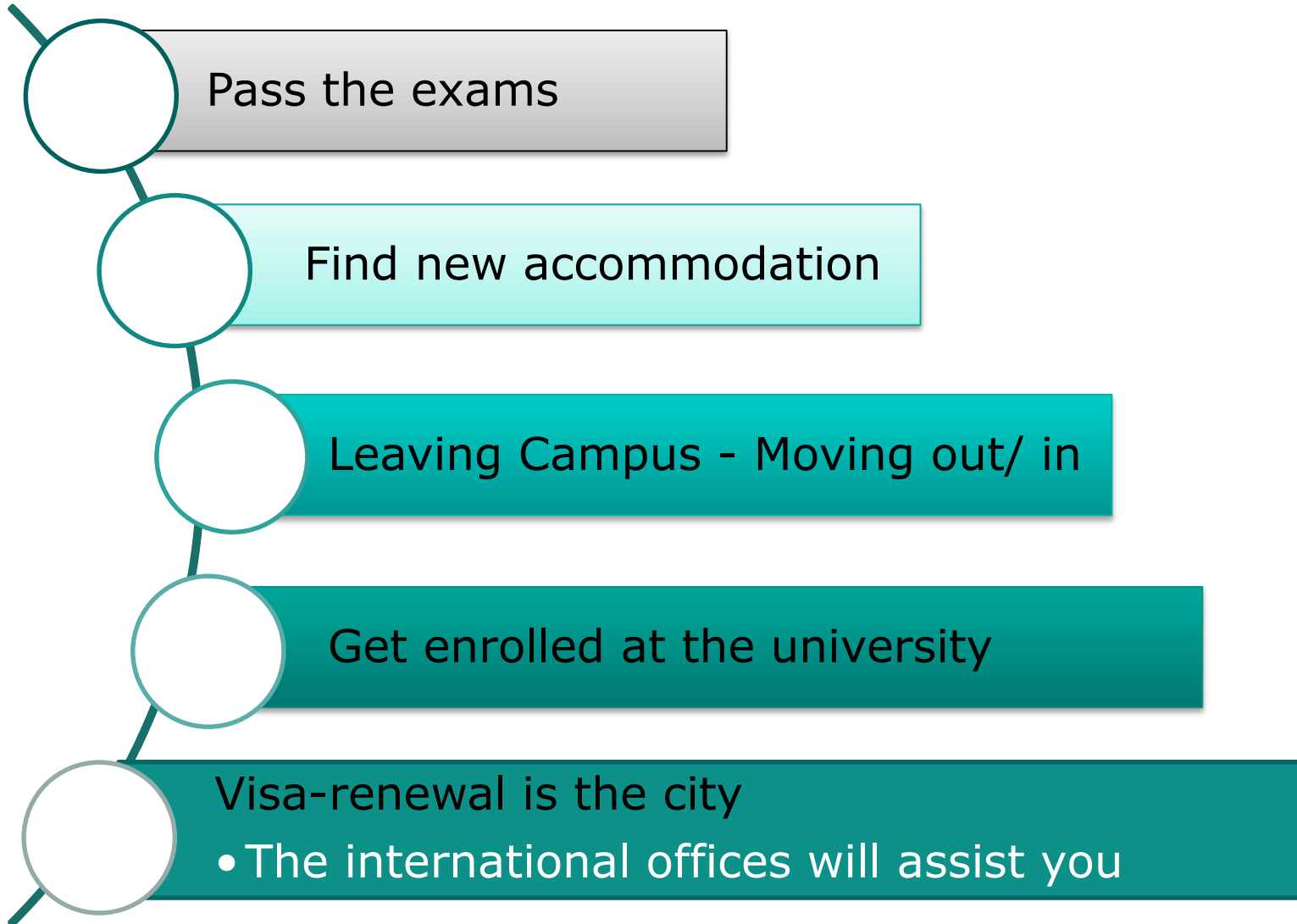


# Obligatory Info Meeting:

Leaving Campus  
Geilenkirchen  
Gr.25

**26.Apr.2018**  
**16:00 in R303**

# Steps towards your future



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# Exams



# Final Exams

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- For you the following exams are necessary:
  - **English, German, Mathematics, Eco**

