



Studying at
FH Aachen



New start
in September



Finding an
apartment

INFORMATION FOR



Costs



Leaving Campus GK



Insurance

- For you the following exams are necessary:
 - **German, Mathematics, Physics**
- To pass the exams:
 - **Each subject, grade 1 – 4 = passed**

Final exams:	
1. German (oral) & German (written):	27. – 30. June / 02-03. August
2. Physics:	11. July / 15. August
3. Mathematics:	12. July / 16. August
	14. July / 18. August

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PLEASE NOTE:



DO NOT book your flight tickets until you receive your ***FINAL RESULTS***

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Wait for your results

You will receive your results on **22. July or 26. August 2016**
(same dates for exam reviews)



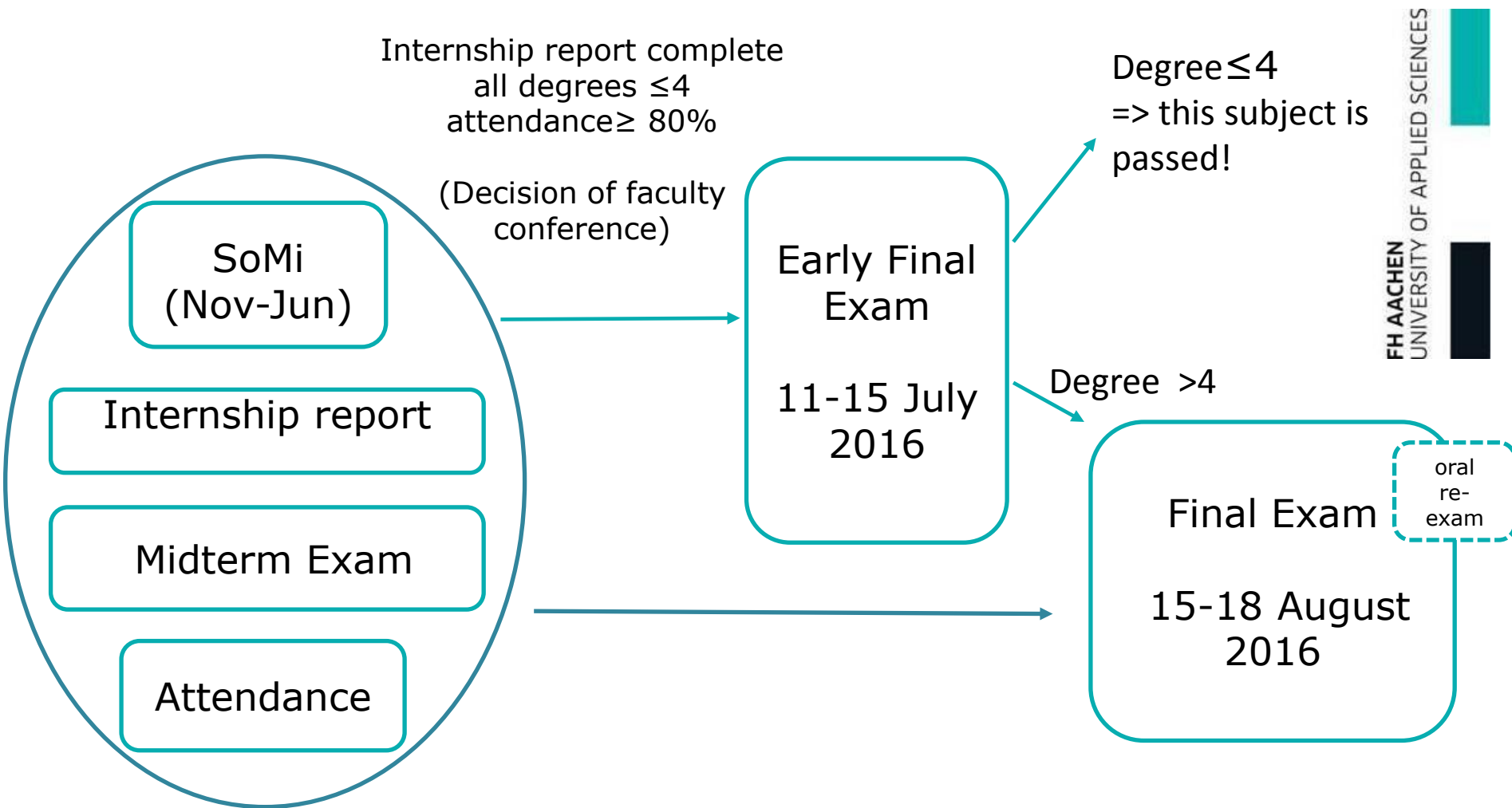
Passed ALL exams:

