



Karlsruhe Institute of Technology

ERASMUS+ student handbook



Winter semester 2014/15

International Affairs

International Students Office (IStO)

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erasmus-in@intl.kit.edu

www.intl.kit.edu/istudies/3171.php

www.facebook.com/groups/erasmus.incoming.kit

Picture courtesy of T.S., Incoming ERASMUS
student 2013/14

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1. Studying at the Karlsruhe Institute of Technology (KIT)

1.1. KIT: Facts and Figures

Currently, about 24,000 students are enrolled at KIT. With approximately 9,200 employees and an annual budget of more than 780 million €, the Karlsruhe Institute of Technology (KIT) is one of the world's largest research and teaching facilities. The institution's focus is on technical education, more specifically engineering, physical and natural sciences. However, KIT also offers humanities and social science courses, teacher training and technology-oriented business courses.

KIT was established on October 1st, 2009 as the merger of the University of Karlsruhe and the Helmholtz Research Centre Karlsruhe. KIT is therefore an institution with two missions: the mission of a university with responsibilities in research and teaching, and the mission of a major research institution, the Helmholtz Association, with the programmed precautionary research on behalf of the state. Students benefit from the close connection of research and teaching. For more information, please see: www.kit.edu/kit/english.

KIT Departments

KIT has 11 departments in charge of teaching. On the departmental websites you can find detailed information about study courses, lectures and contacts etc.

- Architecture
- Civil Engineering, Geo- and Environmental Sciences
- Chemistry and Biosciences
- Chemical and Process Engineering
- Electrical Engineering and Information Technology
- Humanities and Social Sciences (incl. Sports Sciences and German studies)
- Informatics
- Mechanical Engineering
- Mathematics
- Physics
- Economics and Management

1.2. The City of Karlsruhe

Founded in 1715 by the Duke of Baden-Durlach, Karlsruhe ("Karl's Retreat") is the second-largest city in the Federal State of Baden-Württemberg.

The city is situated in south-west Germany, close to both the French and Swiss borders, and has a population of about 300,000, of which more than 30,000 are students. Bordered to the south by the beautiful Black Forest and to the west by the famous River Rhine, the city's landscape offers attractive woods, parks and lush meadows, all serving as excellent destinations for leisure trips and the chance for relaxation.

Karlsruhe enjoys vast and diverse leisure, culture and sports options, which offer something for everyone. The city boasts a wide variety of cultural attractions, including the Baden State Theatre, numerous private theatres, cinemas, museums, and art galleries. Once a year "Das Fest", one of Germany's largest open-air-festivals, takes place at Karlsruhe.

The nickname "Fan City" was given to Karlsruhe due to its unusual architectural design. From an aerial view, the city can be seen as a fan-like composition of buildings and open spaces. The Palace, the centre of cultural activity during the Baroque period, has 32 roads extending outwards from its central point in a star-like formation. It is also known as the "Residence of Justice", being the seat of Germany's two supreme courts (the Federal Constitutional Court and the Federal Supreme Court).

The local economy is based on a well-developed structure of medium-sized businesses, particularly in future-oriented technologies such as computer science, multimedia, control systems, energy technology and environmental science as well as nanotechnology. Several major companies, among them Bosch, Siemens, Daimler AG and Michelin, have production facilities in the region. Major research and development institutions (e.g. Fraunhofer Institute, Intel research campus) are part of the reason why the innovative potential of this city and region are well known worldwide.

Cost of Living

To get an idea about the cost of student life in Karlsruhe, you can check our website at <http://www.intl.kit.edu/istudies/3294.php>.

1.3. Dates and Deadlines

Calendar of the academic year	1st semester	October 1 st – March 31 st
	2nd semester	April 1 st – September 30 th
Period of courses 2014-15	1st semester	October 20 th , 2014 – February 15 th , 2015
	2nd semester	April 13 th , 2015 – July 19 th , 2015
Period of exams 2014-15	1st semester	February 2015 – March/April 2015
	2nd semester	July 2015 – September/October 2015
Orientation week 2014-15	1st semester	Approx. 4 weeks before the start of lectures –
	2nd semester	Approx. 4 weeks before the start of lectures –
Pre-semester German language course 2014-15	1st semester	Approx. 3 weeks before the start of lectures –
	2nd semester	Approx. 3 weeks before the start of lectures –
Nomination deadline	May 15th	for the 1 st semester or for the whole academic year
	November 15th	for the 2 nd semester
Application deadline	June 1st	for the 1 st semester or for the whole academic year
	December 1st	for the 2 nd semester
Decision time		Students will receive notice within 4 weeks after the application deadline.
Transcript of records		A transcript of records (academic transcript) will be issued no later than 5 weeks after the end of the period of exams at KIT.
Re-enrollment for second semester (Rückmeldung)	2nd semester	Approx.. January 15 th – February 15 th
For more information check: http://www.intl.kit.edu/istudies/6265.php		

1.4. Public holidays in Baden-Württemberg

In Germany both, public holidays and school holidays, differ from one Federal State to the next.

Since KIT is in Baden-Württemberg, the Baden-Württemberg regulations apply.

This means that KIT is closed and there are no lectures **on all public holidays**. There is also a **Christmas break** that generally lasts from December 24th till January 1st.

In addition, there are no lectures during the “semester holidays”/lecture-free period, but there might be exams.

School holidays DO NOT apply to universities, but only to primary and secondary education institutions: http://www.holidays-info.com/School-Holidays-Germany/2014/school-holidays_2014.html.

October 3 rd , 2014	Tag der Deutschen Einheit (Day of German Unity)
November 1 st , 2014	Allerheiligen (All Saints Day)
December 25 th & December 26 th , 2014	Weihnachtsfeiertage (Christmas holidays)
January 1 st , 2014	New Year's Day
January 6 th , 2015	Heilige Drei Könige (Epiphany)
April 3 rd , 2015	Karfreitag (Good Friday)
April 05 th , 2015	Ostersonntag (Easter Sunday)
April 06 th , 2015	Ostermontag (Easter Monday)
April 15 th , 2015	Christi Himmelfahrt (Ascension Day)
May 1 st , 2015	Tag der Arbeit (Labour Day)
May 25 th , 2014	Pfingstmontag (Whitmonday)
June 4 th , 2014	Fronleichnam (Corpus Christi)

1.5. AK ERASMUS

AK Erasmus was founded in 1990 as a student work group of KIT's Economics Department. It has developed since then to be an official university club for all faculties. Members are students from different fields and semesters, who enjoy supporting international students participating in exchange programs.

The idea is to make it easier for international students at KIT at the beginning of their time in Karlsruhe. It is for this reason that AK Erasmus organizes exciting and affordable parties, city trips and other events, which are offered on a regular basis to make sure students will experience an unforgettable time in Germany.

The O-Phase

The O(rientation)-Week (or O-Phase in German) is all about new incoming students having a great start in Karlsruhe and meeting a lot of people. Students from Karlsruhe will welcome you and show you everything you need to know in order to survive in Karlsruhe.

Weekly "Stammtisch"

At the "Stammtisch" (regulars' table) international students meet every Tuesday at a pub in Karlsruhe. You'll get a chance to meet and socialize with others.

City trips

Visit cities like Berlin, Hamburg, Frankfurt, Stuttgart, Heidelberg etc. and enrich your stay in Germany with long-lasting memories.

More information about the AK ERASMUS and its services is available at <http://www.ak-erasmus.de/en>.

1.6. Administrative & Academic contacts for ERASMUS+ students at KIT

International Students Office (IStO)

Karlsruhe Institute of Technology (KIT)
Adenauerring 2
76131 Karlsruhe

Campus South
Bldg.: 50.20, Room 106

Phone +49 721 608-44911
Fax +49 721 608-44907
Mail: student@intl.kit.edu

Opening hours
Mo.-Fr. 9am-12am
Closed on Tuesdays

Erasmus Incoming Coordinator: Maren Daniell

Office hours: daily 9.30am to 12am (closed on Tuesdays) and by appointment

Building: 50.20 Room: 105
Phone: +49 721 608-44927
erasmus-in@intl.kit.edu

<https://www.facebook.com/groups/erasmus.incoming.kit/?fref=ts>

Department Coordinators (Academic Contacts)

Please contact your responsible Department Coordinator for all study specific questions like registration for exams, grades, certificates, Transcript of Records and so forth.

Study Area (Department)	Department Coordinator	E-Mail	Address
Architecture	Prof. Dipl.-Arch. (ETH) Walter Nägeli (Secretary: Lena-Marika Herbach)	lena-marika.herbich@kit.edu	Lehrstuhl für Bauplanung und Entwerfen (BPL) Englerstr. 7 Building 20.40, Room 222 76131 Karlsruhe
Civil Engineering	Prof. Dr.-Ing. Lothar Stempniewski	lothar.stempniewski@kit.edu	Bauingenieurwissenschaften Institut für Massivbau und Baustofftechnologie Abteilung Massivbau Kaiserstraße 12 Building 50.31, Room 703 76131 Karlsruhe
Geosciences	Prof. Dr.-Ing. Lothar Stempniewski	lothar.stempniewski@kit.edu	Bauingenieurwissenschaften Institut für Massivbau und Baustofftechnologie Abteilung Massivbau Kaiserstraße 12 Building 50.31, Room 703 76131 Karlsruhe
Chemistry	Dr. Axel Gbureck	axel.gbureck@kit.edu	Fakultät für Chemie und Biowissenschaften Kaiserstr. 12 Building. 30.45, Room 125 76128 Karlsruhe
Biosciences	Dr. Joachim Bentrop	joachim.bentrop@kit.edu	Zoologisches Institut Abteilung für Zell-und Neurobiologie Haid- und Neu-Str.9 76131 Karlsruhe

Chemical and Process Engineering	Prof. Dr. Steffen Grohmann (Secretary: Marion Benoit)	marion.benoit@kit.edu	Institut für Technische Thermodynamik und Kältetechnik Engler-Bunte-Ring 21 Building 40.32 D-76131 Karlsruhe
Electrical Engineering and Information Technology	Dipl.-Ing. Heiko Gulan & Jochen Schäfer (M.Sc.)	erasmus@etit.kit.edu	Institut für Höchstfrequenztechnik und Elektronik (IHE) Engesserstraße 5, Building 30.10 (NTI), Room 3.31 D-76131 Karlsruhe
Humanities and Social Sciences including German philology	Prof. Dr. phil. Rolf-Ulrich Kunze	rolf-ulrich.kunze@kit.edu	Institut für Philosophie Kaiserstr. 12 Building 20.53, Room on the second floor D-76131 Karlsruhe
Sports Sciences	Dr. Rainer Neumann	rainer.neumann@kit.edu	Institut für Sport und Sportwissenschaft Kaiserstr. 12 , Building 40.40 D-76131 Karlsruhe
Informatics / Computer Sciences	Prof. Dr. Bernhard Beckert (Assistant: Melina Metzigt)	erasmus@informatik.kit.edu	Service Zentrum für Studium und Lehre Fakultät für Informatik Building 50.31, Room 125
Mechanical Engineering	Prof. Dr.-Ing. Carsten Proppe	carsten.proppe@kit.edu	Institut für Technische Mechanik Kaiserstr. 10, Building. 10.23, second floor 76131 Karlsruhe
Mathematics	Prof. Dr. Andreas Rieder	andreas.rieder@kit.edu	Institut für Praktische Mathematik Englerstr. 2 76128 Karlsruhe
Physics	Prof. Dr. Bernd Pilawa	bernd.pilawa@kit.edu	Physikflachbau Building 30.23 Wolfgang-Gaede-Str. 1 76131 Karlsruhe
Economics and Business Engineering	Prof. Dr. Philipp Reiss Dipl.-Reg.-Wiss. Julia Wiechmann	international.relations@wiwi.kit.edu	Auslandsbüro der Fakultät für Wirtschaftswissenschaften Schlossbezirk 12, Building 20.21, Room 109, 76131 Karlsruhe http://www.wiwi.kit.edu/auslandsbuero.php)

1.7. Fachschaften / Student bodies

A „Fachschaft“ is an independent student organization, which is responsible for helping students, planning parties, selling lecture notes or past exam papers and much more.

