

**Exchange Information Sheet for Partner Universities
University of Bremen – Students (2018 / 2019)**

Name of the University	University of Bremen – Universität Bremen (www.uni-bremen.de)
Academic Year	<p>Winter Semester: October 1st - March 31st</p> <p>Summer Semester: April 1st - September 30th</p> <p>Each semester includes a so-called lecture-free period, during which exams are held.</p> <p>For the latest information about academic years and important dates, such as the exact date of start and end of the lecture period, please check: https://www.uni-bremen.de/studium/starten-studieren/semesterzeiten.html</p>
Official language	German
Language of instruction	German is the primary language of instruction. However, there are a multitude of courses offered in English in many programs.
Language requirements	<p>B2 minimum (C1 preferred) according to the Common European Language Framework.</p> <p>(equals IELTS 5,5 - 6,5 or TOEFLibt 90)</p> <p>For more information please visit: http://www.goethe.de/ins/de/enindex.htm --> concept & quality --> course levels</p> <p>To improve your German language knowledge, please take a look at our international Summer Courses: "German as a Foreign Language".</p> <p>Language classes are offered for an additional fee. http://www.fremdsprachenzentrum-bremen.de/1418.0.html?&L=1</p>
Language courses for exchange students	<p>Exchange students can attend their first German language course (6 ECTS) free of charge.</p> <ul style="list-style-type: none"> • If they attend the German intensive language course during the orientation weeks it will be free of charge. They will have to pay for every further German language course during the semester (152 euro for 6 ECTS or 80 euro for 3 ECTS). • If they <u>do not attend</u> the German intensive language course during the orientation weeks, the courses during the semester will be free of charge up to 6 ECTS (e.g. 1 course for 6 ECTS or 2 courses for 3 ECTS each). <p>-----</p> <p>Students can earn up to 15 ECTS in German language courses within their first semester abroad. However, they are asked to consult with their tutor and the foreign languages center before enrolling for classes.</p> <p>In addition to courses offered, there are other possibilities for improving language skills, such as tandem partners (arranged by the Center for Foreign Languages) and the Selbstlernzentrum (self-learning center) run by the Fremdsprachenzentrum (Center for Foreign Languages). For more information</p>

	<p>please visit: http://www.fremdsprachenzentrum-bremen.de</p> <p>Please be aware that the FZHB (Center for Foreign Languages) is not part of the University of Bremen and therefore a separate registration at the FZHB is absolutely necessary.</p>
<p>Nomination and Application Deadlines</p>	<p>Deadlines for student nominations are: April 30th for winter semester and October 31st for summer semester.</p> <p>Deadlines for online student registration: May 31st for winter semester and November 15th for summer semester.</p> <p>Students who need a visa must apply and register for the visa immediately after nomination to allow enough time for processing.</p> <p>Contact: studybremen@uni-bremen.de for more information.</p>
<p>Application Procedure</p>	<p>Application Procedure for Exchange Students:</p> <p>Student nominations are to be submitted via email both to the International Office (studybremen@uni-bremen.de) and as a copy (cc) to the departmental coordinator. Nominations have to include the student's complete name, email address and degree being pursued IN BREMEN and level (Bachelor, Master). Most exchange students are pursuing a Bachelor's degree, but graduate students may be nominated upon request.</p> <p>The International Office will contact the nominated exchange students and provide all necessary information about the online application procedure. The online application also provides students the opportunity to apply for accommodation, to register for orientation-week, and to sign up for the "study-buddy" programme.</p> <p>After applying online, the students have to send the following documents to the International Office (scan plus paper version)</p> <ul style="list-style-type: none"> - a printed version of the online application form signed and stamped by the sending institution and the student - a copy of their certificate of matriculation/enrollment of the home University <p>As soon as these documents are received, students will get a confirmation email that includes important times and dates.</p> <p>An official invitation in paper form will be issued only upon request after June 1st / November 15th</p> <p>For more information please check: https://www.uni-bremen.de/en/studies/orientation-application/applying-for-a-place/applications-from-abroad/exchange-students-from-partner-universities.html</p>