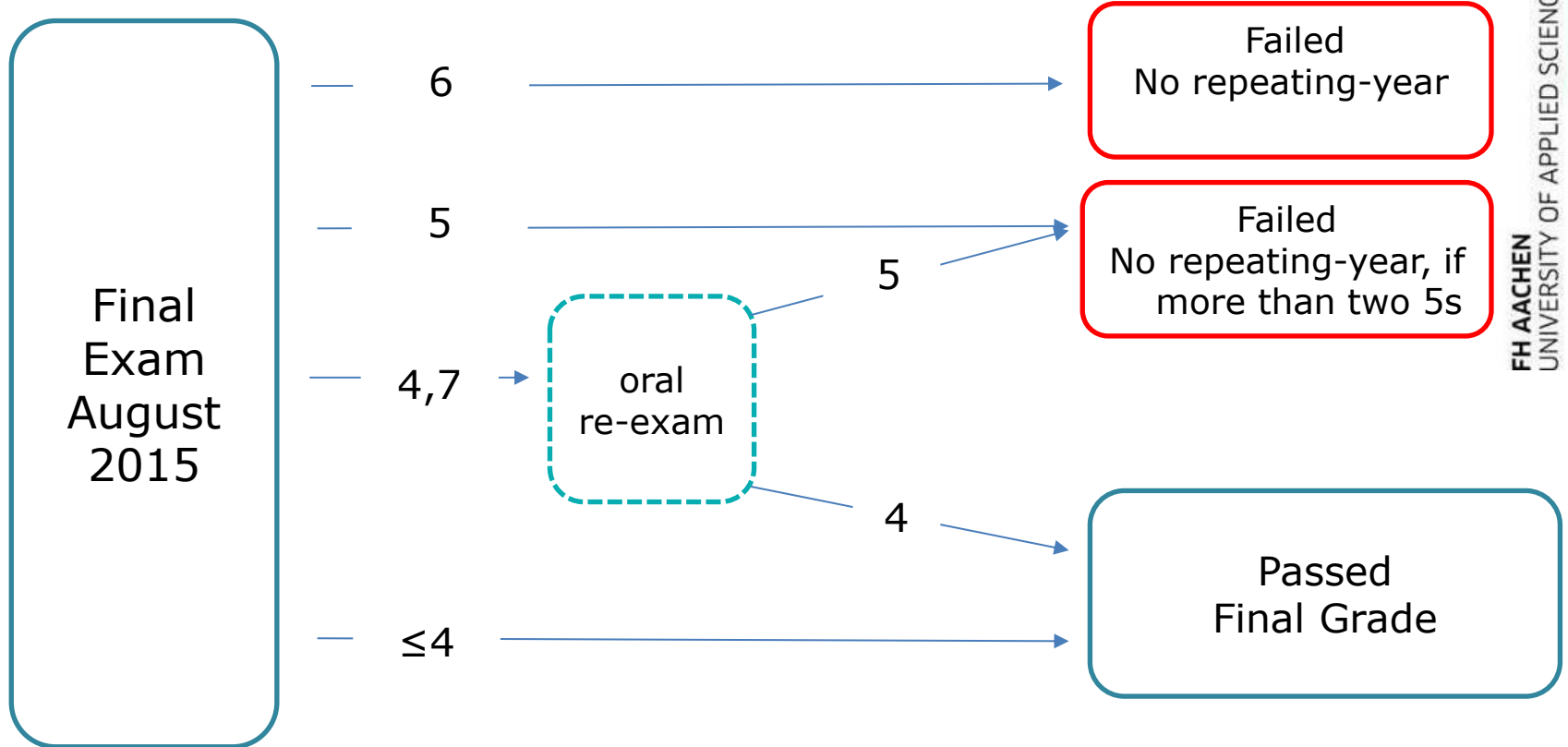
- You will receive the admission to the university
- You will receive your FI graduation and internship certificates
- Scholarships will be awarded in September