	<b>Early/Final exam:</b>
<b>1. German German Oral</b>	<b>09. July/13.Aug (                    )</b>
<b>2. ECO</b>	<b>10. July/14.Aug</b>
<b>3. English</b>	<b>11. July/15.Aug</b>
<b>4. Mathematics</b>	<b>12. July/16.Aug</b>

- **Admission- Early Exam in July will be announced at the end of June**

# Wait for your results

You will receive your results on **20.July/ 24.Aug**



## **Pass ALL exams:**

*Enrollment in Sep.:*

- You will receive your FI graduation and internship certificates
- Scholarships will be awarded

Detail will be announced!



## **FAILED exams:**

- Failed in July, you have 3 weeks time to prepare for the final exam in August.
- Failed in August, you might be able to take the oral exam on 27/28.Aug., if your result are better as 4,7 and the attendance in Aug.is over 80%

# Very IMPORTANT for you

---

**DO NOT**

book your flight tickets until you  
receive your

***FINAL RESULTS***

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 get more than two '5', or one '6' in your results,

→ You will not be admitted to a university

- You cannot repeat in the Freshman Program

## Uni Duisburg-Essen

- **Online Application for the University:**

**24.May Thursday in 101**

16:00-17:00     Bring one photo with you please!

- **Enrollment at the University:**

End of Sep.2018, information follows





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# Finding an apartment



# Finding an apartment

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

# Accommodation

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- **Student Dormitories**

there could be a long waiting list if you apply for it –  
6-12 Month waiting time

[www4.fh-swf.de/de/home/internationales/living\\_and\\_financing/accomodationcostofliving/accomodationcostofliving\\_7.php](http://www4.fh-swf.de/de/home/internationales/living_and_financing/accomodationcostofliving/accomodationcostofliving_7.php)

 Kasernenweg 7, Soest

- **Private Rooms**

please contact: [bba.soest@gmail.com](mailto:bba.soest@gmail.com)

# Where can you find the information for a new room?

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- Notice Boards in the University Campus
- Internet
- You can also post your own advertisement on the board
- Advertisements in local newspapers and magazines e.g. "Super Sonntag"
- Notice Boards in local supermarkets such as "REAL".

<http://www.freshman-institute.de/?p=2250>

# Useful tips:

## **Shared accommodation links (WG):**

[www.wg-gesucht.de](http://www.wg-gesucht.de)

[www.studenten-wg.de](http://www.studenten-wg.de)

[www.studentenwohnung.de](http://www.studentenwohnung.de)

[www.zwischenmiete.de](http://www.zwischenmiete.de)

[www.mitwohnzentrale.de](http://www.mitwohnzentrale.de)

## **The following websites are useful for private accommodation vacancies and requests:**

[www.immonet.de](http://www.immonet.de); [www.immobilienscout24.de](http://www.immobilienscout24.de)

[www.immowelt.de](http://www.immowelt.de); [www.kalayado.de](http://www.kalayado.de); [www.wohnanzeiger.de](http://www.wohnanzeiger.de)

More information: [www.study-in.de/de/leben/wohnung-finden/](http://www.study-in.de/de/leben/wohnung-finden/)

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# Apartments – Contracts

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- Please be aware of the German contract law
- E.g. once signed, it is difficult to cancel any kind of contracts in Germany
- In case of insecurities or questions regarding the contract, please contact us

# Important things for rent a room

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## Security deposit (*Kaution*):

- Nothing damaged/everything is clean  
    —————→ get it back after moving out
- documentation with your landlord before moving in (**Übergabe Protokoll**)

## Rules for your house (*Hausordnung*):

- Quiet Hours (usually from 22:00-7:00)
- Clean the hallway regularly
- Take out the garbage to the street
- Shovel snow
- Might have to renovate the room by moving out (wallpaper, paint, etc.)