Acceptance Letters	Official paper invitations will be issued only upon request after June 1 st / November 15 th
Course Selection	<p>A list of degrees and courses offered at the University of Bremen can be found at: https://www.uni-bremen.de/en/studies/starting-your-studies/course-catalog.htm</p> <p>For courses in English language you can go to the course catalogue and click on the button which says “Search for courses”. There you can check the box “In English” to search only for courses taught in English.</p> <p>In addition to degree courses in the departments, exchange students may also choose any course listed at the bottom, under Global Education, independent of their actual field of study (up to 15 ECTS can be obtained in Global Education). Global Education courses are designed for international exchange students who would like to learn more about German culture, history, literature, and politics. These courses also provide an international and intercultural perspective into the German educational system, give an impression about the process of studying and doing research in Germany, and provide valuable intercultural experiences.</p> <p>Students can visit the courses they want to attend in the first two weeks of the lecture period. There they will get the access information to the course from each professor. But they have to be aware of course restrictions for some courses. In general, students in the Bachelor Degree cannot attend classes from the Master Degree. Our course catalogue (also with the information about an eventual course restriction) can be found on our homepage using the link above.</p> <p>Please note that the course catalogue for the following term will be published only shortly before the start of lectures. However, students may have a look at the courses from the previous summer/winter term since the offer will be similar. If they need to register for courses before arrival, they may address directly to the departmental cooperation coordinator.</p>
Contact person for academic advice	Notice: The students are individually responsible to receive a course certificate (“Schein”) from every class. If a special transcript is needed please contact your cooperation coordinator. A list of contact persons can be found here: https://www.uni-bremen.de/fileadmin/user_upload/sites/international/Studierende_in_Bremen/ListeIntKoopBeauftragteFB.pdf
Numbers of accepted exchange students	The number of accepted exchange students is set by agreements between the partner university and the University of Bremen. If a partner university would like to send more students than expected, please contact us.

<p>Living Expenses per month</p> <p>Information about Germany and Bremen</p>	<p>Living costs in Bremen are approximately 700-850 € per month. This calculation is based on:</p> <ul style="list-style-type: none"> • Housing approx. 250-350€ per month • Food and groceries approx. 230€ per month • Books (depending on classes and degree) approx. 100€ per term • Semester contribution of approx. 290€ (for public transportation etc.) • Insurance about 80€ per month (May 2014) • Additional language course prior to the start of lectures 152€ (May 2014) <p>Please note that all information is based on a general estimation and that the personal costs vary depending on the individual situation of the student!</p> <p>Other useful information can be found here: https://www.uni-bremen.de/en/studies/all-about-studying.html</p>
<p>Accommodation</p>	<p>Accommodation for exchange students can be arranged through the International Office Accommodation Service (residences/private accommodation). In most cases, students would live in a furnished room on campus. Students should expect to share a bathroom/kitchen with others.</p> <p>For this option, students need to check “Yes, I need accommodation” when they fill in the online application. They will receive an accommodation proposal by email.</p> <p>Email: accomm@uni-bremen.de</p> <p>Rental contracts usually start on the first day of a month, e.g. October 1st, or April 1st. Students, who arrive earlier may have to find interim accommodation. Should they arrive significantly later, they may still have to pay rent for the full month. Students should also check the exact terms of the contract ending their lease, also here sometimes the “full month” period applies, if not explicitly stated otherwise.</p>
<p>More information about our institution:</p>	<p>Detailed information can be found under: https://www.uni-bremen.de/en/university/profile.html</p> <p>Information about “Excellence University Bremen”: https://www.uni-bremen.de/en/university/profile/exzellenz.html</p> <p>General information about studying at the University of Bremen (before, during, and after): http://www.uni-bremen.de/en/studies.html</p>

Additional Information:

<p>Orientation Week</p>	<p>The International Office offers exchange students from our partner universities an orientation week (O-week) to help newly arrived students find their way around the city and campus. The O-Week is held prior to the start of lectures. Details will be sent to students after nomination. You can already find the dates of the</p>
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	<p>orientation week and the academic calendar on the website of the Newcomer Service:</p> <p>https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/academic-calendar/#c41490</p>
<p>Residence Permit Requirements</p>	<p>Registration at the official registration office of Bremen (EU-Citizens):</p> <p>Everyone who resides in Germany needs to be officially registered. It must be done <u>within one week of moving to your new address</u>.</p> <p>In order to register, you will need the following documents:</p> <ul style="list-style-type: none"> ➤ Official form entitled “Anmeldung und Ummeldung” (form can be obtained at the authority “Meldestelle”) on campus (near the main cafeteria (Mensa) or online: https://www.bsu.uni-bremen.de/formulare(neu).html) ➤ A copy of your Identity card or passport ➤ “Aufenthaltsanzeige” (only for EU-citizens) <p>You will be issued a receipt of registration which you must present to the <i>Ausländerbehörde</i> (immigration office) if you are a non-EU-citizen. You will also need this receipt of registration to receive a library card.</p> <p><u>Registration with the “Ausländerbehörde” (immigration office)</u></p> <p><u>Citizens of non-EU-states</u> should register with the <i>Ausländerbehörde</i> as soon as possible after arriving in Germany and receiving their receipt of registration. You will need to present the following documents:</p> <ul style="list-style-type: none"> ➤ Completed application for a resident permit (forms can be obtained at the registration office) ➤ Passport (please also check the validity of your passport; if necessary please refresh it as soon as possible. An inappropriate passport validity date is a frequent reason why students have to cancel their mobility to Bremen.) ➤ Visa ➤ Receipt of registration from official registration office - <i>Einwohnermeldeamt</i> ➤ Enrolment certificate ➤ Proof of health insurance coverage ➤ 1 current biometrical passport-sized photo ➤ Evidence of financial means of support, (e.g. evidence of Erasmus mobility grant or other scholarships). The available amount per month should be in the order of the German Federal Student Grant rate (<i>BAföG</i>) or DAAD rate which is around 650 € per month.