Name	Büro / Office	E-Mail	Web
Architektur / Architecture	Geb. 20.40, Englerstr. 7, Raum 009	fachschaftarchitektur@yahoo.de	http://www.fsarchkit.de/wordpress/
Bauingenieurwesen / Civil Engineering	Geb. 10.81, 3. OG, Raum 317.1	fsbau@lists.uni-karlsruhe.de	http://www.fs-bau.kit.edu/index.php/
Geowissenschaften / Geosciences	Geb. 10.50, Raum 702.1	mail@fs-geo.usta.de	http://www.fs-geo.usta.de/
Chemie und Biowissenschaften / Chemistry and Biosciences	Geb. 30.41, 1. OG, Raum 112	fschembio@lists.uni-karlsruhe.de	http://www.fachschaft-chemie-karlsruhe.de/
Elektrotechnik und Informationstechnik / Electrical Engineering and Information Technologies	Geb. 11.10, EG, links	info@fachschaft.etec.uni-karlsruhe.de	http://fachschaft.etec.uni-karlsruhe.de/
Geistes- und Sozialwissenschaften / Humanities and Social Sciences	Geb. 30.91, Raum 007	mail@geistsoz.de	http://www.geistsoz.de/
Informatik / Computer Sciences	Geb. 50.34 Fasanengarten, UG, Raum-124	info@fsmi.uni-karlsruhe.de	http://www.fsmi.uni-karlsruhe.de/
Maschinenbau, Chemieingenieurwesen und Verfahrenstechnik / Mechanical Engineering, Chemical and Process Engineering	Geb. 10.50, Raum 603.1	fachschaft@fmc.uni-karlsruhe.de	http://www.fmc.uni-karlsruhe.de/
Mathematik / Mathematics	Geb. 05.20, Raum 1C-03.2	mathe@fsmi.uni-karlsruhe.de	http://www.fsmi.uni-karlsruhe.de/
Physik / Physics	Geb. 30.22, Engesserstr. 7, EG, Raum FE 16	fachschaft@physik.uni-karlsruhe.de	http://fachschaft.physik.uni-karlsruhe.de/
Wirtschaftswissenschaften / Economics and Business Engineering	Geb. 20.12, Raum 001	info@fachschaft.org	http://www.fachschaft.org/

1.8. Facilities (Mensa, Cafeteria, Library, IT Services)

Refectory (in German: Mensa)

The “Mensa” is a student restaurant offering a variety of more than 6 dishes each day at very cheap prices. The “Mensa” is located at Adenauerring directly opposite of the library. Lunch is offered weekdays between 11 am and 2 pm.

For more information check <http://www.studentenwerk-karlsruhe.de/en/essen/?page=1>.

Café (in German: Cafeteria)

The cafeteria is open Monday to Thursday from 7.30am to 7.30pm and Fridays from 7.30am till 4pm. The “cafeteria” offers different coffees and teas at low prices, as well as cold beverages and a variety of sandwiches, pastries, cakes, sweets and other snacks, fruit and yogurt.

For more information check http://www.studentenwerk-karlsruhe.de/en/essen/cafeteria/cafeteria_adenauerring.

Library

The KIT main library is open 24/7. For full accessibility the student card has to be registered and a personal account must be created, which can be done during the information desk opening hours which is available Monday to Friday between 9am and 7pm and Saturdays from 9am till 12.30pm. Afterwards you have the possibility to enter the library even after hours and borrow books. The library is situated at the Straße am Forum 2.

Other, more specific libraries are located all over the campus. For more information check <http://www.bibliothek.kit.edu/cms/english/free-learning-places.php>.

IT-Services

The KIT provides every student with WLAN access, university specific e-mail account, printing facilities, computer pools, assistance with software or hardware problems etc. Further information and instructions on how to use these services are available via <http://www.scc.kit.edu/hotline/microbit.php>.

MicroBIT

Zirkel 2, 76131 Karlsruhe
Building 20.21, room -113 (basement)
Tel. 0721-608-42997
microbit@scc.kit.edu
Mo. – Fr. 10.00 – 17.00

In case you lose your password or log-in details, please contact the SCC Service Desk.
 Zirkel 2, 76131 Karlsruhe
 Building 20.21
 Tel. 0721-608-8000
servicedesk@scc.kit.edu
 Mo. – Thu. 9.00 – 18.00; Fr. 9.00 – 17.00

1.9. Services for Incoming ERASMUS+ students

The pre-semester language course

For a good start to the semester, all exchange students are given the opportunity to participate in a **three-week long German language course (beginner and intermediate) before the semester begins**. You can find the exact dates of the German course at the start of our brochure under “Date and Deadlines” or on our webpages.

You can enroll for the course directly during the online application process. If you have changed your mind, you can contact erasmus-in@intl.kit.edu to cancel your registration for the course. If you have not registered for the course, you can simply do so by paying the course fee on time. The three-week-long course costs **50€**. You will receive information on how to pay with your admission letter.

Upon arrival in Germany, registered students will undergo an assessment to assign them to the appropriate class according to their German level. The exact date and time of the test can be found in the O-Week program.

The course does not replace any language certificates necessary for application. 3 ECTS points will be awarded for at least 80% participation and after passing the written exam.

The O-Week

Before the beginning of each semester, the International Students Office and the “AK-ERASMUS” organize an Orientation-Week (O-Week) to welcome all exchange students and to introduce you to academic life at KIT as well as social life in Karlsruhe.

It is designed to help you with all the administrative steps you will have to take in order to enroll and settle in at KIT, but will also give you the opportunity to meet fellow exchange students and German students and have a lot of fun.

The O-Week includes:

- Official reception
- Enrollment at KIT
- Registration as a resident of Karlsruhe
- Electronic grading test for the pre-semester German language course
- Opening a German bank account
- Extension of your residence permit/visa (for non-EU/non-EEA students)

You can find the exact dates of the O-Week at the start of our brochure under “Date and Deadlines” or on our webpages. For more information see www.ak-erasmus.de/ophase/en.

2. Before your admission to KIT

2.1. Application Requirements

In order to apply as an ERASMUS+ exchange student at KIT,

- you need to be enrolled at one of KIT's partner institutions*,
- you need to be nominated by your home university to study at KIT
- you need to prove at least an **A2-level in German** (recommended: B1) at the time of application (i.e. **on June 1st / December 1st**) in order to be able to follow lectures at KIT.
 - **For the KIT Departments for Architecture, Chemistry and Biosciences as well as Mechanical Engineering it is mandatory to have B1-level.**
- you need to prove a good level in English (recommended B2) if you wish to attend English taught lectures or write your final thesis in English.

We accept most types of German language certificates except for simple language course attendance certificates that do not state whether you completed the course successfully or not.

In exceptional cases, you might be allowed to study at KIT only with proof of English knowledge, for example if:

- you have chosen only English-taught lectures on your Learning Agreement.
- you are writing a project or final thesis at KIT and your supervisor at KIT has agreed to accept you without proof of German knowledge.

However, without proof of German language we might reject your application and we highly recommend to learn German in order to be able to master your daily life in Karlsruhe.

For more information check <http://www.intl.kit.edu/istudies/3172.php>.

2.2. Application Procedure

1. First you will have to go through the application process at your home university that eventually leads to your selection and nomination for a stay at KIT. After we receive your nomination by your home university coordinator, you will get an e-mail with the link to our online application portal.
2. You will have to fill in the online application and print it out twice.
3. Then you will have to prepare your learning agreement, i.e. the list of courses you would like to take at KIT. For more information check www.intl.kit.edu/istudies/3377.php.
4. The **two hard copies** of the online application form and two hard copies of your learning agreement have to be **signed by your home coordinator**. These documents as well as two copies of your **German** (and if applicable English) **Language Certificate** should be sent to the following address and arrive **prior June 1st / December 1st**:

**KIT – International Students Office
ERASMUS+
Adenauerring 2
D-76131 Karlsruhe
Germany**

Please note that

- you should make copies of all documents that you send in, just in case.
- you do not need to send in your transcript of records or a cover letter.

Learning Agreement and Course Selection

In order to successfully apply for an ERASMUS+ stay at KIT, you must fill in a Learning Agreement, which lists the courses and lectures that you would like to do during your stay in Karlsruhe.

Information on the lectures can be found in the course catalogue at <https://studium.kit.edu/meineuniversitaet/Seiten/vorlesungsverzeichnis.aspx>. Further information and tips are also available at <http://www.intl.kit.edu/istudies/6428.php>.

Please note the following points:

- About 80% of your selected courses should be offered by the department you will be enrolled at.
- You can also obtain ECTS points for your participation in the pre-semester German language course. However, this course does not have a course code.
- Be flexibel! Very often schedules will be changed just before the actual start of the semester. This might mean that you will have to change your Learning Agreement after your arrival at Karlsruhe. However, this is not a problem. You can easily implement changes after having talked to your department coordinator at KIT.
- For some lectures at KIT, you will have to register. You can see which courses are concerned from the course description. Please be aware that you will only be able to register, once you have been enrolled at KIT, not before.
- The number of ECTS points awarded for each lecture depends on the department you are enrolled at. This is why ECTS points are not directly mentioned in the course catalogue but in the individual course descriptions on each department's/institute's website.
- If everything else fails, an easy way to find information on a specific lecture is an online search engine (e.g. Google). Just type in the name of the lecture (e.g. from the course catalogue) and "KIT".

