http://www.uni-giessen.de/acc">www.uni-giessen.de/acc</a>. Housing contracts start either on the 1st or 16th day of each month. Alternatively, we publish offers for private rooms from outgoing students of JLU for incoming exchange students on <a href="http://www.uni-giessen.de/acc">www.uni-giessen.de/acc</a>.</p>

<b>InfoTisch/Introduction Week:</b>	<p>During our study introduction week (InfoTisch) our mentors will give exchange students information concerning their studies in Giessen. They will help with enrolment and inform about all important dates which should not be missed.</p> <p>The InfoTisch usually starts two weeks before the start of lectures in the winter semester and one week before the start of lectures in the summer semester.</p> <p>Our mentors welcome students during that period every Monday, Wednesday and Friday morning. For more details, students should see their letter of acceptance which they will receive by regular mail or they should have a look at:  <a href="http://www.uni-giessen.de/international-pages/study/ow/">www.uni-giessen.de/international-pages/study/ow/</a></p>
<b>German Language Courses:</b>	<p>We offer evening classes in German (free of charge) during the semester. Before each winter semester, exchange students can attend our International Summer Course, before each summer semester our International Spring Course. Both courses include intensive German Language Courses, excursions, workshops, and much more.</p> <p>For the International Summer Course exchange students pay a reduced fee and can gain 4 ECTS.</p> <p>For the International Spring Course exchange students pay a reduced fee and can gain 3 ECTS.</p> <p>Please register online. For registration and more information please see:  <a href="http://www.uni-giessen.de/international-pages/language-courses">www.uni-giessen.de/international-pages/language-courses</a></p>
<b>Language Requirements:</b>	<p>There are no general language requirements for exchange students. Some departments require proof of certain English or German language skills. We strongly recommend German language skills of at least B1 level to be able to follow classes and to communicate in everyday life!</p> <p>Please ask our exchange/departmental coordinators (see above) for required German language skills in advance!</p>
<b>Average Living Expenses:</b>	<p>Expect approx. € 720 per month plus a (re)registration fee of around € 270,- for our student ID card which includes the "semesterticket" (free public transport within Hesse) and a contribution to the students' union in order to profit from cheaper prices in student restaurants, halls of residence, etc. The (re)registration fee has to be paid at the beginning of each semester (details are indicated in the letter of acceptance):  <a href="http://uni-giessen.de/semestercontribution">uni-giessen.de/semestercontribution</a></p>

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**Erasmus Code: D GIESSEN01**

**Contact:**

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[www.uni-giessen.de/internationales](http://www.uni-giessen.de/internationales)

<b>Accommodation option</b>	Single room with a communal kitchen and shared bathroom and toilet facilities or double room with a communal kitchen and shared bathroom and toilet facilities.
<b>Separation of the sexes</b>	There are mixed residential communities (i.e. men and women share the communal areas).
<b>Rent</b>	A list of rental charges (incl. service charges, internet and bedding) can be viewed at: <a href="http://www.uni-giessen.de/cms/acc">http://www.uni-giessen.de/cms/acc</a>
<b>Start of rental period</b>	Accommodation can be rented from the beginning or the middle of a month (1st or 16th of the month).
<b>End of rental period</b>	Rental agreements can be terminated at the end or in the middle of a month.
<b>Deadlines for accommodation application</b>	No later than <b>15 July</b> for the <b>winter semester</b> No later than <b>15 January</b> for the <b>summer semester</b> . The International Office will send you a link to the online application form well before the deadline.
<b>Payment deadlines</b>	You will be given your room-key and the rental agreement only if the deposit and the first month's rent have been paid into the following bank account 14 days before the start of the agreement: <b>Studentenwerk Giessen</b> <b>Commerzbank AG</b> <b>IBAN: DE60 5134 0013 0211 5111 00</b> <b>BIC: COBADEFFXXX</b> Please bear in mind that transfer fees may be charged by your country/bank! These fees must be borne by the tenant.  Please email us confirmation of transfer. You will then be sent confirmation of payment.  If the above-mentioned charges are not paid on time, your reservation will be cancelled and the room rented to someone else.
<b>Cancelling the reservation / cancellation fees</b>	If you apply in time, a room will be reserved for you. A written room reservation will be emailed to you. If you then do not come to Giessen / Friedberg / Fulda, please cancel your reservation by email <u>at least two weeks before the start of the rental agreement</u> . <b>If you do not cancel the reservation or miss the deadline for cancellation, you will be required to pay one month's rent.</b>
<b>Extension of rental agreement</b>	The rental agreement may only be extended if the exchange / programme is extended at the same time. Applications for <b>extension of the rental agreement</b> must be submitted to the Student Accommodation Service <b>at least 2 months before the expiry date of the agreement</b> . Please submit an informal, signed extension application and enclose a certificate of programme extension from the International Office. The Student Accommodation Service will examine the possibility of extending your rental agreement and inform you how to proceed. An extension cannot be guaranteed if the application is submitted too late.
<b>Accommodation information</b>	Information about accommodation is available on our website, where you can check details of the furnishing and location of the halls of residence: <ul style="list-style-type: none"> <li>Furnishing (please click on each residence hall)</li> </ul> <a href="http://www.studentenwerk-giessen.de/Studentisches_Wohnen/Wohnheime/Gie%dfen/">http://www.studentenwerk-giessen.de/Studentisches_Wohnen/Wohnheime/Gie%dfen/</a>