	<p>The official registration office “Meldestelle” is located in the Service Center “BSU” on the University campus. Further details can be found at: http://www.uni-bremen.de/bsu</p>
<p>Health Insurance / Health Services</p>	<p>Each student is required to have international health insurance coverage including all medical, hospital and repatriation expenses without any exception while in Germany. Health insurance coverage is a prerequisite for enrolment at a university. Private health insurances of home countries or travel insurances for the purpose of visa applications are <u>not accepted for enrolment at the University of Bremen if they limit the cost of treatments or duration of coverage.</u></p> <p>We therefore highly recommend to apply for the statutory health insurance in Germany which covers all possible costs for the term. Offices of several insurance companies are situated on the university campus (hkk, TK, AOK).</p> <p>For more information please contact the health insurance company directly or the Newcomer Service: newcomer@uni-bremen.de</p> <p>The statutory health insurance is a special low-cost health insurance (“Krankenkasse”) for students and can already be used for the visa applications. Students who intend to participate in the Orientation Week or who arrive in Germany before the official start of the semester (1st October/ 1st April) will additionally need a travel insurance to <u>cover the time gap between their arrival in Germany and the start of the term!</u> The obligatory health insurance covers treatment costs and medicine.</p> <p>The insurance card is your entry pass to all medical services and preventive care included in health insurance. If you have to stay in a hospital the insurance will pay all costs for your hospital treatment (if you are exempted from additional payments), nursing, and examinations, (except for the “Eigenanteil” of 10 Euro per day in hospital).</p>
<p>Newcomer Service / Welcome Desk</p>	<p>Newcomer Service/ Welcome Desk:</p> <p>The International Office offers a newcomer service (newcomer@uni-bremen.de) and welcome desk to help exchange students upon their arrival in Bremen. Student tutors provide information and answer questions. <u>All international students’ questions should be addressed to the tutors.</u> During the orientation week, the tutors support exchange students of partner universities at the welcome desk located on campus.</p> <p>You can also already visit the website of the Newcomer Service for further details: https://www.uni-bremen.de/en/studies/starting-your-studies/offers-for-international-students/newcomer-service-for-exchange-students/</p>
<p>Other Information / Remarks</p>	<p>The following formalities must be completed upon arrival in Bremen:</p>

Registration and fees

There is a simplified registration procedure for visiting students requiring:

- Proof of registration from your home university
- **Non-EU citizens:** proof of health insurance which is valid in Germany or a German compulsory health insurance
- A receipt to prove that you have paid the semester fees after your arrival (~ 290,- EUR). For more information please visit the registrar's office website:
<https://www.uni-bremen.de/en/studies/starting-your-studies/formalities.html> >> Link: [Semester contribution](#) (students from our partner universities pay 62€ less as they do not need to pay the administration contribution "Verwaltungskosten")

The semester fees are for the following entitlements: the *Semesterticket* (free public transport in and around Bremen for the entire semester, membership in the *Studentenwerk* (this entitles you to purchase meals, etc. on campus at specially reduced prices) and for membership in the *Studentenschaft* (Student Union); the semester fees are administration fees (not tuition fees).

Please note that our tutors of the Newcomer Team at the welcome desk will do their best to support exchange students from our partner universities with these formalities.

At the end of the process, provided that the above mentioned documents have been submitted, all relevant student enrolment documents such as student ID card, semester transportation ticket, etc. will be provided to the student.

If you wish to continue studying in Bremen after your time as an exchange student, you can ask at the International Office for further information.

Contact persons and addresses at the International Office:

Institutional Coordinator International Exchange

Ms. Silke Prangemeier, Tel.: ++49 421/ 218-60364

silke.prangemeier@vw.uni-bremen.de

Nominations and Online registration for exchange students: studybremen@uni-bremen.de

Complete postal address for the exchange student's application form:

Universität Bremen

International Office

Enrique-Schmidt-Str. 7 // SFG 320

Postfach 33 04 40
28334 Bremen
Germany

Newcomer Service and general questions from exchange students: Ms. Cornelia Krain,
newcomer@uni-bremen.de

Accommodation

Claudia Pellegrino, Tel.: +49 421/ 218 60365, accomm@uni-bremen.de

Visitors' address:

VWG 0580 Office for first and general advice.

Newcomer service: Our Welcome Desk will be provided a few weeks prior to the start of lectures- starting with the orientation weeks. Ms. Cornelia Krain will provide all details and whole schedule in her digital newcomer information brochure.