FAILED exams in July / August:

- You have 4 weeks time to prepare for the final exam
- Failed in August with 4.7, you can take the oral exam in Sept. (*not with 5 or 6*)
- Only ***ONE*** chance to take the exam in which you have failed in July





Repetition Exams: 15.– 18.Aug

If you failed 1-2 **exams**, and you do not have a **'6'** in your result,

→ You will have the chance to repeat the subject next freshman year

If you failed **more than 2 exams with '5'** or one **'6'** in your results,

→ You will not be admitted to a university

- You cannot stay in the Freshman Program

You will study at the Fachhochschule Aachen, Campus Jülich

Your major (field of study) will be written in the admission letter.

→ make sure to give the FH Aachen the correct address / contact details

More detailed information can be found here:

<http://www.fh-aachen.de/hochschule/freshman/programm/>



Internships

FH Aachen = to have 8 weeks internship is obligatory for enrolment

→ **Additional weeks of internships:**

Make sure that you have 8 weeks of internship. Otherwise, please contact Mr Frank Krichel at krichel@fh-aachen.de

Other important information:

Application:

- The IOS application takes place today
- Now important → the new enrolment procedure

Prüfung Technisches Deutsch - is necessary before the 3rd semester

- without you cannot take any exams after second semester or apply for internships



Suggestions for your studies:

Study German!!
Very important!!

→ More communication with
German colleagues and fellow
students and joining the FH
events!!

Questions during class: you
should ask the Professor
immediately!!

Read German
articles and news.
Watch TV
programs.

Take the
opportunities
to practice
your
speaking!!
... etc. ...

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A scenic mountain road with a semi-transparent text overlay. The road is paved and has white dashed lines in the center and a solid white line on the right. It is flanked by green bushes and a metal guardrail. In the background, there are steep, forested mountains under a blue sky with white clouds. The text is centered and reads "LEAVING CAMPUS GEILENKIRCHEN 2016" in a bold, dark blue font.

LEAVING CAMPUS GEILENKIRCHEN 2016

Moving out

All Freshmen students must check out their rooms from the campus by latest Wednesday, **31. August 2016.**

You are strongly advised NOT to go home on holiday until you have found a place to live.

All students please find new living quarters!

Before You Leave the Campus

Check out!!!

No check-out = no deposit return

- Your room and apartment will be checked by Freshman staff. Inform the office of your moving date and make an appointment → avoid waiting time (enter your name on the list at the office).
- Return the keys and books personally and sign a form. → Otherwise your € 500 security deposit can not be paid back.
- A huge container can be filled with your garbage and things you do not want to take with you → in front of the houses
- **Room deposit: make sure that the Freshman Institute has your correct bank details!**

Check out: Monday – Friday, office hours
(even if you leave on the weekend; keys given to office staff)

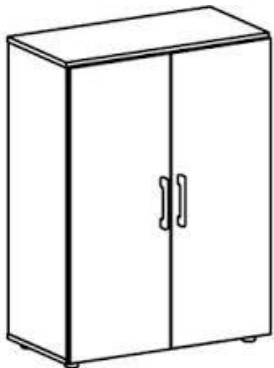
Before You Leave the Campus

Please check your rooms thoroughly and pack all of your clothes and personal belongings.

Clean your apartment!

You can keep your luggage in our luggage room.

A huge container can be filled with your garbage → in front of each house (electrical garbage extra)



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Before You Leave the Campus

- Empty and clean all cupboards, drawers and wardrobes.
- The tables must be cleaned and all rubbish placed in the garbage cans outside.
- All posters, etc. must be carefully taken down from the walls (without damaging the walls or wallpaper).
- All the cupboards, drawers and wardrobes must be cleaned thoroughly inside and out.
- The bathrooms must be thoroughly cleaned including **EVERYTHING** (toilet, sink, shower, walls, floor and mirror).