If you need assistance to select subject-specific courses, you should contact the departmental coordinator responsible for you directly.

Application documents

Required documents for application:

- **Two print-outs** of the filled out and signed online application form
- Two Learning agreements
- Copy of your certificate of German language
- If applicable: Copy of your certificate of English language

Attention: The online application form and learning agreement have to be approved, signed and stamped by the Erasmus coordinator at your home university.

For more information check <http://www.intl.kit.edu/istudies/3378.php>.

2.3. Selection and Admission

Once we have received your application, we will inform you and send it on to our departmental coordinators for evaluation. About a month after the application deadline, the results of the selection process will be known and we will inform you, if you have been accepted at KIT.

You will receive an email with instructions on how to download your admission letter and further information.

Generally the letters are sent out in July for the winter term and in January for the summer term. Please check your email inbox as well as your spam/ junk mail folder.

3. Before your arrival at KIT

3.1. Registering for the Orientation Week

To register online for the orientation week after your admission to KIT, please go to www.ak-erasmus.de/ophase/en.

3.2. Paperwork and Payments before coming to Karlsruhe

Once you have been accepted at KIT, we will need you to pay the semester contribution and the fee for the pre-semester German language course (if you would like to participate). You will also have to send us several documents, so that we can prepare your enrollment documents before your arrival.

Paying the semester contribution

All students who would like to study at KIT have to pay the semester contribution (Semesterbeitrag) of **approx. 70€** before enrollment. Please note that this is not a tuition fee, but an administrative and social contribution for the university services.

For more information check <http://www.intl.kit.edu/istudies/6202.php>.

You will receive the exact account details in the information letter you will be able to download along your admission letter. Please pay the contribution **by August 15th for the winter term and February 15th for the summer term.**

Paying the fee for the pre-semester language course

The exact language course dates can be found at the start of this brochure or online.

If you participate in the pre-semester German language class, you should also pay the course fee before your arrival. You will find more detailed information on how to pay in the letter you will receive with your admission letter.

Please pay the fee **by August 15th for the winter term and February 15th for the summer term.**

If you have not registered for the course, you can simply do so by paying the course fee on time.

Sending the enrollment documents

Upon your arrival, we will help you with enrolling at KIT, **registering as a Karlsruhe resident and extending your visa/residence permit.**

In order for us to help you with these administrative steps, you should send the following documents **via ordinary mail by August 20th for the winter term and February 28th for the summer term.**

**KIT – International Students Office
ERASMUS+
Adenauerring 2
D-76131 Karlsruhe
Germany**

All exchange students should send in:

- Filled-out registration form (www.intl.kit.edu/info/immatrikulationsformular_ws12.pdf)
- Passport photograph (ca. 35 mm x 45 mm, with your name and birthdate on the reverse side)
- Copy of your Remittance slip/Account statement proving that you paid the semester contribution (the payment ID must appear on the slip)
- Copy of your Remittance slip/Account statement proving that you paid the fee for the pre-semester German language course (the payment ID must appear on the slip)
- Copy of your identity card (for the registration as a resident of Karlsruhe)
- Print-out of your admission letter

EU/EEA students should also send in:

- Copy of your EHIC (European Health Insurance Card) that must be valid during your entire study time in Germany

Non-EU/non-EEA students should also send in:

- Proof of health insurance (your health insurance should cover at least 100,000 €)
- Copy of your passport with a valid student visa

Please note that:

- Students, who have not sent in the required documents on time, will not receive their student card and KIT account upon arrival and will have to register at the city council on their own.
- Students, who have not sent in the required documents on time, should bring all necessary documents with them to the enrollment.
- Students, who have not found permanent housing at Karlsruhe at the time of enrollment, will not be able to register as a resident of Karlsruhe during O-Week.

3.3. Visa and residence permit

In order to enter and stay in Germany during your studies, you may require an entry visa and/or a residence permit¹ depending on your citizenship. **Please do not enter Germany with a tourist visa under any circumstances - it cannot be converted into a residence permit.**

<p>Students who are citizens of EU countries or citizens of Liechtenstein, Norway, Iceland, Switzerland and other countries (http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)</p>	<p>Citizens of these countries can enter Germany with a valid passport or ID card. No visa or residence permit is required.</p>
<p>Students who are citizens of Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, South Korea, New Zealand, the US or of certain other countries (http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)</p>	<p>Because of special visa regulation agreements for those countries, these students can enter Germany without a visa and apply for their Aufenthaltserlaubnis (residence permit) at the Ausländerbehörde of the city of Karlsruhe (Foreigners Authority) after arrival.</p> <p>No visa + residence permit</p> <p>Please see below for more information.</p>
<p>Students who are citizens of non-EU countries (apart from those mentioned above)</p>	<p>These students must apply for an entry visa at the German Embassy or a German Consulate in their home country prior to departure. This should be done as early as possible because the processing time for such visas can be very long, i.e. up to six months. Once you have arrived in Karlsruhe, you have to apply for a residence permit at the Foreigners Authority.</p> <p>Visa + residence permit</p> <p>Please see below for more information.</p>

¹ You can only file for a residence permit after your arrival in Germany.

Residence permit (for NON-EU citizens)

As a **Non-EU citizen** you will most definitely have to file for a residence permit upon your arrival, whether you were able to enter Germany with or without a visa.

We will be happy to help you with this during the enrollment, but need your assistance.

On the day of the enrollment (you do not need to send any documents in advance), please bring along the following documents (**original and copy**):

- Valid passport
- Confirmation of your registration as a resident of Karlsruhe
- Biometric picture
- Proof of sufficient funds to cover all expenses during your stay in Germany (at least 670.00 € monthly). Such proof includes: bank statement, official statement of your scholarship or a “Verpflichtungserklärung”
- “Zulassungsbescheid” (Letter of Admission)
- Health insurance certificate (and International Insurance Card, if applicable)
- Rental contract
- Visa fees (ca. 110€)

We will then assist you with the filling out of the necessary paperwork.

For more information about the procedure, please check the chapter “After your arrival”.

3.4. Accommodation

Housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask you to take action on your own as well.

For more information please go to www.intl.kit.edu/istudies/6166.php, where you can find tips and tricks regarding housing. You can also register for a waiting list and contact our KIT housing service via this site.

Please note! If you are planning to rent private rooms additional cost might include a TV licence (GEZ), internet and telephone connection and so forth.

3.5. Insurance

Health insurance

It is mandatory to have health insurance coverage to be enrolled and study at a German university. This means that you will have to provide a certificate of health insurance in order to enroll at KIT.

We recommend checking with your health insurance in your home country whether you have coverage in Germany for the time of your studies at KIT.

Also, assistance with this topic will be offered for exchange students during the Orientation Week.

Students from EU countries (EEC and EEA)

For students who hold a European Health Insurance Card (EHIC), no further insurance in Germany is necessary.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students from countries who have entered a social security agreement with Germany (e.g. Switzerland, Turkey)

If you have a statutory health insurance in your home country, please inquire at your health insurance provider to get a form that proves that you have health insurance coverage abroad. The forms have different names depending on your country of origin, e.g. E-111, AT 11, ATN11 or BH6. This form is sufficient for enrollment at a German university.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students who have a private health insurance

If you are covered by a private health insurance in your home country that is also valid in Germany, you need to obtain a written confirmation of your health insurance provider (either in German or English) in your home country that states that

- you have a health insurance
- it is valid in Germany
- it provides you with sufficient insurance coverage (minimum insurance sum: 100,000€)

Please note a regular travel health insurance cannot be accepted, since it does not cover your study stay of at least one semester!

If you have a private health insurance, you will have to pay for any necessary health treatment yourself and claim the money back from the health insurance provider in your home country. Please note that your health insurance might only reimburse the costs according to common treatment rates in your home country. In that case, if the treatment is more expensive in Germany, you will have to pay the difference yourself.

For students who need an insurance in Germany

You have the choice between taking out statutory or private health insurance. If you are younger than 30 and/or if you have not studied for longer than 14 semesters (7 years), a statutory health insurance for students will cost around 80 € at any of the German health insurance companies. Private health insurance is usually more expensive and you have to pay treatments in advance before being reimbursed.

Please note:

As soon as you have taken out private health insurance in Germany, you will not be allowed to change to a statutory health insurance.

It is not until the start of the semester that the student health insurance becomes valid. If your stay begins earlier (i.e. before October 1st for the winter term and before April 1st for the summer term), we recommend to take out an additional ordinary travel health insurance in your home country to cover the first weeks of your stay in Germany.

For students who are 30 years or older, students who are beyond the 14th semester (7 years) and for PhD students

You are no longer entitled to student insurance rates from statutory health insurance companies, so you will have to compare various companies and decide which insurance company is best for you.

A list of the health insurance agencies in Karlsruhe can be found at the Portal of the City of Karlsruhe: <http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>.

The German Academic Exchange Service (DAAD) offers more information about health insurance in Germany (<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance>) or you can check <http://www.1a.net/versicherung/krankenversicherung/en>.

Private liability insurance

As an international student in Germany you must also have a liability insurance taken out from your home country, which is valid in Germany as well, or a German one. This kind of insurance covers the responsibility for damage caused to persons, objects or assets up to a certain amount. The higher this amount is, the higher the annual fee will be.

For students from Europe the liability insurance taken out in the home country is valid.

Household/property insurance

Household insurance covers damage caused by nature, e.g. thunder- or hailstorms, fire, explosions, as well as burglary, robbery or vandalism. For an additional charge, cycle theft insurance is included. It is, however, only possible for whole apartments and not for single rooms.

The costs depend on the size and location of the flat. There are often special rates for students under 26. Commonly, the landlords ask for it.

Casualty insurance

Under normal circumstance, you do not need such insurance because even students with a foreign passport are automatically insured against accidents during the course of their studies by the state accident insurance fund. The only condition is to be enrolled in a German institution of higher education.

In Germany, employers must take out an insurance against occupational accidents for all their employees.

Whether an additional private casualty insurance against accidents during free time is necessary remains a personal decision.

4. After you arrive

In order to make your start as easy as possible, on the following pages we have brought together information about enrollment at KIT, necessary visits to local authorities, insurance etc. Should you have any questions or queries, do not hesitate to get in touch with us. Make a phone call or come over to the International Students Office (<http://www.intl.kit.edu/istudies/3193.php>).

If you arrive on time, please make sure to take part in the orientation week where we will assist you with all necessary administrative steps.

If you cannot participate in the O-Week ensure to get an appointment with your ERASMUS Incoming Coordinator shortly after your arrival to receive assistance.

4.1. Your Orientation Week

If you are participating in the O-Week, you will not have to worry about the following points. ISTO staff and AK ERASMUS tutors will assist you with all necessary steps after your arrival. Just check out the O-Week schedule and show up on time to the different appointments and you will be enrolled and settled in in Karlsruhe in no time.