# Commission for agencies / Provision für Mieter

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If an apartment is offered by an agency, additional costs to 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 Untrzeichnung des Mietvertrages.

In the above example you have to pay the fee.



# Furnished vs. Unfurnished

---

Most apartments and rooms in Germany are **UNFURNISHED**.  
This means NO kitchens, beds, lamps, shelves, tables, etc.

## Furniture to buy:

- Second hand furniture
- Shops such as IKEA, Tedox



# What is a WG? Wohngemeinschaft (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!-

Treat other as you want to be treated!

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

---

<b>Zi (Zimmer)</b>	room(s)
<b>3 Zi.-Whg</b>	three-room apartment
<b>DG (Dachgeschoss)</b>	top floor apartment
<b>EG (Erdgeschoss)</b>	ground floor
<b>Wfl. (Wohnfläche)</b>	living space (usually m <sup>2</sup> )
<b>qm (Quadratmeter)</b>	square meters
<b>MM (Monatsmiete)</b>	monthly rent
<b>Nachmieter</b>	next tenant
<b>K (Kaution)</b>	deposit (up to 3 MM)
<b>WM (Warmmiete)</b>	rent including costs for heating
<b>KM (Kaltmiete)</b>	rent doesn't include heat, water, electricity and waste disposal



<b>zzgl. NK</b>	plus extra cost
<b>Kündigungsfrist</b>	cancellation period
<b>Prov.(Provision)</b>	commission
<b>NR(Nichtraucher)</b>	no smoking allowed
<b>ZH(Zentralheizung)</b>	central Heating
<b>AR(Abstellraum)</b>	storeroom
<b>EBK(Einbauküche)</b>	built-in kitchen
<b>KN(Kochnische)</b>	kitchenette
<b>Balk.(Balkon)</b>	balcony

# Important abbreviation

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1ZBB: 1 Zimmer mit Bad und Balkon  
1ZKBB: 1 Zimmer mit Küche, Bad und Balkon  
1ZKBT: 1 Zimmer mit Küche, Bad und  
Terrasse  
1ZKDB: 1 Zimmer mit Küche, Diele und Bad  
AB: Altbau  
AAP: Auto-Abstell-Platz  
AK: Abstellkammer  
AR: Abstellraum (wie Abstellkammer)  
AWC: Außen-WC  
B: Bad  
BK: Betriebskosten (Hausmeister,  
Hausreinigung etc.);  
BKVZ: Betriebskostenvorauszahlung

BLK: Balkon  
Ct: Courtage  
D: Dusche  
DB: Duschbad  
DG: Dachgeschoss  
DHH: Doppelhaushälfte  
DT: Dachterrasse  
EB: Erstbezug  
EBK: Einbauküche (gelegentlich auch: Ein  
Zimmer, Bad und Küche)  
EFH: Einfamilienhaus  
EG: Erdgeschoss  
ELW: Einliegerwohnung  
E-Schr.: Einbauschränk  
ETW: Eigentumswohnung  
FBH: Fußbodenheizung



## Example 1

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 direkt vom  
Eigentümer, XXX Immobilien, Herr XXX, Tel.: xxxxx

## Example 2

### Writing your own advertisement:

2 Studenten suchen 2-Zi. Whg m. Kü + Bad ab  
1. September in Jülich o. Umgeb. bis max. €500 warm.  
Tel. xxx xxxx oder Email xxxx.

# 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.

# Contract

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**Unlimited Contract**

**Limited rent contract**

# 1. 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.

[BACK](#)



## 2. 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 next tenant (*Nachmieter*).

[BACK](#)

# Important things

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## **Subletting (Untermieter)**

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

In case of student dorm, you have to get **WRITTEN PERMISSION** from the:

- Studentenwerk
- Student dorm commission

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

[BACK](#)

# Leaving Campus Geilenkirchen

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# Moving out

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- All Freshmen students must check out their rooms from the campus by latest Friday, **31. August 2018.**
- 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!!