<b>Accommodation information</b>	<ul style="list-style-type: none"> <li>Location (<a href="http://www.studentenwerk-giessen.de/multimedia/module/media/media.php?show=routing&amp;objID=1&amp;lng=de">http://www.studentenwerk-giessen.de/multimedia/module/media/media.php?show=routing&amp;objID=1&amp;lng=de</a> or <a href="http://www.studentenwerk-giessen.de/jscript/JSmap/index.php?l=Giessen&amp;k=3">http://www.studentenwerk-giessen.de/jscript/JSmap/index.php?l=Giessen&amp;k=3</a> )</li> </ul> <p>The website also contains a photo gallery for each hall of residence. Most of the rooms have a sink, a bed, a table, a chair, a wardrobe and bookshelves. Showers, toilets and the kitchen are shared with other students. Bedding and bed linen are provided; you need to bring your own towels and crockery. The residence halls all have washing machines for your use.</p> <p><b>Please note:</b> Room allocation depends on availability and is decided solely by the Student Accommodation Service.</p>
<b>Distance to the town centre</b>	<p><b>Public transport:</b> The town centre can be easily reached from all halls of residence.</p> <p>Bus timetables are available online: <a href="http://www.stadtwerke-giessen.de/fileadmin/user_upload/PDF/Produkte_und_Dienstleistungen/Verkehr/SWG_Liniennetzplan_A4_15-10-2014.pdf">http://www.stadtwerke-giessen.de/fileadmin/user_upload/PDF/Produkte_und_Dienstleistungen/Verkehr/SWG_Liniennetzplan_A4_15-10-2014.pdf</a></p>
<b>Internet access</b>	<p>Internet access is by cable; <b>no wireless connection</b> is available.</p> <p>Your university will give you your user ID and password after enrolment. For further information visit <a href="http://www.uni-giessen.de/cms/fbz/svc/hrz/svc/netz/campus/wohnheime/sogehts/index.html">http://www.uni-giessen.de/cms/fbz/svc/hrz/svc/netz/campus/wohnheime/sogehts/index.html</a></p>
<b>Moving in / moving out</b>	<p><b>You cannot move in or out at the weekend or on public holidays.</b> Please bear this in mind when planning your arrival and departure.</p> <p>For <b>Giessen and Friedberg</b>, keys may be collected from, and rental agreements signed at, our office at Otto-Behaghel-Strasse 23 during our opening hours: Monday – Thursday: 09.00 – 15.00; Friday: 09.00 – 14.30. See information in your room reservation.</p> <p>In <b>Fulda</b>, keys are collected from the “KeyBox” of the Student Accommodation Service in the hall of residence at Heinrich-von-Bibra-Platz 3, 36037 Fulda, or from the caretaker, Monday – Friday: 08.00 – 14.00 (Tel: 0160 7274016; 0151 62654341).</p> <p>You will be sent information about moving out and releasing the room by post in the month in which you intend to move out.</p>
<b>Terms of rental agreement</b>	<p>You can find an English version of the important points of rental agreement on our homepage at the following link: <a href="http://www.studentenwerk-giessen.de/docs/Wohnen/Housing_Contract_Part_2.pdf">http://www.studentenwerk-giessen.de/docs/Wohnen/Housing_Contract_Part_2.pdf</a></p> <p><b>Please read it carefully in advance, because you will be asked to sign it upon your arrival.</b></p>
<b>Relocation</b>	<p>It is generally not possible to relocate within the housing complex or to another hall of residence.</p>
<b>Termination</b>	<p>The rules of the rental agreement stipulate that the statutory period of notice when terminating the rental agreement is 3 months. In exceptional cases – for example, if evidence can be provided that the exchange programme has been cancelled – this period may be reduced.</p> <p><b>Please note</b> that the rent varies according to the length of your stay.</p>
<b>Deposit refund</b>	<p>In accordance with the rules of the rental agreement, your deposit will be transferred to the bank account that you have indicated 8 weeks after the end of the agreement. Transfer fees must be borne by the tenant. <b>Payments cannot be made in cash.</b> You will be given further information with the documents on moving out in the month in which you intend to move out.</p>