Points to Note Before You Leave the Campus

You can take sheets, blankets, pillows, bedcovers and pillowslips with you. The internet cables too. In case you do not want them, throw them into the containers.

All mattress covers have to be taken off the beds (white full mattress covers with the **zippers**) **and thrown away!**



Do not forget your clothing from the drying and washing rooms !

Points to Note Before You Leave the Campus

The kitchen must be left clean and tidy as you found it when you arrived at the Campus!!!

Remove ALL of your FOOD from the refrigerators and freezers.



All the cooking stoves and ovens must be thoroughly cleaned!

All of your kitchen utensils that you no longer need must be removed or thrown away.

Points to Note Before You Leave the Campus

Return of your deposits:

- Return your **copy cards** to the office
- **Bicycles** – after checked and when in order
- Return maths & physics books, keys to room & letter box personally!
- Room deposits will be transferred to your accounts appr. in October 2016

Points to Note Before You Leave the Campus

- **Your new address must be given** to the office, your bank, health insurance, cell phone provider, FH Aachen (you can change it online: <http://www.gis.fh-aachen.de> and <http://www.fh-aachen.de/hochschule/studierendensekretariat/anschrift-namensaenderung/#c3980>)
- Don't forget to change your delivery address (e.g. amazon, ebay, DELL)
- Your post can be forwarded to your new address by the Deutsche Post for a fee of € 19.90 for 6 months and € 25.20 for 12 months. (**Nachsendeantrag**)
 - has to be done as letters, packages etc. will **NOT** be forwarded or collected without prior notice. Or you can change your address in <https://www.umziehen.de/>
- Empty your letter boxes as letters will NOT be forwarded

Deutsche Post - Nachsendeauftrag

Details for the Nachsendeantrag at the Deutsche Post can be received in the found **Post Office** or in the Internet under <http://www.nachsendeauftrag.de/> and www.deutschepost.de.

Deutsche Post 

eFILIALE

Nachsendeauftrag

Der Nachsendeauftrag, für Ihren Umzug.

Mit dem Nachsendeauftrag erreicht Sie Ihre Post auch nach dem Umzug. Teilen Sie uns ihre Adressänderung frühzeitig mit, damit wir Ihre Post pünktlich zum Umzug an Ihre neue Adresse weiterleiten können. Bis zu 12 Monate lang, auch ins Ausland.

Beauftragen Sie Ihren Nachsendeauftrag am besten 2 Wochen vor dem Umzug, mindestens aber 5 Werktage vorher. Bitte beachten Sie, dass nicht alle Sendungen nachgesandt werden können. **► Weitere Infos.**



Umzugshelfer



Hier finden Sie eine Auswahl an Partnern, die Ihnen den Umzug erleichtern

► Umzugshelfer

► Nachsendeauftrag

Leistungen

Preise

Nachsendeauftrag erteilen

zur eFiliale

Übrigens: auch in sensiblen Situationen können Sie sich auf den Nachsendeauftrag verlassen. Wenn zum Beispiel Briefsendungen aufgrund eines Sterbefalls oder eines Umzugs in ein Pflegeheim umzuleiten sind.

Nachsendeauftrag online erteilen

Sie können Ihren Nachsendeauftrag in der eFiliale der Deutschen Post problemlos beauftragen. Hier finden Sie weitere Infos zu **► Leistungen** und **► Preisen**.

Nachsendeauftrag erteilen

Changing the address on umziehen.de website

UMZIEHEN.DE Start **Umzugsmitteilung** Umzugshelfer Checklisten Umzugsratgeber Behörden

Sie sind hier: > Umzugsmitteilung > Umzugsmitteilung Online-Formular

Umzugsmitteilung

1 Persönliche Daten 2 Daten überprüfen 3 Fertig

Die Umzugsmitteilung: erreichbar bleiben und die Umwelt schonen

So hilft Ihnen die Umzugsmitteilung, für Ihre Vertragspartner erreichbar zu bleiben +

Ihre Vorteile: 5 gute Gründe für die Umzugsmitteilung +

So einfach geht's:

1. Alte und neue Anschrift eingeben – Sie brauchen uns nicht mitzuteilen, bei welchem Unternehmen Sie Kunde sind.
2. Eingaben prüfen und abschicken.
3. Per E-Mail zugeschickten Bestätigungslink klicken.