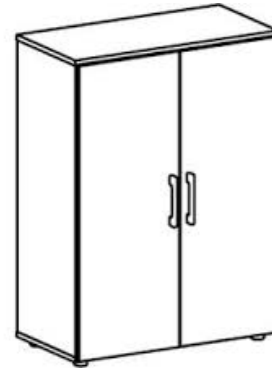
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## No check-out = no deposit return

- Your room will be checked by Freshman staff.
- **Inform the office of your moving date and make an appointment**  
→ **Avoid waiting time.**
- Return the keys personally and sign a form with your correct bank details. → Otherwise your 500 euro deposit can not be paid back.
- Check out: Monday – Friday, office hours(even if you will leave on the weekend, give keys to office staff/Student helpers)

# Before You Leave the Campus

- 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 will be filled with your garbage → in front of each house**



[BACK](#)

# Before You Leave the Campus

You can take with you:



sheets, blankets, pillows,  
bedcovers, pillowslips,  
internet cables



**All mattress covers have to be taken off the beds (white mattress covers with zippers).**



You **can't** take with you:



Mattress, table, chairs,  
laundry Rack

**The mattresses themselves must be left in the room.**

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

[BACK](#)

# 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.

[BACK](#)



# Before You Leave the Campus

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## Return of your deposits:

- Return your **copy cards** to the office
- **Bicycles** – after checked and when in order

Return Math & Physics books, room key and the letter box key.

# New Address

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- Inform your bank, health insurance, cell phone provider about your new address
- Don't forget to change your delivery address for online shopping (e.g. amazon, ebay)
- Your post can be forwarded to your new address by the Deutsche Post with the service (Nachsendeantrag) → without prior notice no letters, packages etc. will be forwarded or collected
- Empty your letter boxes

**Freshman Institute will only keep your letters till the end of September.2018**



# Deutsche Post - Nachsendeauftrag

19,90 € for 6 months and € 26.90 for 12 months (Only for letters).

<http://www.nachsendeauftrag.de/> and [www.deutschepost.de](http://www.deutschepost.de).

Deutsche Post 

**eFILIALE**

- > Nachsendeauftrag
- Leistungen
- Preise
- Nachsendeauftrag erteilen
- zur 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.**



**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**

## Umzugshelfer



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

> **Umzugshelfer**

# After you return from your home countries - after HOLIDAY

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- Please note that your current student ID / Semesterticket is only **valid until 31. August 2018**
- After return from home countries, **you have to pay for using public transport** (U-Bahn, Zug, Bus etc.)
  - **Starting from 1. September 2018**
- If you use public transportation without paying the tickets, you will have to pay fines and eventually be criminally liable.

# Health insurance is obligatory

---

**Contact one of the the insurance companies and submit the proof before 01.06.18 !!!!**

- The fee will be automatically deducted from your bank account (appr. 80-90€ monthly) only **after your registration in the University.**
- Without health insurance, no registration at an university is possible!
- **Important:** always inform the health insurance about your new address!

## **More Information:**

**[www.freshman-institute.de/?p=16896&lang=en](http://www.freshman-institute.de/?p=16896&lang=en)**



# Personal liability insurance - Haftpflichtversicherung

---

## Haftpflichtversicherung

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

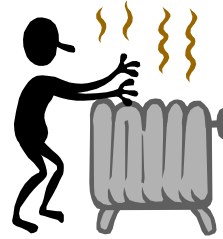
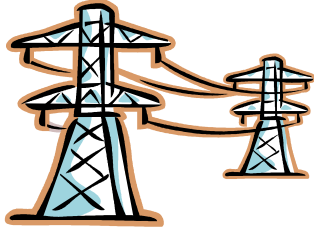
50-80€ pro year Huk24, Allianz, Debeka...

### *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.



# Moving into the new apartment



- **Electricity, heat and water** are normally not included in the rent (Kaltmiete)
- Inform the appropriate provider, e.g. (Wasserversorger, Stadtwerke) that you are the new tenant in your flat or room.
- Register with the **Rundfunkbeitrag** around 17,98/month in Germany (It is obligatory for every apartment), even if you do not watch TV or listen to the radio. <http://www.rundfunkbeitrag.de/>
- Ask for help from landlord if you have any problems.