4.2. Administrative procedures for students not participating in the Orientation Week



4.3. Enrollment at KIT

If you are not participating in the Orientation Week, you will have to enroll at KIT after your arrival.

After you have arrived in Karlsruhe and before you can commence your studies at KIT, you must take the necessary administrative steps for enrollment at the International Students Office. **Please contact your ERASMUS Incoming Coordinator at the International Students Office to make an appointment upon your arrival.**

Do not forget to pay the semester contribution and send the enrollment documents on time!

For more information see <http://www.intl.kit.edu/istudies/3368.php>.

4.4. Registration at the City of Karlsruhe

If you are not participating in the Orientation Week, you will have to register as a resident of Karlsruhe after your arrival.

You have to register in Karlsruhe at the Residents Registration Office (Einwohnermeldeamt) within two weeks after having found and moved into your flat/room in Karlsruhe.

For registering, you will need

- your passport/ID card
- a copy of your rental contract
- admission letter (stamped by the International Students Office)
- or
- KIT enrollment certificate

Check the multilingual form generator of the city of Karlsruhe that helps you to fill out your registration form:

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20Mitte. Click on “Formular starten” at the bottom of the page.

Don't forget to ask for your “Student Welcome Package” that contains lots of useful presents for your stay in Karlsruhe.

You can register at one of the following “Bürgerbüros”:

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20Mitte

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20K8

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

To make an appointment online: <http://otv.karlsruhe.de>

4.5. Opening a bank account

It might be useful to open a bank account in Germany, for instance for transferring rent and other fees. However, with the introduction of the European-wide SEPA transfer scheme (same prices for national and cross-border transfers) it might not be necessary anymore – so please check with your bank at home first.

To open a bank account in Germany, you will need:

- Your Passport/ID Card
- A permanent address in Karlsruhe
- Your Student ID or enrolment certificate

You can open an account at one of the online banks or in one of the local branches of different banks at Karlsruhe. Nevertheless, before you do that, you should compare costs.

Exchange students have the possibility to open up a bank account during orientation week.

4.6. Residency Permit (only for Non-EU citizens)

If you are not participating in the Orientation Week, you will have to file for a residence permit at the Foreigners Registration Office on your own.

Exchange students taking part in the orientation week before the start of the semester have the possibility to apply for a residence permit directly at the International Students Office.

After your arrival in Germany, Non-EU citizens should apply for a residence permit for studying purposes at the Foreigners Registration Office, if the visa in your passport is not valid for the whole duration of your stay or if you were able to enter without a visa. For this, you must **arrange an appointment** either by phone or e-mail at the Foreigners Registration Office.

For the application at the Foreigners Registration Office or the International Students Office during the orientation week, you should bring the **following documents (original and copy)**:

- Valid passport
- Confirmation of your registration as a resident of Karlsruhe
- Biometric picture
- Proof of sufficient funds to cover all expenses during your stay in Germany (at least 670.00 € monthly). Such proof includes: bank statement, official statement of your scholarship or a "Verpflichtungserklärung"
- "Zulassungsbescheid" (Letter of Admission)
- Health insurance certificate (and International Insurance Card, if applicable)
- Rental contract
- Visa fees (ca. 110€)

When your residence permit expires, you must **apply for extension/renewal** in time.

Ausländerbehörde Karlsruhe

Kaiserallee 8

76124 Karlsruhe

Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Internet: http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=628 (only in German)

Online appointments: <http://otv.karlsruhe.de>

4.7. Changing your Learning Agreement

In case you would like to make changes to your Learning Agreement, for example because certain lectures are not offered at KIT or overlap with other lectures you have chosen, this should not be a problem.

The Learning Agreement form offers a second page entitled “changes” for exactly this purpose.

You should check with your home university coordinator first regarding your changes, secondly with your KIT departmental coordinator.

The International Students Office at KIT can only accept your changes, when at least your KIT departmental coordinator has approved the changes. In most cases, your home university will even accept the change with only the departmental coordinator’s signature.

4.8. Free Wi-Fi in Karlsruhe

Below you can find a short list of coffee bars and restaurants with Wi-Fi access here in Karlsruhe. For using the free internet an order is usually necessary. You'll get the access data on the spot. Ask the waiter.

Coffee Boxx	→ Kronenplatz	www.coffee-boxx.de
Dr. Kaffee	→ Kaiserstr. 9	www.dr-kaffee.com
Kaffeebar Schiller	→ Kronenstr. 30	www.kaffeebar-schiller.de
Feinraum	→ Ritterstr. 10	www.fein-web.de
Gelbe Seiten	→ Rondellplatz	www.gelbeseitencafe.de
Gold	→ Ludwig-Wilhelm-Str. 12	www.gold-ka.de
L'incontro	→ Leopoldstr. 3	www.lincontro.de
Starbucks	→ Ettlinger Tor Center → Kaiserstr. 185	www.starbucks.de
Vanguard	→ Hardtstr. 37a	www.vanguar.de
Vogelbräu	→ Kapellenstr. 50	www.vogelbraeu.de

4.9. Getting a bike

The easiest means of locomotion in Karlsruhe is a bike.

One way to find one is to search in Facebook groups like:

- <https://www.facebook.com/groups/Verkaufe.Suche.Karlsruhe/?ref=ts&fref=ts>
- <https://www.facebook.com/groups/342859669155392/?fref=ts>
- <https://www.facebook.com/groups/kit.karlsruhe.flohmarkt>

Otherwise you can check the local version of ebay <http://kleinanzeigen.ebay.de/anzeigen/> or www.quoka.de.

Another option is to go to an auction sale offered by the city of Karlsruhe. More information and further dates are available at

http://www1.karlsruhe.de/Service/d115/detail.php?prod_id=454.

In case your bike needs repair and you want to save money, these shops might provide you with the necessary tools for a small charge. From time to time they sell used bikes as well.

Madame Velo

Georg-Friedrich-Straße 11

76131 Karlsruhe

www.madamevelo.de

Mo. – Fr. 10.00 – 12.00, 14.00 – 18.00

Sa. 10.00 – 13.00

Radler-Martin

Im Gewerbehof

Steinstraße 23

76133 Karlsruhe

www.radler-martin.de

Mo. – Sa. 8.00 – 13.00 and 15.00 – 19.00

The last option is to sign up for „call-a-bike“, a service provided by Deutsche Bahn. The idea is that you do not buy a bike but borrow it instead. You pay **24€ as a student for a one year membership**. This allows you to borrow **up to two available “DB bike” at the same time** and use them for the next 30 minutes for free. Every minute extending the 30th minute will cost an additional 8 cents. To search for available bikes, there is a mobile app for Android and iOS available. After you finish using the bike you can simply park the bike on any crossing and lock it. You can find further information and register via this page

<https://www.callabike-interaktiv.de/index.php?id=89&f=500&start=oa>

Please note! According to German law your bicycle must be equipped with two brakes, a bell, a white light in front and a red light at the back. If something is missing and you get stopped by police you will most probably get fined.

5. During your stay

5.1. The Grading system at KIT

Grade	German	English
1.0 – 1.3	Sehr gut	Very good
1.7 – 2.3	Gut	Good
2.7 – 3.3	Befriedigend	Satisfactory
3.7 – 4.0	Ausreichend	Sufficient
4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail

Exams may also be evaluated as “bestanden“ (passed) or ”nicht bestanden“ (failed) without grade.

Further information on the statistical distribution of grades according to the descriptions in the ECTS users' guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar's office.

5.2. The “Campus Management Portal für Studierende”, the “Studierendenportal” and your KIT account

Please note that KIT is currently undergoing a transition phase as far as the online student services are concerned. Therefore services are currently available either on the old “Studierendenportal” (studium.kit.edu) or on the new “Campus Management Portal” (campus.studium.kit.edu) depending on the service that you are looking for.

The “Studierendenportal” is the OLD information and administration platform for all students at KIT. The address is studium.kit.edu. The “Campus Management Portal für Studierende” is the NEW platform for all students at KIT. The address is <https://campus.studium.kit.edu/>.

To access them you will need your **KIT account**

On the old “Studierendenportal” you can

1. activate your KIT-account
2. download your transcripts (if your department uses this system - for more information ask your departmental coordinator)

On the “Campus Management Portal” you can

1. inform KIT about contact and address changes
2. pay your semester contribution and do the re-registration every semester
3. download your KVV public transport pass, certificates (confirmation of enrollment/“Immatrikulationsbescheinigung”) etc.
4. register for exams (for some departments, but for most you’ll have to talk to your lecturer)

Your KIT Account



KIT
Karlsruher Institut für Technologie

KIT – Universität des Landes Baden-Württemberg
und nationales Forschungszentrum in der Helmholtz-Gemeinschaft

Studierendenportal

Studierende melden sich mit ihrem Stud-Account (z.B. uXXXX) und ihrem Passwort an.

Dozenten melden sich bitte mit ihrem KIT-Account oder ihrer KIT-E-Mailadresse (vorname.nachname@kit.edu) als Benutzerkennung und ihrem Passwort an.

Benutzerkennung:

Passwort:

You will receive your account data (username and password) soon after your KIT-card or at the same time. The account data also allows you to log into the KIT wifi (wkit).

Your account consists of three parts:

- Your Email-Address: u****@student.kit.edu
- Your account token (u-Account) starting with a “u” often referred to as “RZ-Account”
- Your Password

Please keep the password safe since it is the access key to a lot of **KIT's online services**:

- Access to the "Studierendenportal" and the "Campus Management Portal"
- Access to the PC-pool computers at the SCC building
- Access to ILIAS, KIT's online learning platform
- Access to your KIT email at owa.kit.edu
- Access to the KIT wifi network (wkit)
- Remote access to KIT online services via VPN

If you have not received your KIT account 14 days after your official enrollment, please contact the SCC Servicedesk at Zirkel 2, 76131 Karlsruhe, Gebäude 20.21 (<http://www.scc.kit.edu/hotline/index.php>).

