



Studying at
FH Aachen



New start
in September



Finding an
apartment

INFORMATION FOR



Costs



Leaving Campus GK



Insurance

The Finals

The following exams are compulsory:

	oral	written	Results /Exam reviews	oral re-exams (only with 4.7 or 5 & att. >80%)
German	4.-6. July	10. July	21. July	
	1.-2. August	14. August	25. August	28. - 30. August
Math	./.	13. July / 17. August	21. July / 25. August	28. - 30. August
Physics	./.	11. July / 15. August	21. July/ 25. August	28. - 30. August

The passing grade for each subject is between 1 and 4. ($1 \leq x \leq 4$)

NO oral re-exam in August, if attendance July and August (17.7.-11. 8.) is less than 80% (Gr. 1-22) !!!

Please Note:

DO NOT book your flight tickets until you receive your final results.

If you must, book **FLEXIBLE** tickets.

Waiting on the results.

You will receive your results on the **21st of July** or **25th of August**.
The exam papers will also be reviewed at this time.

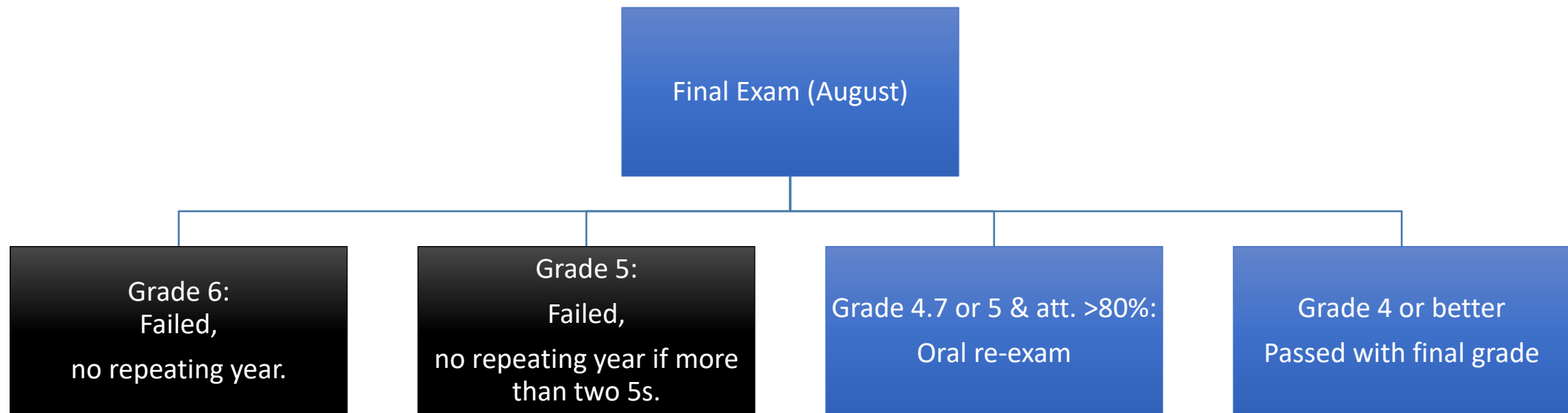
Upon passing ALL your exams:

- You will receive admission to the university.
- You will receive your FI graduation and internship certificates on 11. September.
- Scholarships will be awarded (11. September).

If you FAILED any exam in July/August:

- If you failed in August with a 4.7 or better, you are allowed to take the oral exam in Sept. ($x \leq 4.7$)
- Simply said, you have only ONE opportunity to retake an exam you failed in July.

Failing



Note: The conditions for attendance **MUST** be fulfilled

University

- You will be studying at the Fachhochschule Aachen, Campus Jülich.
- [Information on your field of studies](#) Your field of study will be written on your admission letter.
- Make sure to give the FH Aachen your correct address & contact details.

Internships

- To enroll at the FH Aachen, it is crucial to have 8 weeks of internship.
 - If you do not have the 8 weeks of internship, please contact Mr. Frank Krichel at **krichel@fh-aachen.de**

Important Information

Program starts: **Monday, 11. September 2017!**
9 am in H1

Technical German Exam:

- it is necessary to pass this before the 3rd Semester.
- without it, you may not write any exams or apply for internships after the 2nd semester.

Suggestions for improving your German

Study German

- Read up on grammar

Immerse yourself

- Watch German TV shows (ARD, ZDF)
- Listen to German songs, radio
- Read the German news (DW)

Participate in class

- Ask questions during class

Moving out

All students must check out of their room by the **31st of August.**

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

Begin looking for new accommodation immediately!