After you return from your home countries - after HOLIDAY

- Please note that your current student ID / Semesterticket is only **valid until 31. August 2016**
- After return from home countries, **you have to pay for using public transport** (U-Bahn, Zug, Bus etc.)
 - **Starting from 1. September 2016**
- If you use public transportation without paying, you will have to pay fines and eventually be criminally liable.
- **Do not** use the student ID or semestertickets from other students! → criminal act by law, risk visa, pay fines (Betrugsdelikt, Straftat)

Other important information:

Health insurance is obligatory

- your current insurance with Dr. Walter expires at the end of August
- The fee will be automatically deducted from your bank account after your registration at University
- Without health insurance, registration at an university is NOT possible! Contact your health insurance company and get the proof before registration
- **Important:** always inform the health insurance about your new address!



Personal liability insurance - Haftpflichtversicherung:

This is to cover you regarding any damage that may be caused by your own neglect.

An example:

You have to notify the landlord, if something is wrong (such as a leaky toilet) so he can fix it, otherwise, if it causes more damage, you may be responsible.

For example: 50-80€, in the Internet e.g. Huk24, Allianz, Debeka amongst other companies



What do you need for Visa renewal?

After you get enrolled at the university, you need to renew your visa within 4 weeks after, no matter whether your current visa is still valid or not! → Different status

The international office will give you detailed information on 5. Sept. 2016

- Valid passport (residence permits cannot be extended beyond the expiration date of passport)
- rent contract/Meldebescheinigung from the Einwohnermeldeamt
- original student ID card for the current semester
- 1 passport-sized, biometric photo (taken in Germany)
- proof of health insurance – written confirmation
- Students living in Kreis Düren, Aachen or elsewhere need proof of a **blocked account** of around **€8.820 (Sperrkonto needed)** → **Proof by "Kontoauszug" (can't be older than a day)**
- Ca. 90€ cash (to be paid immediately, when you go to the appointment)



Blocked account / visa renewal:

Please Note:

A blocked account (in German called 'Sperrkonto') is needed for your visa extension

→ Due beginning of September

→ proof that you can support yourself for one year (€ 735 per month)

→ Contact your bank advisor at e.g. Commerzbank, Deutsche Bank, Sparkasse etc.



Blocked account / visa renewal:

Do I need to close my old bank account for example at the Commerzbank, Sparkasse or any other bank?

- No. Nevertheless, there is no need for more bank accounts. If you put more money on your blocked account than asked for (more than 8820 €) you can use the additional money as you please.
- If you do close your already existing bank account, please make sure to inform the respective people / companies (e.g. important institutions, companies, landlord etc., change the details on your amazon account etc.)

Definitely ask again at the bank with which you are opening a Sperrkonto.

→For a step by step instruction and information for opening a blocked account (**not a normal bank account**), please check these websites:

- http://www.deutsche-bank.de/pbc/pk-studium-international_students.html
- http://www.uni-due.de/scies/blocked_bank_account.shtml

Enrolment

Get enrolled (Immatrikulierung/Einschreibung) at the FH Aachen – **This year only 1 appointment** is offered

1. FH Aachen Programm starts at 09:00 a.m. on 5. September 2016 (Jülich Campus Hörsaal 1 (H1))

- Freshman certificates, internships certificates, scholarships
- Enrolment – **Semesterticket** / student ID card
- **Introductory courses**, introduction to studying at the FH Aachen – obligations/duties/responsibilities, introductory workshops, guidance, assistance etc.
- **Visa** application
- Semester plan, Holidays, **organizational** and **important information**
- Bring along - New address details / Meldebescheinigung - no new visa without this; a pen

Obligatory for all students !!!