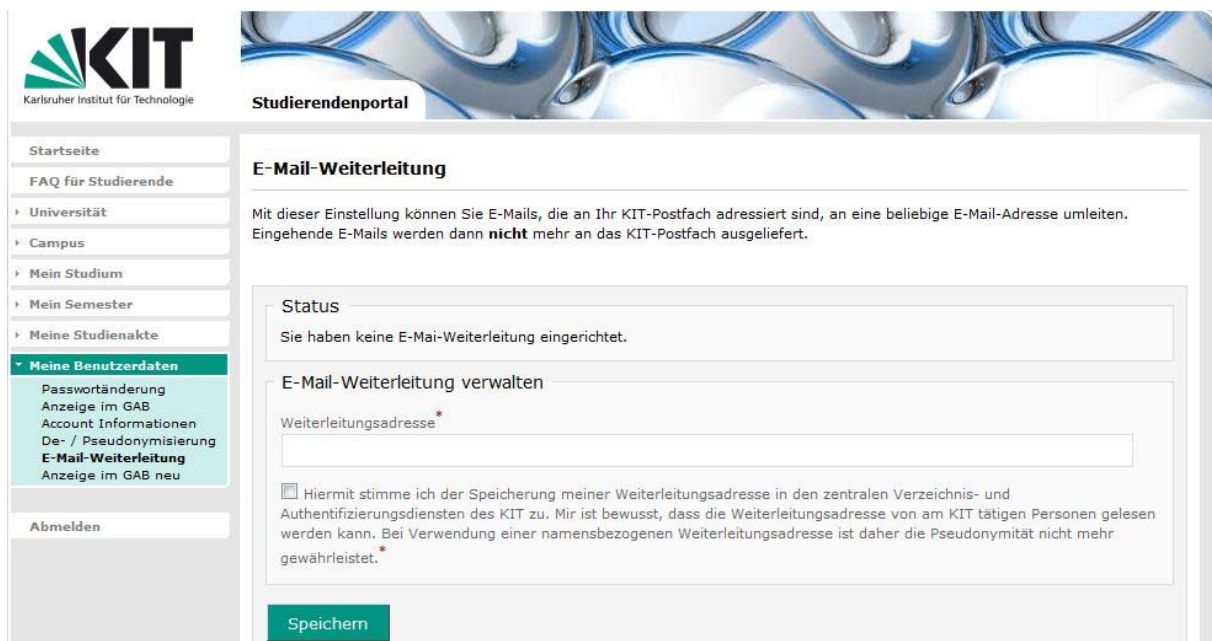
Please log into the Studierendenportal soon after you have received your account data or at the latest 3 days after.

Once you have logged in, you should change your password. You will also be able to activate the forwarding of email from your KIT address to your private email address.

To do so, click on "Meine Benutzerdaten" and

- "Passwortänderung" for changing your password
- "E-Mail-Weiterleitung" for email forwarding

Don't forget to click on "Speichern" (save) once you are done.



KIT
Karlsruher Institut für Technologie

Studierendenportal

Startseite
FAQ für Studierende

- › Universität
- › Campus
- › Mein Studium
- › Mein Semester
- › Meine Studienakte
- ▼ **Meine Benutzerdaten**
 - Passwortänderung
 - Anzeige im GAB
 - Account Informationen
 - De- / Pseudonymisierung
 - E-Mail-Weiterleitung**
 - Anzeige im GAB neu
- Abmelden

E-Mail-Weiterleitung

Mit dieser Einstellung können Sie E-Mails, die an Ihr KIT-Postfach adressiert sind, an eine beliebige E-Mail-Adresse umleiten. Eingehende E-Mails werden dann **nicht** mehr an das KIT-Postfach ausgeliefert.

Status
Sie haben keine E-Mail-Weiterleitung eingerichtet.

E-Mail-Weiterleitung verwalten

Weiterleitungsadresse *

☐ Hiermit stimme ich der Speicherung meiner Weiterleitungsadresse in den zentralen Verzeichnis- und Authentifizierungsdiensten des KIT zu. Mir ist bewusst, dass die Weiterleitungsadresse von am KIT tätigen Personen gelesen werden kann. Bei Verwendung einer namensbezogenen Weiterleitungsadresse ist daher die Pseudonymität nicht mehr gewährleistet. *

Speichern

Inform KIT about contact and address changes

When you log into the “Campus Management Portal” at campus.studium.kit.edu for the first time or when you change your address in Karlsruhe, you have to update your profile on the portal. Otherwise, important mail (information about grades, exams...) will be sent to the wrong address and may not reach you.

1. Click “Persönliche Daten” on the left-hand side, then on “Anschrift”:

The screenshot shows the 'Campus Management für Studierende' interface. On the left sidebar, 'Persönliche Daten' is selected, and 'Anschrift' is highlighted. The main content area shows the 'Persönliche Daten' section with instructions and links for updating address and phone number.

2. Fill in the form with your current address where KIT administration can reach you.

The screenshot shows the 'Adressen - Heimatadresse' form. It includes a 'Hilfetext' box stating 'Diese Adresse ist Ihre aktuelle Korrespondenzadresse.' and a 'Bearbeiten' section with fields for 'Strasse', 'Zusatzstrasse', 'c/o oder Zimmer-Nr.', 'PLZ', 'Ort', 'Zusatzort', and 'Länderkennzeichen' (set to 'Deutschland'). A 'Speichern' button is at the bottom.

3. Click “Speichern” to save the changes.
4. You can also register a phone number. To do so, you have to click on “Telefonnummer”, enter your number into the form and click on “Speichern” to save it.

The screenshot shows the 'Telefon- und Faxnummern' form. It includes a 'Neu' button, a dropdown for 'Ausw.' (set to 'Festnetz'), and fields for '* Telefonart' and '* Telefon'. A 'Speichern' button is at the bottom.

Re-enrollment “Rückmeldung”

IMPORTANT: If you stay for another semester at KIT, you have to re-enroll (rückmelden). Please be aware that this function is only active during the re-registration period! If you miss to re-enroll during this period, you will not be permitted to pursue any further studies at KIT!

The re-registration is done online at the “Campus Management Portal”.

In the menu on the left choose “Rückmeldung”. Then go to “Rückmelden and then “Rückmeldung”.

The amount you have to pay for the “Rückmeldung” is shown next to “Zu zahlender Betrag (Differenz)” in the table on the top of the page.

Now you have the choice between paying by bank transfer (“SEPA-Überweisung”) and a payment mandate (“SEPA-Lastschrift”).

For the **bank transfer** you simply use the account data shown underneath “SEPA-Überweisung”, including the “Verwendungszweck” (very important, otherwise the administration will not be able to identify your payment) to make a bank transfer (for example via online banking).

KIT
Karlsruher Institut für Technologie

Campus Management für Studierende

Bezahlen und Rückmelden – Sommersemester 2014

Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	67,70

SEPA-Lastschrift
Es liegt kein gültiges Lastschriftmandat vor. Bitte wechseln Sie zur Funktion [Mandatsverwaltung](#), um ein neues Mandat anzulegen.

SEPA-Überweisung
Falls Sie keinen Lastschriftauftrag erteilen wollen, können Sie den Betrag von € 67,70 auch überweisen:

Empfänger: Karlsruher Institut für Technologie
Bank: Deutsche Bundesbank Filiale Karlsruhe
IBAN: DE 0756 0000 0000 6600 1535
BIC: MARKDEF1660
Verwendungszweck 1: 1141015636241
Verwendungszweck 2:

Bitte geben Sie unbedingt die Kennung **1141015636241** und Ihren Namen beim Verwendungszweck Ihrer Überweisung an. Überweisungen ohne diese Kennung können wir nicht bearbeiten. Ihre Rückmeldung erfolgt erst mit der Buchung Ihrer Zahlung im [Studierendenservice](#).

Wir weisen darauf hin, dass für den Fall, dass Sie innerhalb der ersten sechs Wochen des Folgesemesters Ihre letzte Prüfung für den Abschluss Ihres Studiums ablegen, eine Rückmeldung für das kommende Semester nicht zwingend erforderlich ist.

For the payment mandate you have to go to “Mandatsverwaltung” and register a new payment mandate.

First, you need to put your IBAN number into the form, then click on “Daten speichern” to save the number.

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Karlsruher Institut für Technologie

Campus Management für Studierende

Mandatsverwaltung

Neues Mandat anlegen

IBAN *

Nach Anlegen eines neuen Mandates müssen Sie für eine vollständige Rückmeldung die Funktion [“Bezahlen und Rückmelden”](#) aufrufen. Die Mandatserteilung alleine reicht nicht für eine erfolgreiche Rückmeldung aus.

Ein bereits erstelltes SEPA-Mandat kann für den aktuellen Rückmeldezeitraum nicht mehr online zurückgezogen werden. Wenn Sie eine falsche IBAN eingegeben haben oder das Lastschriftverfahren doch nicht nutzen möchten wenden Sie sich bitte an den [Studierendenservice](#).

When you have filled in all the necessary data about your account, an overview is shown.

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Mandatsverwaltung

Name (Kontoinhaber) [redacted]
IBAN [redacted]
Kreditinstitut (Name) [redacted]
Kreditinstitut (BIC) [redacted]
Gläubiger-Identifikationsnummer [redacted]
Mandatsreferenz [redacted]
Status des Mandats active

Nach Anlegen eines neues Mandates müssen Sie für eine vollständige Rückmeldung die Funktion "Bezahlen und Rückmelden" aufrufen. Die Mandatserteilung alleine reicht nicht für eine erfolgreiche Rückmeldung aus.
Ein bereits erstelltes SEPA-Mandat kann für den aktuellen Rückmeldezeitraum nicht mehr online zurückgezogen werden. Wenn Sie eine falsche IBAN eingegeben haben oder das Lastschriftverfahren doch nicht nutzen möchten wenden Sie sich bitte an den [Studierendenservice](#).

Then you should go back to „Bezahlen und Rückmelden“.

There you can see an additional option underneath "SEPA-Lastschrift" where you have to tick a box to confirm that you agree with the automatic payment of 67,70€ from your account on the date shown in the box.

Tick the box, then click on "Weiter" to continue.

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Bezahlen und Rückmelden – Sommersemester 2014

Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	67,70

SEPA-Lastschrift

Es liegt ein gültiges Lastschriftmandat vor. Wenn Sie die Abbuchung unten bestätigen wird Ihr Konto am 28.01.2014 in Höhe von € 67,70 belastet. **Mit der Erteilung des Lastschriftauftrages sind Sie vorläufig rückgemeldet.** Die endgültige Rückmeldung erfolgt automatisch nach erfolgreicher Abbuchung. Wir empfehlen Ihnen das Lastschriftverfahren.

☒ Hiermit bestätige ich die Abbuchung vom Konto mit der IBAN [redacted] am 28.01.2014 in Höhe von € 67,70.

[Weiter](#)

SEPA-Überweisung

Falls Sie keinen Lastschriftauftrag erteilen wollen, können Sie den Betrag von € 67,70 auch überweisen:

Empfänger: Karlsruher Institut für Technologie
Bank: Deutsche Bundesbank Filiale Karlsruhe
IBAN: DE 0766 0000 0000 6600 1535
BIC: MARKDEF1660
Verwendungszweck 1: 1141015636241
Verwendungszweck 2:

Bitte geben Sie unbedingt die Kennung **1141015636241** und Ihren Namen beim Verwendungszweck Ihrer Überweisung an. Überweisungen ohne diese Kennung können wir nicht bearbeiten. Ihre Rückmeldung erfolgt erst mit der Buchung Ihrer Zahlung im [Studierendenservice](#).

