

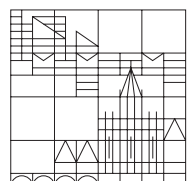
February 2011

Study abroad Konstanz

Information Letter Academic Year 2011 / 2012



Universität
Konstanz



Dear Exchange Partners Worldwide:

Below please find our information for exchange students for the academic year 2011/2012. The attached information will help your students to prepare for their exchange studies at the University of Konstanz. Also enclosed please find information on Summer Schools offered by the University of Konstanz in 2011. Please note that the information letter and the application forms can also be downloaded from our website at: www.uni-konstanz.de/international

We look forward to welcoming your students in Konstanz during the next academic year.

1. General Information and Application Forms

- **Study Abroad Information Poster**
- **Academic Calendar 2011/2012**
- **Application instructions for exchange students**
- **Application Forms**

All forms are available in German and English and can be downloaded from our homepage: www.uni-konstanz.de/international

The application forms should be completed electronically, printed out and submitted to us by the International Offices of the sending institutions.

- **Application for Admission** (Antrag auf Zulassung zum Zeitstudium)

Note: Every student will receive additional information with the "Letter of Admission".

- **Application for Housing** (Antrag auf Aufnahme in ein Studentenwohnheim)

Note: Early booking and transfer of deposit is of utmost importance, otherwise we cannot guarantee student dorm accommodation to your students! The housing office observes strict closing dates for reservations. The application and the deposit must have been received by June 15 for the "winter semester" and by January 15 for the "summer semester".

- **For students from outside the European Union, the European Economic Area or Switzerland:**

Proof of Financial Resources (Finanzierungsnachweis)

All international students who are not citizens of the European Union, the European Economic Area or Switzerland require a student residence permit for the duration of their period of study at a German university, which is issued by the local Office of Foreigners' Affairs at the place of study in Germany. In order to obtain this permit, students must prove that they have sufficient financial support to cover their living costs during their study period in Germany ("Finanzierungsnachweis"). The proof must be presented upon arrival in Konstanz. Detailed information will be sent with the "Letter of Admission".

2. Orientation Program / Language Courses: Pre-semester Programs

The orientation period is designed to help new international students go through the formalities of matriculation etc. It is obligatory for all new exchange students and highly recommended for all other newcomers.

Participation is only possible in one of the following programs:

- **September Intensive Language Course 2011 with Orientation Program (4 weeks)**

The course will run from

September 5 – September 30, 2011.

Date of arrival is September 1 or 2, closing date for applications: July 31, 2011.

- **October Orientation Program 2011**

This program will run from

October 6 – October 9, 2011.

Date of arrival is October 4 or 5, closing date for applications: July 31, 2011.

Classes in the winter semester 2011/12 will start October 17, 2011.

- **March Intensive Language Course 2012 with Orientation Program (4 weeks)**

The course will run from March 5 – March 30, 2012.

Dates of arrival are March 1 or 2, closing date for applications: January 31, 2012.

- **April Orientation Program 2012**

This program will take place on

April 4/5 and April 10, 2012.

Date of arrival is April 2 or 3, closing date for applications: February 28, 2012.

Classes in the summer semester 2012 will start April 16, 2012.

Your students will receive the course descriptions and application forms for the pre-semester programs along with their "Letter of Admission".



3. Course Information

Exchange students should be fluent (B1/B2 level according to European reference frame) in EITHER German OR English in order to successfully complete a full course load during their exchange studies at the University of Konstanz.

The best way of getting information on lectures and courses is by visiting the homepage of the University of Konstanz. The most important information can be found in English on the website of the International Office: www.uni-konstanz.de/international. Please use the link "Most important information".

- **Course Catalogue (Vorlesungsverzeichnis/ LSF)**

The Course Catalogue for the "winter semester 2011/2012" and the Course Catalogue for the "summer semester 2012" will be published at the end of the preceding semester. Please note that there is no print version available. The course catalogue can be accessed via internet (www.uni-konstanz.de/international > Most important information > Overview of courses and programs.) Please note that – depending on the subject – the courses on offer may vary from one year to the next. Please refer your students to our online user guidelines for course selection ("How to use the course catalogue/LSF system").