Before you leave

- Check Out!
NO CHECKOUT = NO DEPOSIT
- Your apartment will be checked by the Freshman staff.
(Inform the office in advance of your moving-out date and make an appointment, list to enter your appointments on the desk)
- → avoid waiting time (enter your name on the list at the office)
- Return your keys **personally, don't forget to return bikes and copy cards**
- A large container will be placed in front of all the houses, you may dispose of all your unwanted belongings there. (Electronic trash container in front of House4)
- Ensure the Freshman staff have your correct bank details in order to receive your deposit.
- You may keep your luggage in our luggage room.

Checkout: Monday-Friday, during office hours

Return of books

- Return your books **personally**
- The **only** Dates to **return books** in the office:
 - **14. Juli von 11 – 14 Uhr**
 - **18. August von 10 – 13 Uhr**
 - **31. August von 10 – 11 Uhr**
- **If you leave the books in the room or do not return them, the prices will be deducted from your deposit**

Cleaning your room

- Check your rooms thoroughly and pack all your personal belongings
- Empty and clean all cupboards, drawers and wardrobes.
- Clean the tables and dispose of all garbage.
- Remove all posters from the walls.
- Clean the bathrooms and toilets thoroughly (they must be completely spotless – toilet, sink, shower, walls, floor, mirrors)
- **Better than room check standard for each roommate individually!!!**

Kitchen

- Remove all the food from the refrigerators and freezers.
- Oven and stove/cooker must be clean
- All unwanted utensils must be disposed of.
- Cupboards/drawers – inside and outside

Return:

Please do not forget to return:

- Your copy cards
- Bicycles – after they are checked and in order
- Math and Physics books, keys to the room and letter box keys

Bedding

Everything, but the mattress and the mattress protection itself.

Remove the mattress protection cover (with zippers) and leave it in the room.

You may take the:

- Sheets
- Blankets, Pillows
- Bedcovers, Pillowslips
- Internet cables



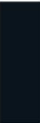
Tips

Your new address must be forwarded to:

- The office
- Your bank
- Your health insurance company
- Your cell phone provider
- The FH Aachen (change it online)

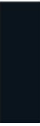
Do not forget to change your delivery address on Amazon, eBay, etc.

Note: The Freshman Institute **WILL NOT** forward letters



Nachsendeauftrag (change of address order)

- The Deutsche Post can forward your mail to your new address for a fee of €19.90 for 6 months and €25.20 for 12 months
- More information is available at [DeutschePost.de](https://www.deutsche-post.de) or [Nachsendeauftrag.de](https://www.nachsendeauftrag.de)



When returning from vacation

Take note that your **Semester Transport Ticket is only valid till the 31st of August.**

Starting the 1st of September, you will need to pay to use public transport.
(This includes all busses, trains and trams)

If you use public transport without purchasing a valid ticket, you will be fined and found criminally liable.

Remember to **NEVER** use the Student ID or Semester Transport Ticket of other students. Doing so is a crime and **you will** be punished and fined by the court of law.

In the new city, apartment, place etc.

- Immediately re-register (Rathaus/Einwohnermeldeamt/Ummeldung von Geilenkirchen) – latest 1-2 weeks after moving in the new place!
- Yellow bags available in the city hall or some bakeries (the Rathaus will let you know)



Health Insurance

- It is mandatory to apply for health insurance before starting your education at a German university.
- Your insurance with Dr. Walter will expire at the end of August.
- Contact your health insurance company in order to receive a proof of insurance. This will be necessary during your registration at the university.
- The fees for the health insurance will be deducted from your checking account automatically through Direct Debit (Lastschriftmandat)
- Inform your health insurance company of your **new address!**
- Your proof of insurance **MUST** be handed in by the **1st of June!**

Personal Liability Insurance

Haftpflichtversicherung

If you damage someone else's property, your damage will be insured by your insurance company.

The specific terms of the insurance differs from company to company.

Examples of Insurance Companies:

- HUK24
- Allianz
- Debeka

Visa Renewal

After enrolling at your university, you will need to renew your visa within 4-6 weeks. **WITHOUT EXCEPTION!** It does not matter whether your current visa is still valid or not!

The international office at Jülich will give you more detailed information on the **11th of September**.

Among the documents needed are:

- A valid passport (a residence permit cannot be extended beyond the expiration date of said passport)
- City Registration Form (Meldebescheinigung) from the Registration Office/city hall (Einwohnermeldeamt)
- Original Student ID for the current semester (Usually the Semester Ticket)
- 1 Passport-Sized, Biometric Photo (taken in Germany)
- Students may also need a **BLOCKED ACCOUNT** as proof of finances. The account must usually hold €8820 (varies from city to city). The blocked account must be proved by an official letter from the bank.
- €90 to be paid immediately after the appointment

Blocked Account

IMPORTANT!