# Moving to the new city

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- Get registered in registration office in the new city immediately  
*(Rathaus Einwohnermeldeamt → Ummeldung von Geilenkirchen)*  
Without this procedure you cannot extend your visa
- Open new bank account (if necessary)  
*(Ask for "Umzugsservice" in your new bank)*
- Inform your bank, health insurance company and your cell phone provider of your new address
- You can get the yellow bag for plastic garbage (Gelber Sack) in the city hall for free.

[BACK](#)



# Enrollment

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Get enrolled (immatrikuliert/Einschreibung)

The appointment will be on:

**The exact information will be announced!!  
Don't miss this appointment!!**

# Visa renewal

---

- After getting enrolled in the University, within 4 weeks you need to renew your residence permit, no matter whether it is still valid or not!
- Appointment from 'Ausländerbehörde' in Soest might be postponed because of the huge amount of applicants, please

**Start the procedure as early as possible!**



# What do you need for Visa renewal?

---

**Please contact the international office/Akademische Auslandsamt for more information, normally you need to provide:**

- Valid passport (residence permits cannot be extended beyond the expiration date of passport)
- rent contract/ Meldebescheinigung von Einwohnermeldeamt
- original student ID card for the current semester
- 1 passport-sized, biometric photo (taken in Germany)
- proof of health insurance – letter from the new health insurance.
- a **blocked account** of minimum **8,820€**. (**Sperrkonto**)
- 90€ (to be paid immediately when picking up your passport)



# Blocked account / visa renewal:

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A blocked account (Sperrkonto) is needed for your visa extension

- proof that financially you can support yourself for one year
- The Deutsche Bank and Commerzbank(Geilenkirchen) can provide such a service
- For instruction and information please check these websites:
  - [https://www.deutsche-bank.de/pfb/content/privatkunden/konto\\_international-students-en.html](https://www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html)
  - [http://www.uni-due.de/scies/blocked\\_bank\\_account.shtml](http://www.uni-due.de/scies/blocked_bank_account.shtml)





Privatkunden

Private Banking

Geschäftskunden

Studium und Finanzen

StudentenVorteilsKonto

StudentenKredit

PrivatKredit für Hochschulabsolventen

AbsolventenAngebot

Studentisches Wohnen

Think Tank

International Students

Service & Kontakt

SchnellNavigator

Suchbegriff eingeben

Filialen (PLZ oder Ort)



International Students

deutsch | english

Unser Produktangebot für ausländische Studenten, die in Deutschland studieren möchten: das Sperrkonto für ausländische Studenten

Nutzen Sie das Deutsche Bank Beratungsgespräch

Termin vereinbaren

Mehr Informationen

FAQ's

Für wen ist dieses Produkt nutzbar?

Alle ausländischen Studenten aus Nicht-EU-Ländern (z.B. China, Kamerun etc.) müssen für ein Studium in Deutschland für ihren Lebensunterhalt selbst aufkommen. Für die Einreise nach Deutschland benötigen die Studenten zusätzlich ein gültiges Visum. Dieses erhalten sie nur, nachdem sie eine bestimmte Geldsumme auf einem deutschen Konto (z.B. bei der Deutschen Bank) eingezahlt und zu Gunsten der Bundesrepublik Deutschland gesperrt haben.

Unser Produkt beinhaltet folgenden Service:

- Eröffnung des Sperrkontos
- Erstellen der notwendigen Sperrbestätigung für den Studenten
- Erstellen der notwendigen Sperrbestätigung für die Botschaften/Konsulate bzw. Ausländerbehörden
- Verlängerung des Sperrkontos inkl. der Sperrbestätigung
- Kontoauflösungen

