

IMPORTANT TIPS FOR INTERNATIONAL STUDENTS

LCT Saarland University

Please patiently and carefully read through this document, it will make your transition to Saarland University much easier!

To Do at Home: When still at home (or at the first year LCT partner) you should prepare and obtain:

- a passport valid for the entire period to be spent abroad
- the notification of admission („Zulassungsbescheid“)
- proof of financial resources, if applicable
- visa (not a tourist visa), if applicable. For LCT students attending Saarland University in their second program year: we recommend that you apply for the visa for Germany (if relevant in your case) while you are attending the first year partner. Waiting until you return to your home country for the summer break may lead to delays!
- Originals and translations of your undergraduate and the original pdf of the insurance documents. Although not generally required, it may also be a good idea to have a certified copy of your birth certificate with you if this is possible.
- An USB flash drive with scans (PDF) of your passport, the notification of admission (“Zulassungsbescheid”), your undergraduate certificate and a digital passport picture (JPG, at least 248x330 dpi). These documents are necessary for the new online registration at Saarland University.
- Possibly confirmation of private health insurance cover (see above) or, for students from the European Union, Form E 111 or a European health insurance card. LCT students coming on the Erasmus Mundus scholarship scheme may present their Erasmus Mundus insurance certificate. **** See important note on health insurance, below in section 3.**
- Book of vaccination certificates, if you have one. Check at the German missions whether you need any vaccinations. Will not be required for matriculation, but it is a good idea to have this available.
- possibly an international drivers license
- recent passport photographs (at least 6)

Some useful things to take with you: medicines you need, cash for your arrival, plugs and adapters for Germany, possibly a sleeping-bag.

To Do in Saarbrücken

When planning your journey, you should try to ensure that you do not arrive at the weekend because banks and public administrative offices are closed from Friday afternoon until Monday morning. Most shops close between 4 and 8 o'clock on Saturday afternoons and on Sundays nothing is open except some bakeries. You should also make sure that you do not only have German banknotes in large denominations as they might be difficult to change. The Exchange Offices at the airports are open in the evenings and at the weekend, too. Banks and savings banks open Monday to Friday from about 9 to 4 PM. During the first few days you will have several expenses so you should be sure to bring at least € 250 with you in some form or another.

The First Few Nights

The best place to stay for the first days, in case you don't have accommodation, is the local

youth hostel.

Name: Europa-Jugendherberge Jugendgästehaus Saarbrücken

Address:

Meerwiesertalweg 31, 66123 Saarbrücken

Website: www.diejugendherbergen.de/jugendherbergen/saarbruecken/portrait

Tel: 0681/33 040, Fax: 0681/37 49 11, E-Mail: saarbruecken@diejugendherbergen.de

Rooms:

single and double rooms; rooms for four persons, all including shower and toilet.

Prices:

2019 (incl. sheets and breakfast) per Person per night incl. breakfast: from 24,50 € in a shared room.

NB: If you are not a member of Youth Hostels International, there will be a small additional daily fee.

Registering in Germany

The first few days in Germany probably will not be the ones you will look back on fondly later, as you will have to spend a great deal of time on formalities. If it is any consolation, it is the same for everybody.

Below you'll find a checklist of the things you have to do during the first days.

YOUR CHECKLIST: We will help you with the details!

- 1. Registering with the city hall (Bürgeramt):** You have to register with the city hall within one week after your arrival. You'll need your passport, a copy of your lease/rental agreement and a signed "Wohnungsgeberbestätigung" from your landlord to register. Probably your landlord will simply provide you with this form, but the blank form can also be found here:

<https://www.saarbruecken.de/media/download-57504c3735898>

NB: Be sure to get and retain the confirmation about your registration as you will need this to open a local bank account.

Bürgeramt City

Gerberstraße 4, 66111 Saarbrücken (Bus stop: Johanneskirche and Rathaus)

Opening hours: Mo + Tue 7:30 - 15:00, Wed + Fr 7:30 - 12:00, Thu 7:30 - 18:00

When you register your address at the Bürgeramt, you will get a "Welcome Folder" containing information about living in Saarbrücken. It's mainly in German, so if you have any questions feel free to ask or to let me have a look at your folder. The folder will also contain an application for getting a one-week free bus pass which will be helpful for you as single bus tickets here are expensive and your student ticket will only be valid when you apply for and get your student ID Card. (Your Student ID Card allows you to travel around Saarland free of charge).

Procedure for obtaining the one-week free bus pass:

Fill out the voucher that is contained in your welcome folder. Go to the “SSC Center” (Address: Nassauer Str. 2-4; Opening hours: Mo-Fr 8AM-4PM, Wed 8AM-6PM) and show them the voucher together with your registration from Bürgeramt and they will hand you the bus ticket. The ticket is valid for one week Mon-Sun. But be careful: It’s possible to activate the ticket during any day of the week but it only runs from a Monday to a Sunday. So, for example, if you activate on a Tuesday you’ll miss the Monday that has already passed. You can bring with you 2 people for free after 7PM on the weekdays and the whole time on weekends.