A blocked account (Sperrkonto) is needed for your Visa extension.

This is due within the month of September.

It is proof that you can support yourself financially for one year.

The account must usually hold €8820 (varies depending on your city)

Please contact your bank advisor at your respective banks
i.e. Commerzbank, DeutscheBank, Sparkasse, etc.

Enrollment

- To enroll, please hand in your proof of payment (showing that you have paid the university fees)
- The [Semesterbeitrag](#) is €265.66 – hand in the proof of payment (Kontoauszug) **by latest 18. July 2017** (transfer latest by 16. July – otherwise it is not shown on your Kontoauszug!)
- These are the bank details:

Recipient	FH Aachen
IBAN	DE81 3905 0000 0000 0602 36
Sum	€265.66
Reference (Verwendungszweck)	[YOUR MATR. NUMBER] JÜL 20172 Example → “ 301234 JÜL 20172 ”

€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

AACSDE33XXX

Betrag: Euro, Cent

265,66

Kunden-Referenznummer - Verwendungszweck

[die eigene Matrikelnummer] JUEL 20172

noch Verwendungszweck

Angaben zum Kontoinhaber: Name, Vorname/Firma, Ort

IBAN

16

Datum

Unterschrift(en)

SEPA-Überweisung

**Do not copy the
text/words!!!
YOUR own
Matrikelnummer and
JUEL 20172 have to be
written as
Verwendungszweck !!!**

September - Enrollment

The enrollment takes place only **ONCE** and it is **OBLIGATORY!**

It is the official beginning of your semester → **11. September 2017, 9 a.m.!**

FH Aachen Program (9 a.m., 11.09.17) Campus Jülich in lecture room H1

- Receive the Freshman/internship/scholarship certificates
- Enrollment (Semester Transport Tickets/Student ID Cards)
- Introduction Courses (Obligations, duties and responsibilities)
- Which technical German group you are in
- Visa application
- Semester plan, holidays

September – Jülich Campus FH Aachen

It is the official beginning of your semester → **11. September 2017, 9 a.m.!**

- Intensive course “Technisches Deutsch” (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.)

Studying - Enrollment

- Activate your FH Aachen account!
- <https://www.fh-aachen.de/hochschule/datenverarbeitungszentrale/benutzeraccount/fh-kennung/>
- <https://www.fh-aachen.de/hochschule/datenverarbeitungszentrale/benutzeraccount/>

Enrollment

Your contact at the FH:

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

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



During your studies at the FH

Akademische Betreuung der internationalen Studierenden des
Fachbereiches Energietechnik

Raum 00B18

Heinrich-Mußmann-Str. 1

52428 Jülich

Frau Sabina Lisnikowska

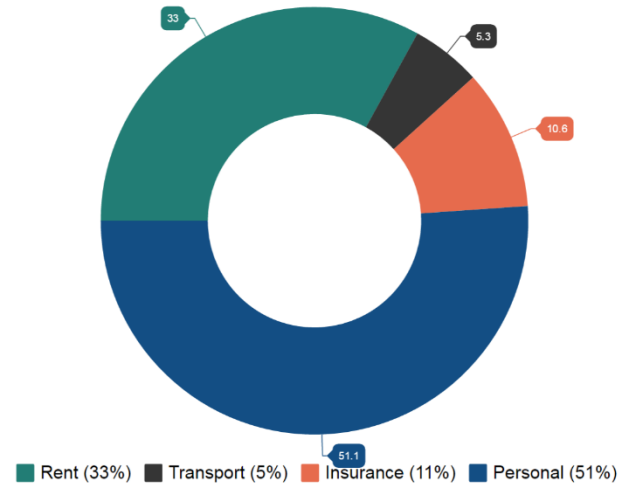
Tel. 0241 6009 53718

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/> or

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

Study in Germany
Land of Ideas

Powered by DAAD Deutscher Akademischer Austausch Dienst German Academic Exchange Service

gefördert vom Bundesministerium für Bildung und Forschung

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Study in Germany

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

A student's life

Application Chat Forum Checklists

Cost of living Events Finding a flat Games

Karte Satellit



Finding a new apartment

'Wohnungssuche und Hilfe'

Where to find information?

- On the [Freshman website](#)!
- Online (WG-Gesucht.de, Studenten-WG.de)
- Posting your own ad on the board by the Fachschaft (00A05 Campus Jülich)
- Ads in local papers e.g. '[Aachener Zeitung](#)', "[Super Sonntag](#)" or the "Jülicher Woche"
- Notice boards in local supermarkets
- The Student Council at your respective university. (Check the Freshman website for more details)

Beware; Fraud!