## **Important information on visa application and health insurance**

### **Application documents:**

It is very important to send your application documents in due time to JLU Giessen. For your **visa** you require a „**Confirmation of Acceptance**“ of us, which we can only issue after having processed your documents entirely. A letter from Germany to e.g. Turkey can take up to four weeks (and vice versa)! That is why you should send your application documents as early as possible.

### **Visa:**

**You have to apply for a student visa as a third-country citizen (even if you are already studying in an EU country and have a national visa or residence permit for this country) – the status of your visa cannot be changed in Germany. A tourist visa is NOT sufficient!**

**This applies to ANYBODY, who is not citizen of an EU country ([visa exemptions](#)) and can present a corresponding passport (e.g. incoming students from Turkey).**

### **Health insurance:**

**For your period of stay in Germany you should definitely contract a German statutory health insurance!** – Please also check our [Website](#) for further information. Most private health insurances do not cover all medical treatments in Germany so that you would have to pay these high costs yourself. That is why you should contract a German statutory health insurance for students in Germany right after your arrival (and cancel e.g. your Turkish insurance in order not to have double insurance costs). Remember, medical treatment in Germany is comparatively expensive when you are not sufficiently insured. You might also wish to get an insurance providing for the transport home (often offered by automobile associations) in case of serious illness. These insurances are usually quite inexpensive.

Please contract your health insurance before you come to our *Infotisch*/registration and bring your health insurance certificate (as well as your letter of acceptance). Only then you can be matriculated (and afterwards you will get your certificate of enrolment). You will have to show your letter of admission and, then, also your certificate of enrolment in order to benefit from the special student rates.

Here are some addresses of health insurance companies in Giessen:

**Techniker Krankenkasse**, Liebigstr.14, Tel: 0641-7967-500 oder 0180-2858585  
Öffnungszeiten: Mo, Di, Mi, Fr 8.00h-16.00h; Do 8.00h-17.00h

**Barmer Ersatzkasse**, Marktplatz 8, Tel: 018500-482999 or 0641-93253- 148 2999  
Öffnungszeiten: Mo-Mi 8.00h-17.00h; Do 8.00h-18.00h; Fr 8:00 – 16:00h

**DAK**, Südanlage 30, Tel: 0641-9790480,  
Öffnungszeiten: Mo - Mi 8.00h-16.00h; Do 8.00h-17.00h; Fr 8.00h-13.00h

**AOK Gießen**, Gartenstr.10, Tel: 0180-1188111,  
Öffnungszeiten: Mo, Di, Mi, Fr 8.30-16.30; Do 8.30h-18.00h; Sa 9.00-13.00h

**Kaufmännische Krankenkasse**, Seltersweg 7-9, Tel: 0641-399000,  
Öffnungszeiten: Mo - Do 8.00h-18.00h; Fr 8.00h-16.00h