2. Paying the university fee: You must pay the university infrastructure fee each semester in order to matriculate. This fee may vary slightly from semester to semester, so always check the university home page before paying. The calculation of the semester fee breakdown is found here:

<https://www.uni-saarland.de/en/study/current/record-data/fees/semesterbeitrag.html>

The fee includes access to all local buses and trains, valid for the entire semester. This fee has to be paid per bank transfer (Bank details: Account owner: Universität des Saarlandes; Bank: Bank1Saar; IBAN: DE19 5919 0000 0000 33 0000; BIC: SABADE5S)

***ADD the following information as a transfer note: Your full name [space] your birthday)

SAVE THE ONLINE RECEIPT FOR MATRICULATION!! Presentation of this receipt and proof of health insurance will allow you to matriculate. You must also present a certified copy of your BS/BA degree to matriculate.

NB: The “semester fee” is NOT the same as the annual LCT participation fee. The “semester fee” is a purely local infrastructure fee, required at Saarland for registration each semester.

NB: Partial reimbursement of semester fee: After matriculation, provide the LCT Admin office with a matriculation certificate and your EU bank coordinates. You will receive a partial reimbursement of the semester fee; the transportation portion of the fee is the student’s private expense and is not reimbursed. However, this is a subsidized amount, and is much less expensive than other ways of paying for public transportation in Saarbrücken.

NB: Repeat this procedure for the second semester at Saarland University.

3. Health Insurance: This is compulsory. You need to provide proof of health insurance coverage before you matriculate. Students from an EU member state may present a European health insurance chip card or substitute certificate. Students from countries which have a social security agreement with Germany are required to bring the appropriate form from their home health insurance scheme or fund. Students with a European health insurance and students coming on the Erasmus Mundus scheme may present the insurance card to the local health insurance company on campus and receive a waiver to present to the registrar.

NB: This issue is linked to section 4, matriculation. You may only matriculate **if you

provide either a health insurance waiver or a contract for German national health insurance or EU insurance**, see above.

NB: regarding the private health insurance: all LCT students are provided with private health insurance which fully complies with the EU minimum requirements. However, pre-existing conditions may be excluded. Therefore, if you have an existing medical condition, you may wish to VOLUNTARILY contract with a German national insurance provider. In such a case, the additional cost is not covered by the LCT program (you retain the private LCT insurance in any case). This costs around 80€/month, but is calculated based on age and family status. You need not do this, as the LCT insurance is considered acceptable for the German national requirement.

Please note that if you enter such a contract, you may not cancel this contract while you are registered at Saarland University, even if you are not physically present in the second program year, due to German national regulations.

Providing proof of health insurance for the matriculation:

Go to one of the local health authorities on campus (AOK and Techniker both maintain offices on campus) and request a waiver of the German national health insurance based on your private LCT insurance (bring the certificate with you). Retain the waiver carefully, you will need it to matriculate.

NB: If you choose to get the waiver, you probably will not be allowed to later change your mind and take on the national insurance, due to German national regulations.

Whatever your decision, you retain the LCT private insurance for the regular duration of the program. An LCT admin officer can go with you to the health insurance authority on campus to complete this step however you choose.

4. Registering with the student office/registrars: You'll need to fill in the "Antrag auf Immatrikulation" (see link below), and scans (PDF) of the following documents: your passport, your degrees (please also bring the originals), the "Zulassung" (notification of admission) you got from us, the confirmation of your health insurance, the receipt of the bank (for the semester fee) and a digital passport picture (JPG, at least 248x330 dpi). After matriculating, you will get a student ID card, which also functions as a bus ticket, allowing you to use all city buses and local trains at no additional charge. Remember that you must re-register each semester, but after the initial matriculation, you can just transfer the infrastructure fee and re-register online. (See the university home page.)

The link to the online registration is: <https://sim.uni-saarland.de/bewerbung#/Logon>

(a guide will to the matriculation procedure will be available at a later time.)

Your student ID card will be created after the matriculation and will either be sent to the postal address you provide (German addresses only) or in the case of an international address, placed for pick up in the campus welcome office (Building A4.4, opening times: 10:00-12:30 and 13:30-15:00 daily Mon-Fri).

NB: You may complete the online registration remotely, before you arrive in Saarbrücken. This has two advantages: first, you will get the student card immediately on arrival, if all goes well. Second, you can register for courses earlier (you need to be

matriculated and have your student number to do so.)

The matriculation form is partly bilingual and offers tips in English. The LCT office also can provide a companion document to assist you in doing the remote matriculation. Alternatively, you may wait until you arrive, then, the LCT assistant will help you in person to complete this procedure. Disadvantages of waiting are: you must then wait for the student card (can take a couple of weeks), and you also cannot register for courses immediately. (see section 5, course registration).