Wir weisen darauf hin, dass für den Fall, dass Sie innerhalb der ersten sechs Wochen des Folgesemesters Ihre letzte Prüfung für den Abschluss Ihres Studiums ablegen, eine Rückmeldung für das kommende Semester nicht zwingend erforderlich ist.

If your payment order has been registered successfully, the next screen should show „Lastschriftauftrag erfolgt“.

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Lastschriftauftrag erfolgt.

Sie sind vorläufig zum Sommersemester 2014 zurückgemeldet. Ihre endgültige Rückmeldung erfolgt erst nach Geldeingang im Studierendenservice. Dies erfolgt automatisch.
Im Fall einer Lastschriftrückgabe (z.B. Konto nicht gedeckt) kann keine Rückmeldung durchgeführt werden. In diesem Fall erhalten Sie zunächst ein Mahnschreiben, mit dem Ihnen eine letzte Nachfrist eingeräumt wird. Außerdem werden Ihrem Studierendenkonto zusätzliche Bearbeitungsgebühren der Bank belastet. Sämtliche Bescheinigungen gelten vorbehaltlich der endgültigen Rückmeldung: [Bescheinigungen](#)

Der Betrag von € 67,70 wird zum bestätigten Belastungsdatum von Ihrem Konto abgebucht.

Also, under „Gebührenkonto“ the amount due („Zu zahlender Betrag (Differenz)“) should have reduced to „0,00“.

Gebühren-Konto		
Ihr aktueller Status: Rückgemeldet im Sommersemester 2014		
Gebührenaufstellung für Sommersemester 2014		
Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	67,70
Zu zahlender Betrag (Differenz)	€	0,00
Gebührenaufstellung für Wintersemester 2014/15		
Studentenwerksbeitrag	€	67,70
Verwaltungskostenbeitrag	€	60,00
Soll-Betrag	€	127,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	127,70

Download Certificates and Public Transport Pass

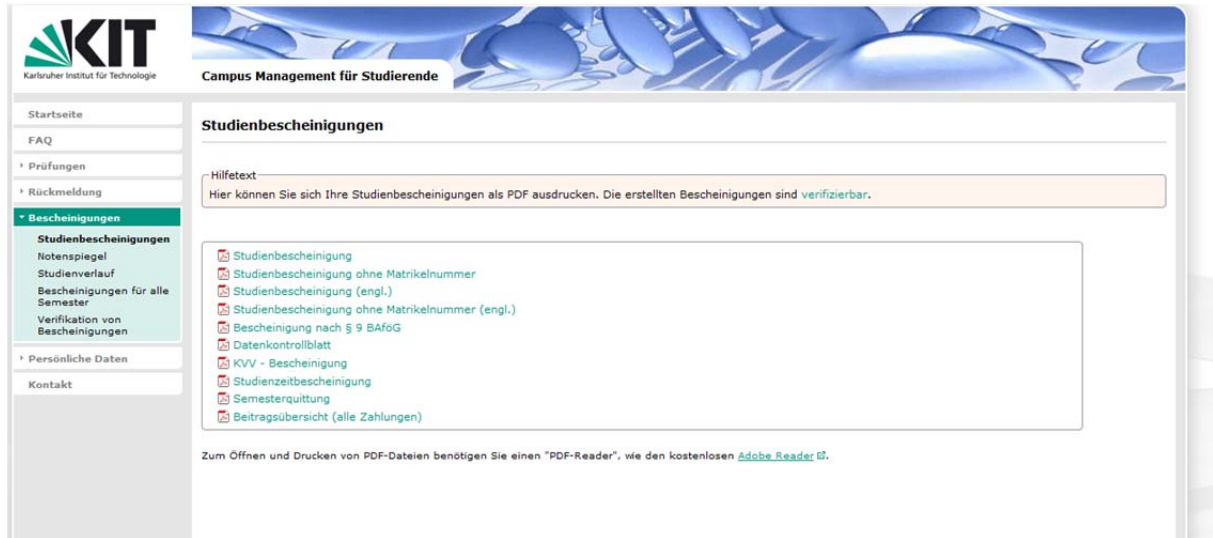
You can also download and print out some useful documents at the “Campus Management Portal”, for example:

1. “Studienbescheinigung (engl.)”, also “Immatrikulationsbescheinigung” in German i.e. your certificate of enrollment/confirmation of enrolment
2. “KVV-Bescheinigung” (for free public transport from Monday - Friday from 6 p.m.- 3 a.m. and the whole weekend)

Just click “Bescheinigungen” on the left-hand side, then “Studienbescheinigungen”.

Bescheinigungen	
Im Bereich "Bescheinigungen" haben Sie die Möglichkeit verschiedene Bescheinigungen als PDF zu öffnen bzw. zu speichern.	
Studienbescheinigungen	
Hier finden Sie alle relevanten Studienbescheinigungen (u.a. KVV- und BAföG-Bescheinigungen) für das Semester, zu welchem Sie momentan rückgemeldet sind.	
Notenspiegel	
Auf dieser Seite finden Sie den Notenspiegel für Ihre Studiengänge.	
Studienverlauf	
Hier kann der aktuelle Studienverlauf für Ihre Studiengänge angesehen werden.	
Bescheinigungen für alle Semester	
Hier finden Sie Studienbescheinigungen für das aktuelle und auch für vergangene Semester.	
Verifikation von Bescheinigungen	
Vorliegende Bescheinigungen können Sie anhand des aufgedruckten Verifikationsschlüssels auf Gültigkeit prüfen. Diese Funktion ist auch ohne vorherige Anmeldung verfügbar.	

You can download the documents you need:



Download your transcript

Depending on the KIT department you are enrolled at, you may also be able to download your transcript of records at the “Studierendenportal”.

Go to “Meine Studienakte” in the left navigation, then “Notenauszug” or “Bachelor/Master Notenauszug” to see whether it works for you. If not, you should contact the “Prüfungsamt” at your department to find out about how to obtain your transcript.



Register for exams



The screenshot shows the KIT Campus Management für Studierende portal. The left sidebar contains a navigation menu with the following items: Startseite, FAQ, **Prüfungen** (highlighted), Prüfungsanmeldung und -abmeldung, Angemeldete Prüfungen, Abgemeldete Prüfungen, Rückmeldung, Bescheinigungen, Persönliche Daten, and Kontakt. The main content area is titled 'Prüfungen' and contains the following text:

Im Bereich "Prüfungen" können Sie sich zu Prüfungen anmelden sowie Ihre Prüfungsmeldungen einsehen. Verbindliche Auskünfte zur An- und Abmeldung zu Prüfungen erteilt Ihnen ausschließlich der Studierendenservice.
Beachten Sie bitte auch die Aushänge der Institute betreffend Ihrer Prüfungen.

[Prüfungsmeldung und -abmeldung](#)
Hier können Sie sich über den Strukturbaum Ihres Studiengangs zu Prüfungen an- und gegebenenfalls auch wieder abmelden.

[Informationen über angemeldete Prüfungen](#)
Hier erhalten Sie Informationen zu den Prüfungen, zu denen Sie sich erfolgreich angemeldet haben.

[Informationen über abgemeldete Prüfungen](#)
Hier sind Prüfungen aufgelistet, von denen Sie sich abgemeldet haben.

You might be able to register for exams online at the „Campus Management Portal“. To see if it is possible (or if you have to register directly with your lecturer) go to „Prüfungen“ and choose „Prüfungsan- und Prüfungsabmeldung“

Afterwards, accept the „wichtige Information zur Prüfungsmeldung“.

Then click on the studies you are currently pursuing and choose the exam you are planning to take.

Please note that for most exchange students this option is not available and you will have to register for the exam directly with the lecturer.

5.3. Re-enrollment for the second semester

The re-enrollment for the second semester simply consists in paying the semester contribution for the second semester. For instructions on how to pay, please see the chapter “Studierendenportal”.

5.4. Cultural differences

Punctuality at the university: In Germany it is important to arrive on time! The defined start time on the schedule is the actual start time for a lecture or lesson. The lecturer will not wait for any late arrival.

How to address a professor: The relation between student and professor/lecturer is very formal. It is important to keep a certain distance and address the professor accordingly. Therefore the professor is addressed with the german formal version “Sie”. An exemplary beginning of a letter/e-mail for Professor (Prof.) Max Mustermann would be “Sehr geehrter Herr Professor Mustermann, ” or in English “Dear Professor Mustermann, “.

Office hours and services: Keep strictly to the office hours; you will not receive any service after the official opening hours. If you made an appointment, it is very important to arrive on time!

Lecture style: The lectures might differ quite a lot from what you are used to from back home. Generally the bigger the class room the fewer the questions. For more detailed information, check point the chapter “KIT Slang”.

Shop opening hours: On sundays all shops are closed in Germany! From Monday to Saturday supermarkets are mostly open between 8 am and 10 pm. Other shops are normally open between 10 am and 7 pm. Generally you can say the bigger the shop the longer the opening hours.

Red traffic light: It is forbidden to cross a street as long as the traffic light is red. If you get caught by the police you will have to pay a fine.

5.5. Sports at KIT

Courses

The “Hochschulsport” (university sports) offers a variety of sports courses and classes that nearly includes every sport you can imagine: Aerobic, Basketball, Juggling, Karate, Yoga etc.

To participate in the courses, you will need to enroll:

1. **Choosing courses:** First, go to <http://www.sport.kit.edu/hochschulsport> click “**Sportangebot**” on the left, then “**Sportkurse**” (left). There you will find the KIT sports offer. Follow the links for a description and information about times and locations of the different courses. To book a course, click on “**buchen**” (booking) on the right side.
2. **Booking:** Complete the form (including your bank-account), then click “**verbindliche Anmeldung**” to send it. You will receive a personal confirmation via email which entitles you to attend the course. Please take the printed email with you to the lessons.
3. **Waiting-list:** In case there are no free places left, you get a second chance by registering for the waiting-list (Warteliste). You will be informed about places that become available later.

Charges/fees: Each student participating in the KIT sports offer has to pay a basic fee of 10 € independent of the courses taken. In addition, some offers might have an additional fee.

Cancelling a sports course: For cancelling, please write an email to hochschulsport@sport.kit.edu. However, after having properly registered for a course, you will not get back the full amount of what you paid during registration. The amount that is kept depends on when you cancel:

- 25% of the fees after up to two weeks since the beginning of courses
- 50% of the fees after up to four weeks since the beginning of courses
- 100% of the fees after more than four weeks since the beginning of courses

In case of injuries or illness special arrangements are possible. See a doctor for a certificate/note!