September – Jülich Campus FH Aachen

FH Aachen, Jülich Campus 5. September 2016, 9 a.m. – overview of the program for September

- Intensive course “Technisches Deutsch” (10 days; need to pass after 2nd semester to continue with your studies)
- Online course – how to use the FH Aachen account for your studies, get to know and how to use the FH Aachen online systems (Campus Office, Ilias, QIS etc.)
- Library (e.g. online with the FH account)
- Mentor program (study-related information – e.g. structure, system, semesters, duties)
- Campus introductions (who is responsible for which matters and how you can find the respective person.)

Obligatory for all students !!!

Enrollment

To enroll, please hand in at my office **by latest 20. July 2016:**

- Proof of payment (Kontoauszug), showing that you have already paid the university fees (Semesterbeitrag € 253,25)

€uro-Überweisung

Für Überweisungen in Deutschland, in andere EU-/EWR-Staaten und in die Schweiz in Euro.
Bitte Meldepflicht gemäß Außenwirtschaftsordnung beachten!

Angaben zum Begünstigten: Name, Vorname/Firma	
FH Aachen	
IBAN	
DE81390500000000060236	
BIC des Kreditinstituts	
AACSD33XXX	
Betrag: Euro, Cent	
253,25	
Kunden-Referenznummer - Verwendungszweck	
[die eigene Matrikelnummer] JÜL 20162	
noch Verwendungszweck	
Angaben zum Kontoinhaber: Name, Vorname/Firma, Ort	
IBAN	
16	
Datum	Unterschrift(en)
04.05.2016	

SEPA-Überweisung

**YOUR own
Matrikelnummer and
JUEL 20162 have to be
written as
Verwendungszweck !!!**



Enrollment

FH Aachen

Who will help you in Jülich?

Akademisches Auslandsamt
room 00A45
Heinrich-Mußmann-Str. 1
52428 Jülich

International Office, Jülich
Frau Katherine Stone
Tel.: +49 (0)241 6009 53270
Email: ios@fh-aachen.de



During the semester at the FH Aachen

Who will help you in Jülich?

Akademische Betreuung der internationalen Studierenden
des Fachbereichs Energietechnik

Raum 00B18

Heinrich-Mußmann-Str. 1

52428 Jülich

Frau Sabina Lisnikowska

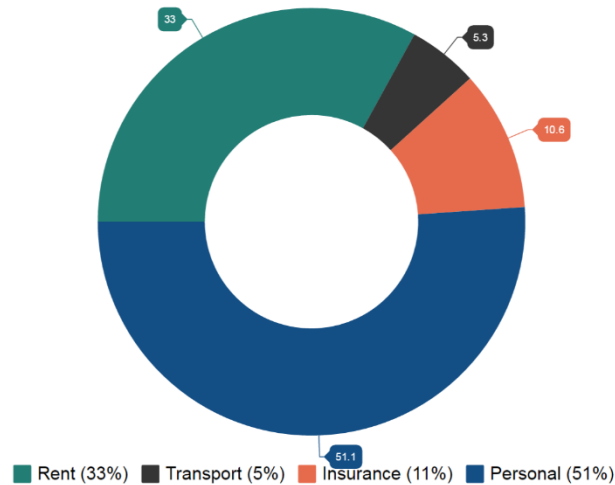
Tel. 0241 6009 53718

e-mail: lisnikowska@fh-aachen.de



What costs do you have to consider monthly?

Approx 690€-850€ per month



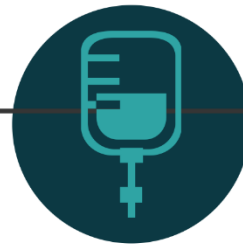
Rent

A furnished room (including water, electricity, heating) in dorms 250€ monthly, Approx. 350€ for Private apartments



Student Activity

(Including NRW public transport) 500€ = 40€ monthly



Insurance

Health insurance app 80€ monthly



Personal

Food, Clothing, books etc. 300-400€ monthly

You have to declare any amount more than 10,000€ when you enter Germany (customs)

E.g. https://www.study-in.de/en/plan-your-stay/money-and-costs/cost-of-living_28220.php

Useful tipps:

<https://www.study-in.de/en/>

Study in Germany
Land of Ideas

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German Academic Exchange Service

gefördert von Bundesministerium für Bildung und Forschung

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Select degree
all

Select a field of study

Courses in English only


go!