NB: If you wish to register remotely, please contact us. If you choose to present the health insurance waiver as part of your matriculation (see section 3, health insurance), we can apply on your behalf for the waiver and send it to you for your use.

5. Registering for courses at Saarland University

You will be studying within the department of Language Science and Technology (LST). The course listing (LSF) of MSc courses is found here:

<http://www.lsf.uni-saarland.de/>

Switch to English, then select "Courses", link further to "Master" then to "Master konsekutiv"

Further to "Language Science and Technology" for LST courses, or to "Informatik" for Computer Science courses.

NB: The department of Computer Science (CS) generally begins courses by the middle of October at the latest, and these may fill up in advance. Especially for CS, it is recommended that you register for these courses as much in advance as possible; this topic is linked to Section 4, matriculation. If it is not possible for you to matriculate remotely, and you wish to participate in a CS course, one solution may be for you to contact the course instructor by email and ask if it is possible to reserve a place. Persistence may be helpful here, you may even wish to attend the course after your arrival even if you have not registered, and talk to the course teacher personally.

The following information and tips regarding CS courses have been provided by a local Saarland student, as there are some special points to consider here, especially from the viewpoint of the student:

- **What's the choice?** the 6 ECTS (credit points) from CS required by the LST program can be taken from "Stammvorlesungen" (Core courses), "Vertiefungsvorlesungen" (Advanced courses), and "Seminare" (Seminars), but not from "Einführungsvorlesungen" (Introductory courses) or "Freie Leistungspunkte" (Elective courses).
- If a course from the CS subtree (in the LSF) is available in the LST subtree as well, it doesn't count as CS course.
- **How hard are CS courses?** CS courses can be very hard, so students should be prepared to spend a substantial span of time on them if they don't have a solid CS background.

• **When to register for a lecture/seminar?** As early as possible, e.g. in the first half of September. The new semester's schedule and course offers are not always published at the same date, but this site: <https://saarland-informatics-campus.de/en/studium-studies/> might give some answers. Alternatively, check the LSF frequently.

6. Electronic Residence Permit (eAT) from the Aliens Registration Authority

(for Non-Europeans): The electronic residence permit is the new visa for Germany. The authority (“Ausländerbehörde”) operates on an appointment-only basis, please ask us for help in making an appointment as soon as you arrive. You have to submit two passport photos, a registration certificate of the city hall, a matriculation form from the university, proof of your financial means (scholarship) and a copy of your passport. Usually you will have to send the documents in advance; we will help you with that.

Bank Account: You have to open a bank account in order to pay your rent and other expenses. Depending on your nationality, you may also need a bank account to prove adequate financial means for the Foreign Authorities. Most banks require proof of address, so make sure you bring it with you when opening a bank account (e.g. rental agreement, or the form you received when you registered at Bürgeramt).

If you are an Erasmus Mundus scholarship holder, you are expected to provide us with the coordinates of an EU bank account to which we transfer scholarship and other payments.

7. German Courses: If you want to start learning German while here in Saarbrücken or if you already speak a bit of German and want to improve, the Max-Planck-Institute offers courses on campus which are free for LCT Students. You can find the schedule and additional information here: <http://www.imprs-cs.de/campus/language.html>

8. Sport activities: There is a gym on Campus which offers a wide range of sporting activities. You can take a look at the course program here: <https://www.uni-saarland.de/en/institution/sports/saarbruecken/semesterprogram.html>

All further information about the gym, the membership fee and the offered training possibilities can be found here: <https://www.uni-saarland.de/en/institution/sports/unifit.html>

9. Welcome Events: The Master College offers several welcome events for new international Students. Follow the link to find upcoming events and all relevant information: <http://www.uni-saarland.de/global/masterkolleg/start.html>

10. Working in Saarbrücken

If you are an EU citizen you do not need a work permit for part time work. You can work subject to the same rules as German students: if you work for more than 15 hours per week or if your monthly income exceeds 450 Euro, you have to pay taxes and social

security contributions, i.e. contributions to the German medical insurance and pension scheme that will be recognised in other EU countries. You need a tax identification number (“Steuer-Identifikationsnummer”) which you get automatically when you register with the city hall. You can ask the number at the financial authorities (“Finanzamt”). With this number you have to get a “Lohnsteuerbescheinigung” at the financial authorities. Those studying on a DAAD scholarship cannot work without the DAAD's consent. Other scholarship holders must be sure to observe the terms of their scholarship.

All other students (non-EU citizens), please note the following: you are allowed to work up to the equivalent of 90 full days per calendar year, or as specifically indicated in your visa. As this permit is already included in your visa, you do not need a special work permit. You need a tax identification number (“Steuer-Identifikationsnummer”) which you get automatically when you register with the city hall. You can ask the number at the financial authorities (“Finanzamt”). With this number you have to get a “Lohnsteuerbescheinigung” at the financial authorities.

In general, we are happy to assist as much as possible with these formal procedures.

Please be in touch with us for help on any questions.