Gym

KIT has its very own gym. It offers a cardio area, various strengthening machines and a free weight area. Additionally you are allowed to use the pool and sauna next door. Furthermore they offer several fitness courses, e.g. Zumba. For prices and more information please check <http://www.sport.kit.edu/walk-in/index.php>.

KIT SC

If you are interested in basketball, soccer, handball, volleyball, lacrosse, tennis, American football or athletics and you are willing to train multiple times a week and have competitions on weekends, you can become a member of the KIT SC. Please check <http://www.kitsc.de/> for more information.

5.6. Learning languages at KIT

German

KIT offers a limited number of German courses during the semester. You can register at the Studienkolleg Karlsruhe (<http://www.stk.kit.edu/english/index.php>). The German courses cost a small fee.

On http://www.stk.kit.edu/studienbegleitende_Kurse.php you can find more detailed information.

As there are not enough places for all interested students, you cannot simply go to the course you want to take. For registration see this webpage: <http://www.stk.kit.edu/deutsch-kurse.php>.

Please keep in mind that courses are very popular and you should register very early (same day as registration opens), if you would like participate.

All other languages

You can register for “**foreign**” language courses (English, French, Spanish, Arabic, Italian, Polish, Latin, Russian, Chinese, Japanese, Portuguese, Turkish, Dutch, Swedish) with the Sprachenzentrum Karlsruhe. To find information about courses for other languages, please go to this webpage: <http://www.spz.kit.edu>.

Please keep in mind that courses are very popular and you should register very early (same day as registration opens), if you would like participate.

Language exchange

Another great opportunity to deepen your language knowledge is to engage in a language exchange (Sprachtandem) with other students. The idea is to bring together two students, who will communicate in two different languages and teach each other new vocabulary. For more information visit <http://www.studentenwerk-karlsruhe.de/de/internationales/tandem/?cpage=1>

5.7. Public Transportation in Karlsruhe and in Germany

Local Transportation via KVV

The “Karlsruher Verkehrsverbund” (KVV) organizes the public transport in Karlsruhe and the region.

For a pedestrian-friendlier inner city, the railway lines of the Kaiserstrasse are being partially transferred underground. The project’s name is “**Kombilösung**”. This explains the temporary construction sites and route diversions in the inner city.

For more information check www.kvv.de or <http://en.kvv.de/>.

What special offers are there?

There is a **vast choice of special offers and travel cards**. The best idea is to ask at one of the KVV customer care centers e.g. at the main railway station (Hauptbahnhof) or at Marktplatz.

However, here is a **short overview of the most important tickets**:

- *Time-restricted tickets*: from 24-hours tickets through summer to yearly cards for one person or groups up to 5 people
- The „Baden-Württemberg-Ticket“ and the „Schönes-Wochenende-Ticket“ are suitable for short excursions in the region.
- The “Studikarte”: a special offer for student. For more information see below.

How much does a ticket cost and where can I buy it?

The KVV network is divided in certain zones, the so called „Waben“. The price of each ticket is based on this system – the more Waben one crosses, the more expensive becomes the travel. A ticket valid only in the City of Karlsruhe has always two Waben. If someone wants, for example, to travel from Stutensee to the inner city of Karlsruhe, he or she needs a ticket with three Waben.

At almost all stations and on most trams there is a ticket vending machine. However, you should always have some pocket change as the machines do not always take banknotes. If they are out of order, it is always possible to buy your ticket from the driver. You can also get tickets from the customer centers of KVV, at the main railway station (Hauptbahnhof) and in a couple of stationery stores.

The “Studikarte”

As a student enrolled at KIT, you automatically receive a semester ticket that allows you to use the KVV network for free Mondays to Fridays between 6pm and 5am and during the weekend. The “ticket” (KVV-Bescheinigung) can be downloaded and printed out via the “Studierendenportal” (cf. chapter about the “Studierendenportal”). Please be aware that you need both your KIT card and your “ticket” to use this offer.

In addition, if you would like to use the KVV network 24/7, you should consider the so called “Studikarte”. It allows you to use all means of public transport on the whole KVV network and

is valid for six months. It costs around 130€ and is available upon presentation of proof of enrollment at most KVV customer care centers or at the International Student Center of the Studentenwerk.

BahnCard

If you are planning to travel throughout Germany, the “Deutsche Bahn” can be a cheap and easy way. It might be worth buying a BahnCard, which gives you a discount on every ticket price you pay. There are various kinds of BahnCards available. The cheapest version (BahnCard 25) is available for students for 41€ and gives you a 25% discount on every ticket price. You can read more about it here: <http://www.bahn.de/p/view/bahncard/bahncard.shtml>.

Additionally a BahnCard gives you a discount on one-way single tickets from KVV.

5.8. Medical Care in Germany & Emergency Contacts

Medical care in Germany is generally very good with a dense network of high-qualified specialists.

IMPORTANT: If you feel sick, but it is not an emergency, you must go to a “Hausarzt” (family doctor/GP) NOT to the hospital. The hospital is only responsible for emergencies like severe injuries and acute pain.

Index of physicians/doctors

An index of the physicians in Karlsruhe can be found in the “Yellow Pages” (www.gelbeseiten.de/arzt/karlsruhe). A list of foreign-language doctors can be found in the “Glossary”.

Emergencies

For emergencies, the toll free number 112 operates day and night. One can call an emergency doctor and an ambulance. These services are free of charge for people with health insurance.

There is an emergency medical service on weekends as well in case you do not need an ambulance but are still able to go see a doctor on your own. Information about this can be obtained in the newspapers under the column “Ärztlicher Notdienst” or on the pages of city Karlsruhe (<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>) (in German).

Medication

In Germany, medication is only sold in pharmacies. Some medicines, e.g. antibiotics, must additionally be prescribed by a doctor.

5.9. Counselling

Studies do not always run smoothly and without problems.

Therefore, KIT has different counseling offers for students with academic and/or personal problems.

- The psychotherapeutic counselling office of the Studentenwerk (<http://www.studentenwerk-karlsruhe.de/en/beratung/>) is open to students with personal problems, including depression, psychosomatic complaints, dependency problems etc.
- The International Student Center (<http://www.studentenwerk-karlsruhe.de/en/internationales/?page=1>) offers mainly help with administrative problems.
- Of course, the **International Students Office** provides assistance for all international students as well.

All these services are offered in German as well as in English on request.

5.10. Driving in Germany

If you want to drive in Germany with a driver's license from another country, it must be exchanged for a German driver's license if you stay in Germany for longer than six months. Sometimes you might even have to take your driving test again (depending on your country of origin). Holders of an EU driving license are not affected by this.

For more information check http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=440 and <https://www.study-in.de/en/--12035>.

If you want to buy a car in Germany, you should take into account the additional costs (insurance, taxes, fuel price). A convenient alternative is Stadtmobil (<http://karlsruhe.stadtmobil.de>) (only in German), a car-sharing solution.

Car-sharing with “Mitfahrgelegenheit”

Car-sharing is a widely used means of transportation for students in Germany. Passengers or drivers can be found, for example,

on www.mitfahrgelegenheit.de or www.mitfahrzentrale.de (only in German).

5.11. Working while studying

Many students depend on one or even several jobs to make ends meet despite scholarships and student financial assistance schemes. However, you should not take on a job before it is clarified what is permitted by law to prevent problems with immigration.

The employment regulations for Non-EU students are very strict. You can even be **extradited from Germany**, if you break them.

The regulations are very complex. Therefore please check the DAAD homepage <https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-earning-money/> for trustworthy information.

Where can I find a job?

There are many ways to search for jobs.

- At the office of your institute, you can find out about student or research assistant and tutor positions. This has the advantage that you can work directly at the university and gain relevant knowledge for your studies. However, these occupations are very popular and are usually long-term jobs. Please check the KIT-Kleinanzeigenmarkt <http://www.kit.edu/markt/showinsertion.php?catid=1>
- Many listings can be found in local daily and weekly newspapers, but also on the Internet.
- Furthermore, a stroll down the center of Karlsruhe can be useful because many **shops and restaurants advertise** their job offers directly at the door.
- Many jobs are obtained through word-of-mouth advertising. Ask around in your circle of friends and acquaintances.

5.12. Travelling in the Schengen States

There is freedom of travel within the European Union: most member countries of the EU are part of the "Schengen area", in which border controls are abolished.

For EU citizens

According to the "Schengen Convention", which is part of EU law, there are no longer any border controls at the borders between the Schengen member states. All EU countries are member states except Bulgaria, Ireland, Romania, United Kingdom and Cyprus. Iceland, Switzerland and Norway do not belong to the European Union, but are members of Schengen.

You only have to obtain an additional visa when travelling outside the EU's external borders and to the non-Schengen countries. If you are traveling within the EU you do not need a visa. However, you should always carry a valid identity card or passport with you.

For Non-EU citizens

Citizens of certain countries can enter the EU without a visa for a stay up to three months. Travelers of other Non- EU countries, however, might require a visa of one of the Schengen states. Please check the chapter "Before your arrival at KIT" for more information.

Nationals of Non-EU countries, who have a residence permit from one of the "Schengen States", may also move freely within the other member states. **The freedom of travel is valid only for stays of up to three months.** Each member state has own regulations for longer stays.

Warning: Ireland, Great Britain and some other EU Member States do not belong to the Schengen states. In these countries there are special regulations.

6. Before you leave KIT and Karlsruhe

Your stay at KIT is unfortunately coming to an end. Soon you will return to your home university. Before we send you on your way, we want to give you some tips so that you won't encounter any unresolved issues, once you are back home.

6.1. Unenrolling („Exmatrikulation“) at KIT

Before you leave KIT, you should unenroll. In order to do so, you should come by the International Students Office and pick up your “Antrag auf Exmatrikulation”. This request form has to be stamped by the library, the International Students Office and the Students Office (Studierendenservice).

You should also get your **confirmation of departure** from the International Students Office. In case your home university needs further forms stamped, this is the time as well for this to be done. Please contact your home university if you are unsure about the documents to be filled out – your ERASMUS+ grant depends on it!!!

It is advisable to make an appointment with your ERASMUS Incoming Coordinator for this.

6.2. Transcript of Records

In order to transfer the credits you have achieved at KIT to your home university, you should obtain a transcript of records. You should go and see your departmental coordinator or your department's “Prüfungsamt” for a last time and ask them how to obtain the transcript (the process differs from department to department). You should also give them your address in your home country, just in case.

Do not leave KIT without requesting your transcript of records, since you cannot request it from back home!

6.3. Notifying the city of Karlsruhe

Before you leave Karlsruhe, you should notify the city of Karlsruhe of your departure. You can do this easily at the “Bürgerbüro” responsible for the district you live in. Detailed information about the services of Karlsruhe's public authorities can be obtained at 115, Karlsruhe's public authorities' hotline 115.