Kontakt

E-Mail-Kontakt

Filialsuche

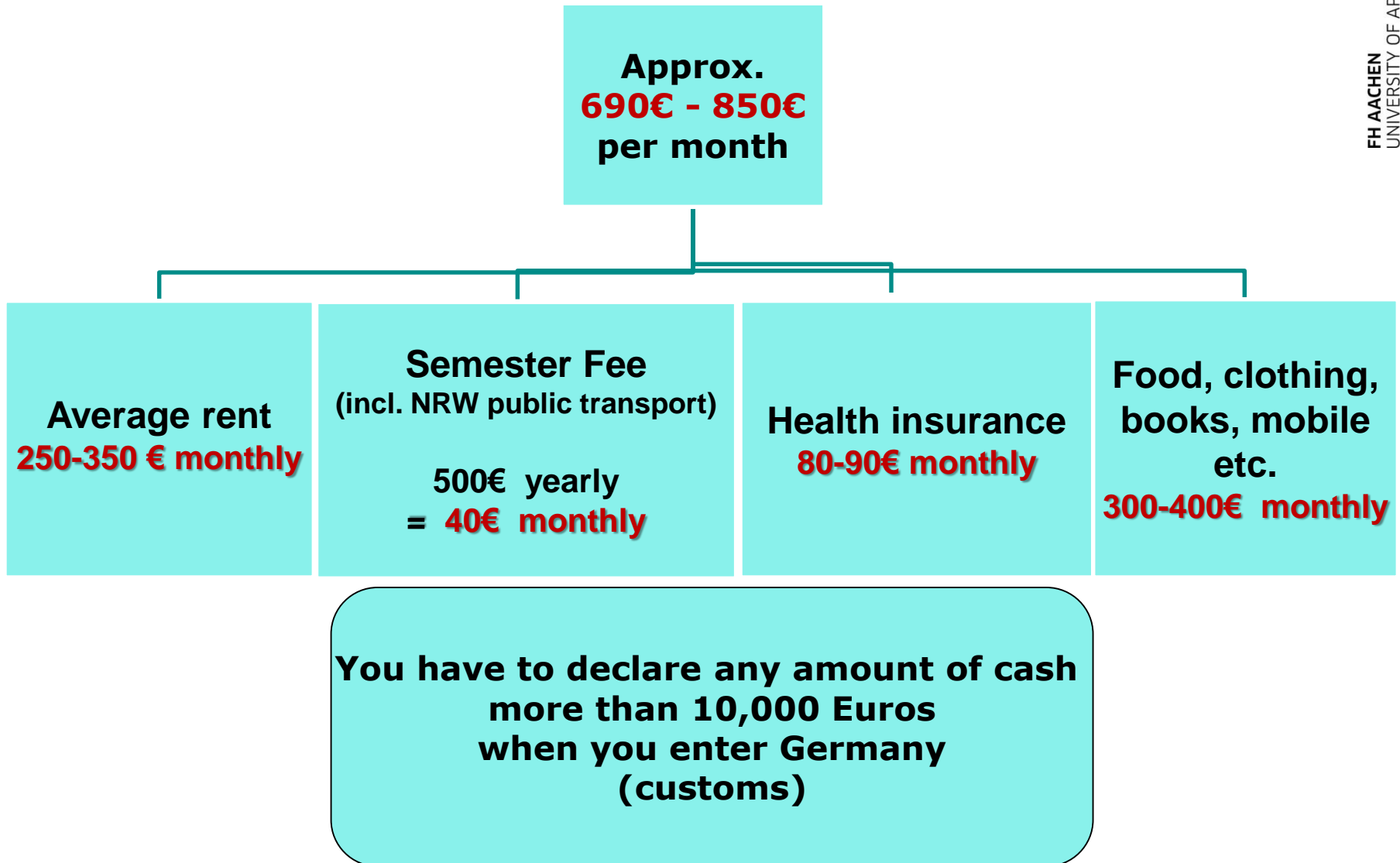
oder unter

0 18 18 - 10 00\*

\* 9,9 Cent/Min. aus dem dt. Festnetz, Mobilfunktarife können abweichen

[BACK](#)

# What costs do you have to consider monthly?



# Questions?

In case of any problem or questions, please come to our office, we are glad to help and assist you.