If you are asked by any prospective landlord to **send them a deposit** as **they are not in Germany**, in order to retrieve the keys and check the apartment, **DO NOT ENGAGE**.

This is a very common scam online. Always meet the landlord in person and make sure to sign a legally binding contract upon receiving the keys in order to protect yourself.

NEVER PAY IN ADVANCE BEFORE VIEWING THE ROOM

If you are in doubt, please come to the office and check with us. We would be more than pleased to help you with your situation.

Moving in to your new home

- Get registered at the registration office (Einwohnermeldeamt) immediately!
You will usually need to bring your rent contract and you will receive a sticker on your residence permit reflecting your new place of residence.
- You will need the Meldebescheinigung from the Einwohnermeldeamt for your Visa renewal.
- Open a new bank account (if necessary) or easier → Ask for the Umzugsservice at your bank.
- Inform your **bank, health insurance company, cell phone provider and the FH Aachen (QIS www.qis.fh-aachen.de)** of your new address.
- You may now get your yellow recycling bags at the City Hall (Rathaus) or other places for free.

Important to note

- **Electricity, heat and water** are usually NOT included in the rent. This rent is called the *Kaltmiete*
- Rent+Electricity+Heat+Water is called *Warmmiete*
- Inform the appropriate providers of your residence at your flat/room. (Wasserversorger/Stadtwerke)
- Register with the **Rundfunkbeitrag** in Germany. This must be paid by every household for the purposes of radio, internet or TV **REGARDLESS** of whether you use these services or not! You will usually receive your first bill upon registration at the Einwohnermeldeamt.
- **Remember**, you may ask your landlord if you face any problems regarding the rent.



Contracts

- German contract law can be quite tedious and tricky.
- Remember, once a contract is signed, you are bound to it legally. It may be difficult to cancel it.
- Usually, 2 weeks cancellation right / right of withdrawal
- If you have any doubts or questions regarding any contract, please contact us. We are more than happy to help.
- Some contracts in Germany are Unlimited Lease, some are Limited Lease (e.g. 1 year)

Limited Lease Contracts

- Cannot cancel this contract before the end of the **rental period!**
- Be very careful when signing such contracts.
- Some landlords may accept a 1 month cancellation period, if you find the next tenant (Nachmieter)
- These details will all be stated in your contract. Take your time reading and reviewing the contract before signing it.

Unlimited Lease Contracts

- These contracts usually require a **written letter 3 months ahead of time** to cancel your contract.
- This cancellation period of 3 months (Kündigungsfrist) is required by German rental law. Thus it may not be stated in your contract, but it is always implied!
- Make sure to read your contract for the cancellation restrictions e.g. Some contracts may only be cancelled at the end of the month.
- If you do not cancel your contract correctly, you may end up paying the rent for 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*):

- Read the ‚Hausordnung‘ carefully!
- 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

Security Deposit (Kaution)

- Most landlords require a security deposit which will be paid back at the end of your contract at the property.
- It will be paid back in full if nothing is damaged and everything has been cleaned after you moved out.
- It is recommended that you take pictures and document the condition of your apartment together with your landlord before you move in. This will avoid altercations in the future.

Commission for Agents

If an apartment is offered by a Real Estate Agent, additional costs will be incurred besides the rent and the deposit.

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.

Communal Living (WG)

It is a group of people living together and sharing on apartment.

Being tolerant and considerate is an important part of WG living. Some WGs expect that you:

- Cook together
- Clean together
- Party together

And also make room for each other when someone needs to study/sleep.

Not following the social etiquette of your WG may get you kicked out.



The costs of moving in

Here is a simple breakdown of the costs of moving in:

First month's rent: €425

Nebenkosten – First Month: €150

Kaution – 2 Months: €850

Total cost of moving in **€1425**.

Basically, you would have to pay €1425 before your landlord hands over the keys to you.

This also does not include buying furniture!

Subletting (Untermieter)

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

If you live in a student dorm, you must receive written permission from the Student Council.

If you do not follow this rule, you **WILL** be blacklisted from the student dorms.



International Student Card

- This card may be useful to receive discounts and other benefits while travelling in and outside Germany. <https://www.isic.de/>



Financing your education

- Check the [Freshman website](#) for a list of scholarships
- You may also look for part-time jobs and jobs at the university.
- Search for “Minijob” online https://www.study-in.de/en/plan-your-stay/job-and-career/part-time-job_26928.php.

→ [financing-and-scholarships](#)

→ [Job-and-career](#)

Questions?

Please contact the office any time you've got questions

office@freshman-institute.de