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© flick member wentuq

Study in Germany

We introduce to you those [cities and towns](#) that attract the most foreign students. Click on an icon!



Karte Satellit

A student's life

Application **Chat** Forum Checklists
Cost of living Events **Finding a flat** Games

Useful tips:

<https://www.study-in.de/en/on-arrival/tips-for-every-day/>

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Study Life Community

[Home](#) » [Life](#) » Useful tips for daily life

Do's & Don'ts



Every country has its own customs and Germany is no exception to this rule. In order that you know how to deal with certain situations and what you should rather not do, read [our tips](#).

Bicycle, Car, Bus & Tram



There is a whole bunch of means of transport in Germany:

[Learn to cycle](#)
[Take a bus or train](#)
[Driving a car](#)
[Car Sharing](#)

Food & Shopping



No need to worry if you are a vegetarian. You won't starve to death in Germany because there are quite a few Germans who also don't like meat. Actually the wide range of restaurants can

Finding an apartment



Finding an apartment

- What do I have to consider?
- Where can I receive information?
- Useful links, tips etc.
- Contract

Where can you find the information for a new room?

- Internet
- Notice Boards in the University Campus
- You can also post your own advertisement on the board by Fachschaft in 00A05 (Jülich Campus)
- Advertisements in local newspapers and magazines e.g. "Super Sonntag" and "Jülicher Woche"
www.supersonntag.de, www.aachener-zeitung.de
- Notice Boards in local supermarkets
- There could be a long waiting list if you apply for students dormitories. Online Application links and useful information on <http://www.freshman-institute.de/?p=2250>

Caution! Fraud in the internet

Maybe you will see some cheap apartment offers online. If you contact the landlord/landlady, asking to check the rooms, they will tell you that they **are not in Germany now and won't return for some time**, but ask you, for guarantee reasons, to pay **in advance** to mail you the keys and if you are not satisfied with the rooms, they will pay the money back.

**!!! BE CAREFUL and take caution about this situation
– it is a con!!!**

As soon as you transfer the money, they disappear (sometimes this can also happen when trying to buy a second hand car!).

NEVER PAY IN ADVANCE BEFORE YOU CHECK THE ROOMS

If you are not sure, please come to our office and we will give you some useful suggestions.

Moving to the new city or within Geilenkirchen

- Get registered in registration office in the new city (*Einwohnermeldeamt*) → *the exact address is important, esp. for new visa!!!!*
- For the new visa, you need a new address and the registration at the *Einwohnermeldeamt* (*Meldebescheinigung*)
- Open new bank account (if necessary) (*or ask for “Umzugsservice” in your bank*)
- Inform your bank, health insurance company, cell phone provider and the FH Aachen of your new address
- The Post Office offers ,*Nachsendeservice*‘. Your post can be forwarded to your new address or your address can be changed there as well
- You can get the yellow bag for plastic garbage (Gelber Sack) in the city hall or other places for free.

Moving into the new room



- **Electricity, heat and water** are normally not included in the rent (Kaltmiete).
- Inform the appropriate provider, e.g. ([Wasserversorger, Stadtwerke](#)) in your area that you are the new tenant in your flat or room.
- In case of a W.G. the arrangements could be different and you may only have to share the general costs.
- Register with the **Rundfunkbeitrag (GEZ / ARD ZDF Deutschlandradio)** in Germany (every apartment) so that you can legally use your TV, computer and radio. If you are caught using your television etc. without having registered you will have to pay a high fine.
<http://www.rundfunkbeitrag.de/>
- Ask for help from landlord if you have any problems.

Apartments – Contracts

- Please be aware of the German contract law
- E.g. once signed difficult to cancel it
- In case of insecurities or questions regarding the contract, please contact us.
- Unlimited contracts / limited rent contracts, e.g. 1 year
- Most apartments and rooms in Germany are **UNFURNISHED**. This means NO kitchens, beds, lamps, shelves, tables, etc.

Limited Time Contracts

- Cannot cancel this contract before the end of the **rental period!**
- Please be very careful before signing limited contracts!
- Some landlords might accept a 1 month cancellation period, if you find the next tenant (*Nachmieter*).