6.4. Memories of KIT

A KIT collection is available at the KIT-Webshop (www.kit-shop.de). This way you can buy something that will remind you of your good times at KIT.

6.5. Keep in touch

If you want to stay in touch with us even after your studies at KIT, you can become a KIT alumnus/alumna. Just log onto our Alumni Network and register. You will then receive regular KIT news and you can become a member in one of 18 Alumni Clubs worldwide (or found a new one in your home country). For more information, visit the alumni website: www.rsm.kit.edu/alumni.php.

7. Glossary

7.1. KIT Slang

AKK: Student group that organizes different social activities and runs a small pub on campus directly opposite of the main library offering coffee, soda and beer at a low price.

ASta/USta: abbreviation of "Allgemeiner Studierendenausschuss" and „Unabhängige Studierendenschaft“. They offer a wide field of services and counselling, for example you can use a fully equipped workshop or a photo laboratory for free. More information here: <http://www.usta.de/service/>.

Audimax: biggest lecture hall on campus

Bib: short version of Bibliothek (=library)

Dekan: faculty director

Exmatrikulation: unenrollment. Removal from the register of students for any reason including graduation or end of exchange.

Fachkoordinator: Department coordinator. The contact person of every department in case of study specific questions. You can find the list of department coordinators in the chapter "Administrative Contacts"

Fachschaft: student bodies. Student organization under self-management, responsible for helping students, planning parties, selling lecture notes and much more.

Hochschulsport: term to describe all sports offered at KIT, including gym, team sports and courses.

Immatrikulation: enrolment. The formal process of entering a university.

LP or Leistungspunkte: German expression for ECTS points

Mensa: Cafeteria/refectory. A massive student restaurant offering a variety of more than 6 dishes each day at very cheap prices.

Modulhandbuch: study guidelines including all possible lectures and explaining the specific structure of each degree and study path.

Prüfungsamt: examination office. Responsible for collecting, managing and saving exam results and make out certificates.

Rückmeldung: re-registration. You reply to the university that you are going to continue your studies in the next semester and pay a small fee. You have to do this if you are staying on for a second semester.

Sprachenzentrum: the institution responsible for all non-German language courses.

SCC: abbreviation of „Steinbuch Centre of Computing“. The SCC is the information technology centre of KIT and one of the most powerful computing centres in Europe.

Studententicket/KVV-Bescheinigung: The combination of your KITCard and the KVV-Bescheinigung (public transportation permit) allows you to use public transportation on the weekend and weekdays between 6pm and 5 am for free. Please see the chapter "Studierendenportal" for instructions on how to print your transportation permit.

Studentenwerk: The studentenwerk is responsible for running the “Mensa” and the “Cafeteria”. Furthermore they offer social counselling and can help you with finding jobs or housing.

Studienkolleg: The Studienkolleg is a preparatory course for foreign students from different countries and of different religious, political and educational backgrounds. They also offer German language courses for KIT students.

Studierendenportal: student portal. The online platform for students to register for exams, check their transcript, re-enroll and much more. Please check the chapter about the “Studierendenportal” for further instructions.

Studierendenservice: students registrar office.

SWS or Semesterwochenstunden: the number of hours/week for a lecture/course

Vorlesungsverzeichnis: course catalogue. The overview of all lectures offered at KIT.

Walk-in: KIT’s own gym exclusively for students and employees.

Arten von Veranstaltungen

Vorlesung: lecture. Lecturer speaks in front of whole class using lecture notes or PowerPoint slides, very little interaction with students.

Seminar: seminar. Small groups aim to write an essay about a specific topic and prepare presentations.

Übung: exercise. Exercise instructor explains problems on the board or does exemplary calculations. Mostly in front of whole class, eventually class gets split up.

Tutorium: tutorial. Exercise in small groups conducted by older students.

Praktikum: practical course. Exercise in small groups with a practical focus.

7.2. Abbreviations for accommodation searching

Abkürzung/ Abbreviation	German	English
O (Pr)	ohne Provision	without estate agent's fee
+ (Pr)	mit Provision	with estate agent's fee
AB	Altbau	old building
App.	Appartment	apartment
Ausst.	Ausstattung	furnishings
Balk./Blk.	Balkon	balcony
Bek/BK	Betriebskosten	overheads
Bd./BZ	Bad/Bäder	bath/baths
Bj.	Baujahr	Year of construction
DG	Dachgeschoss	top floor
DHH	Doppelhaushälfte	semidetached house
Di	Diele	hall
DT	Dachterrasse	roof top terrace
Du	Dusche	shower
EBK	Einbauküche	kitchenette
EFH	Einfamilienhaus	single-family house
EG	Erdgeschoss	ground floor
FbH	Fussbodenheizung	under floor heating
G-WC/ Gä.-WC	Gäste-WC	guest toilet
Ga.	Garten	garden
Gge.	Garage	garage
gfl.	gefliest	tiled
GH	Gasheizung	gas heating
HH	Hinterhaus	part of a tenement house accessible only through a courtyard
Hob.	Hobbyraum	hobby room/ workroom
Hzg.	Heizung	room heating
Imm.	Immobilie	real estate
inkl.	inklusive	inclusive
Ka.	Kamin	an open fireplace
Kl.	Keller	cellar

KDB	Küche Dusche Bad	kitchen shower bath
KM	Kaltniete	basic rental charge
kpl.	komplett	complete
KT	Kaution	Deposit/bond
Kü	Küche	kitchen
Lg.	Loggia	loggia
MFH	Mehrfamilienhaus	house for several families
MM	Monatsmiete	monthly rent
Mn.	Maisonette	maisonette
NB	Neubau	new house
Nfl.	Nutzfläche	usable floorspace/living room
NK	Nebenkosten	utility costs
NM	Nachmieter	next tenant
NR	Nichtraucher	non-smoker
OG	Obergeschoss	upper floor
Pk.	Parkettboden	parquet floor
prov.fr.	provisionsfrei	without estate agent's fee
qm, m ²	Quadratmeter	square meter
ren.	renoviert	renovated
renbed.	renovierungsbedürftig	needs renovating
rest.	restauriert	restored
rhg. gel.	ruhig gelegen	quiet location
RH	Reihenhaus	terraced (town) house
SZ	Schlafzimmer	sleeping room
Tel.	Telefonnummer	phone/-number
t-möb.	teilmöbliert	partly furnished
Tep.	Teppichboden	carpeting
Terr.	Terrasse	terrace
TG	Tiefgaragenstellplatz	underground parking garage
UM	Untermieter	subletter, subtenant
VB	Verhandlungsbasis	negotiable
v-möb	vollmöbliert	fully furnished
WC	Toilette	lavatory
Wfl	Wohnfläche	living area

WG	Wohngemeinschaft	apartment-sharing community
Whg.	Wohnung	flat/apartment
WLAN	Drahtloses Netzwerk	wireless network
WM	Warmmiete	overall rent
WZ	Wohnzimmer	living room
ZH	Zentralheizung	central heating
Zi.	Zimmer	room
ZKB	Zimmer Küche Bad	room kitchen bath
Zzgl.	zuzüglich	additionally

7.3. Public Authorities in Karlsruhe

For both Bürgerbüro and Ausländerbehörde you can save a lot of time (and not wait in a queue) if you make an appointment online via the links given below.

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20Mitte

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

To make an appointment online: <http://otv.karlsruhe.de>

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20K8

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

To make an appointment online: <http://otv.karlsruhe.de>

Ausländerbehörde Karlsruhe

Kaiserallee 8

76124 Karlsruhe

Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Internet: http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=628 (only in German)

Online appointments: <http://otv.karlsruhe.de>

Lost and Found

Fundbüro des Studentenwerks Karlsruhe

Adenauerring 7

76131 Karlsruhe

Tel. 0721 6909-0

promo@studentenwerk-karlsruhe.de

Mo. – Thu. 8.00 – 12.30 and 13.30 – 15.30

Fr. 8.00 -12.30 and 13.30 – 15.00

Fundbüro der Stadt Karlsruhe

Kaiserallee 8

76133 Karlsruhe

Tel. 0721 133-3270

fundbuero@bus.karlsruhe.de

Mo. and Wed. 8.00 – 15.00

Tue. and Fr. 8.00 – 12.00

Thu. 8.00 – 12.00 and 14.00 – 17.45

Fundbüro Karlsruher Verkehrsverbund

Tullastraße 71

76131 Karlsruhe

Tel. 0721 6107-5890

fundbuero@vbk.karlsruhe.de

Mo. – Fr. 8.00 – 16.00 Thu. 8.00 – 17.00

7.4. Foreign-language doctors (GP)

Below we collected a list of foreign-language doctors here in Karlsruhe. To make an appointment you simply call the doctor's practice. At the appointment you have to bring your insurance card (or another proof of insurance).

English:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Bartlewski	Lötzener-Str. 12	0721/ 568 6839
Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Brückner & Leist	Kronenstr. 28	0721/ 937 810
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834
Dr. Göser	Essenweinstr. 6	0721/ 697 611
Dr. Lorenz	Amalienstr. 93	0721/ 848 746

French:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037
Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834
Dr. Göser	Essenweinstr. 6	0721/ 697 611

Italian:

Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31

Romanian:

Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037

Russian:

Dr. Brückner & Leist	Kronenstr. 28	0721/ 937 810
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Spanish:

Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834

Turkish:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Brad	Ettlinger-Str. 2 c	0721/ 378 037

International pharmacy:

Kaiserstr. 80	Mo-Fr: 9-19 Uhr, Sa: 10-18 Uhr	0721/ 224 38
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7.6. Useful links

- ERASMUS Incoming Webpage: <http://www.intl.kit.edu/istudies/3171.php>
- ERASMUS Incoming Facebook Group:
www.facebook.com/groups/erasmus.incoming.kit
- Citizens' services Karlsruhe
<http://www.karlsruhe.de/b4/buergerdienste.de>
- Doctors - Emergency Services (during the night and on weekends)
<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>
- KIT Hochschulsport
<http://www.sport.kit.edu/hochschulsport/>
- KIT IT Services: SCC
<http://www.scc.kit.edu>
- KIT language center: Sprachenzentrum
<http://www.spz.kit.edu>
- KIT Preparatory College: Studienkolleg
<http://www.stk.kit.edu/english/index.php>
- List of public health insurance agencies in Karlsruhe
<http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>
- Pharmacies – Emergency Services (during the night and on weekends)
<http://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/76133.html>
- Social services for students: Studentenwerk
<http://www.studentenwerk-karlsruhe.de/en/>
- Stadtwiki – a Wikipedia website for Karlsruhe
http://en.ka.stadtwiki.net/Main_Page
<http://ka.stadtwiki.net/Hauptseite>