Unlimited Contracts

In case of moving out:

- inform the landlord **three months ahead of time** by writing a **letter with your signature**
- By German rental law this cancellation period (***Kündigungsfrist***) is usually 3 months – **even if it is not written in your contract.**
- Registered letter (***Einschreiben***) is better since you will then have written proof that the landlord got the letter.
- Read your contract for the **cancelling restrictions.**
For example: some contracts only let you cancel at the end of the month.
- If you don't cancel your contract correctly, you might have to pay rent on 2 rooms at the same time.

Important things to rent a room

Security deposit (*Kaution*):

- If nothing is damaged and everything is clean, it will be returned after you have moved out!
- It is recommended to make a documentation of the apartment condition together with your landlord before you move in.

Rules for your house (*Hausordnung*):

- Quiet Hours (usually from 22:00-7:00)
- Clean the hall regularly
- Take out the garbage to the street
- Shovel snow
- might have to renovate/decorate the room when moving out (wallpaper, paint, etc.)
- Permission for having pets

Commission for agencies / Provision für Mieter

If an apartment is offered by an agency, additional costs besides the rent and the deposit can be asked for:

Kaution oder Genossenschaftsanteile:	2 Kaltmieten
Provision für Mieter:	1,79 Kaltmieten incl. Mwst

Die Provision ist vom Mieter zu zahlen, fällig nach Unterzeichnung des Mietvertrages.

In the above example you have to pay the fee.

What is a WG? (Flat sharing community)

a small group together in one flat

You have to be considerate of the other people in your flat –

- cook together
- clean together
- party together
- be quiet when someone needs to study or sleep and
- be their friend

**You share not only your kitchen and bathroom
but also your life!**

How do I read the ads for apartments in the newspaper and on the internet ?

Abbreviation - Explanations:

- <http://www.freshman-institute.de/wp-content/uploads/2013/09/Abk%C3%BCrzungen-Wohnungsanzeigen.pdf>

Tips – useful information:

- http://www.freshman-institute.de/wp-content/uploads/2013/09/Links_Vorschl%C3%A4ge-bei-der-Wohnungssuche.pdf



How much does it cost to move in?

Jülich-Nähe Zentrum, geräumige 3 Zi. -Whg, ca. 77 qm
Wfl. 3ZKDB, Balkon, MM EUR 425,-+NK EUR 150,
- + 2MM Kaution, Garage möglich, Prov. frei

First month`s rent	425 euros
NK (Nebenkosten) – first month	150
2 MM Kaution – security deposit	<u>850</u>
	1425 euros

So you have to pay 1425 euros before your new landlord will give you the key.

Plus buy furniture, etc.

Important things

Subletting (Untermieter)

In order to sub-let your room you must get written permission from the landlord.

If you live in a student dorm, you have to get **WRITTEN PERMISSION** from the

- Studentenwerk
- International Office
- student dorm commission

If you do not follow this rule, neither of you will ever get a room in the student dorms again.

[BACK](#)

Useful tips:

International student card

→ you can apply online or at the Fachschaft in Jülich

→ national and international benefits

<http://juelich.fh-aachen.org>

<http://www.isic.de/>



Useful tips – Financing - Jobs:

- Financing & Scholarships:
- <http://www.freshman-institute.de/?p=2286&lang=en>
- https://www.study-in.de/en/plan-your-studies/financing-and-scholarships_27633.php
- Jobs:
- https://www.study-in.de/en/plan-your-stay/job-and-career/part-time-job_26928.php
- E.g. search for “Minijob” or look around on the University notice boards

If you have any problem or any questions, please come to our office, we are glad to help and assist you.

Of course, you can also send an e-Mail to:

Zhimeng Hong, M.Sc.

T +49 2451 490 30 12
E hong@fh-aachen.de

Christopher Coßmann, M.A.

T +49 2451 490 30 11
E cossmann@freshman-institute.de

Stefanie Kuhaupt, M.A.

T +49 2451 490 30 16
E kuhaupt@fh-aachen.de

www.fh-aachen.de/hochschule/freshman



Any
questions ?