- **Classes taught in English and Intensive German Training**

Although the language of instruction at the University of Konstanz is German, there are many departments which offer a great variety of courses in English. Exchange students with elementary German language skills can combine Intensive German language courses taught at the University of Konstanz' Language Institute with courses taught in English at the respective departments. Information on courses taught in English will be made available at the end of the preceding semester on the homepage of the International Office: www.uni-konstanz.de/international > Most important information

- **ECTS guide**

Each academic course is assigned a certain number of ECTS credits. This number of credits indicates the workload that will be expected of students participating in the academic course. The number of credits that can be earned by successfully completing a certain course is listed in the Course Catalogue/LSF. Additionally, many departments offer further ECTS-information for international students. This information is available on the internet: www.uni-konstanz.de/international > Most important information > Overview of courses and programs.

4. Summer School 2011

The University will offer the following summer school in 2011 which may be of interest to international students:

- **IBH Lake Constance Summer School 2011: Intensive Language Course in German as a foreign language and Welcome Program for new incoming students at IBH-Universities**

August 3 – August 30, 2011

Arrival: August 1 or 2

Departure: August 30 or 31

Contact: Dr. Hans-Joachim Knopf

eMail: IBH.international@uni-konstanz.de





Please do not hesitate to contact us if you have any further questions or concerns.

We look forward to continuing our exchange cooperation with your university.

International Office, University of Konstanz

Regina Sonntag-Krupp, *Director*

Christina Fritz/Verena Bremer

Overseas Exchange Programs Coordinators

Verena Bremer/Alexandra Fräsch/Frank E. Lutzenberger

International Student Advisors

Frank E. Lutzenberger, *Orientation Courses*

Ursula Lindel, *Admission & Housing*

Renate Krüßmann/Verena Wagner, *ERASMUS Coordinators*

Agnieszka Vojta/Sarah Arnoldi

Middle and Eastern Europe Programs Coordinators

Anja Mehwald, *Finances & Stipends*

Information and Service:

Christina Bächler, Simone Nickel

Universität Konstanz

Auslandsreferat/International Office

78457 Konstanz

Germany

Tel.: +49 (0) 75 31 / 88-30 89

Fax: +49 (0) 75 31 / 88-30 37

E-Mail: international@uni-konstanz.de

Homepage: www.uni-konstanz.de/international

Study ABROAD in Konstanz (Germany)

Program for Exchange Students - Academic Year 2011/2012



Winter semester:

October 17, 2011 – February 11, 2012

Pre-semester programs:

August 2011 (Language Course)

September 2011 (Language Course)

October 2011 (Orientation Program)

Summer semester:

April 16, 2012 – July 21, 2012

Pre-semester programs:

March 2012 (Language Course)

April 2012 (Orientation Program)

The University of Konstanz was founded in 1966 in the South-West of Germany as a modern campus university. It is one of Germany's nine Universities of Excellence, offering high standard academic programs in Arts and Sciences. The University of Konstanz is beautifully located on Lake Constance, at the Swiss border, near the Swiss and Austrian Alps.

Exchange Students with Elementary German Language Skills

- Pre-semester German language courses in August and September 2011 or in March 2012 (full-time/4-8 weeks)
- Intensive training in German during the semester
- Classes taught in English in the fields of:
Computer and Information Science - Physics - Biology - Psychology - Philosophy - Sociology - Sports - Literature - Linguistics - Law - Economics - Politics and Public Policy/Management

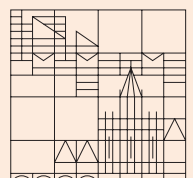
For more information please contact:

University of Konstanz (Germany)
International Office: Regina Sonntag-Krupp
Tel.: +49 (0) 7531 / 88-3089 Fax: / 88-3037
e-mail: international.incoming@uni-konstanz.de
see also our homepage:
www.uni-konstanz.de/international

At home institution:



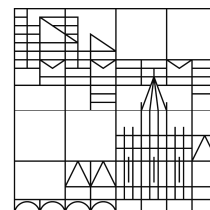
Universität
Konstanz



ACADEMIC CALENDAR 2011 / 2012

Academic Year 2011 / 2012:	1 October 2011 - 30 September 2012
Registration and Housing Application Deadlines: - Winter Semester 2011/2012 - Summer Semester 2012	15 June 2011 15 January 2012
Classes - Winter Semester 2011/2012 - Summer Semester 2012	17 October 2011 - 11 February 2012 16 April 2012 - 21 July 2012
Pre-semester Programs for Incoming Students IBH Lake Constance Summer School 2011 Intensive Language Course and Welcome Program (Application until 30 April 2011) September Intensive Language Course 2011 with Orientation Program (4 weeks) (Application until 31 July 2011) October Orientation Program 2011 (Application until 31 July 2011) March Intensive Language Course 2012 with Orientation Program (4 weeks) (Application until 31 January 2011) April Orientation Program 2012 (Application until 28 February 2012)	3 - 30 August 2011 Arrival: August 1 or 2 Departure: August 30 or 31 5 - 30 September 2011 Arrival: September 1 or 2 6 - 9 October 2011 Arrival: October 4 or 5 Please note: October 3 PUBLIC HOLIDAY(!) 5 - 30 March 2012 Arrival: March 1 or 2 4, 5 & 10 April 2012 Arrival: April 2 or 3 Please note: 6 - 9 April 2012 EASTER BREAK(!)

International Office Contact Persons - for International Exchange Students (except USA/Canada) - for International Exchange Students from the USA and Canada - for International Degree Seeking Students	University of Konstanz D-78457 Konstanz Phone: +49-7531-88-3089 Fax: +49-7531-88-3037 E-mail: international@uni-konstanz.de Internet: www.uni-konstanz.de/international Mr. Frank E. Lutzenberger E-mail: international.incoming@uni-konstanz.de Ms. Verena Bremer E-mail: nordamerika.tutoriat@uni-konstanz.de Ms. Alexandra Frasch E-mail: international.incoming@uni-konstanz.de
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Dear international exchange student,

Thank you for choosing the University of Konstanz as your host university!

Below please find some instructions on how to successfully apply for exchange studies at the University of Konstanz:

Please send the following forms

- Application for Admission
(including Short CV, Letter of Motivation, Proof of registration as a Student)
- Application for Housing
- Application for the Orientation Program/Language Course

exclusively to the **postal address** of the International Office:

**Universität Konstanz
Auslandsreferat/
International Office
D-78457 Konstanz**

Please do not send copies of these forms to any other address.

Please do not fax documents unless advised otherwise by one of our staff members.

Please check the following before sending off forms:

- Have you signed all documents?
- Would you like to reserve a room in our student residence?
Please pay the **deposit (450 EUR) in advance by June, 15** for the Winter Semester, or respectively **January, 15** (for the Summer Semester), otherwise a **reservation cannot** be made.

→ Payment by money transfer to bank account:

Recipient: Seezeit Studentenwerk Bodensee

Bank: Sparkasse Bodensee (IBAN DE79 69050001 0000 040709; BIC: SOLA DE S1 KNZ)

Bank code: 690 500 01;

Account Nr. 40 709.

→ Payment by bank cheque to:

Seezeit Studentenwerk Bodensee

Universitätsstr.10

D-78464 Konstanz

An administration fee of 50 Euros will be deducted from your deposit; you will be reimbursed 400 Euros when you move out of student residences.

- Are you planning to participate in one of our pre-semester language courses?
If so, please **make sure that the rental period indicated on your housing application coincides with the beginning of the language course.**

We will pass on your application forms to the offices in charge of housing (Seezeit) and Admissions. The respective offices will issue the Confirmation of Housing (only if you have transferred the deposit of 450 EUR), the Letter of Admission and the Confirmation for the Language Course and send those documents to you or your home institution directly.

Please also note our information on **Health insurance requirements** attached below.

Non-EU/EEA/Swiss citizens please also note:

In order to apply for your German residence permit upon arrival, you will need **proof of Financial Resources (Finanzierungsnachweis)** of at least 660 EUR/month. Please find detailed information attached in a separate document.

Should you have any questions or concerns, please do not hesitate to contact us at:
international.incoming@uni-konstanz.de

Please do not contact different addresses at the same time.

We look forward to welcoming you in Konstanz soon.

International Office
University of Konstanz

Health Insurance Information (Please read carefully!)

During a stay in Germany, all international students must, **as an absolute requirement**, have a health insurance policy that is valid for the whole of their stay in Germany. The Immigration Authorities require you to prove that you are adequately health insured before they can issue a residence permit. Please note that you must have health insurance from your **very first day in Germany**.

Such a health insurance policy must at least provide the following cover: medical treatment for acute illnesses/diseases and accidents in Germany as well as the costs of medical (doctor) and hospital treatment (minimum coverage 100.000€). Depending on your age and nationality, various options are open in respect of health insurance policies:

1) You are an **EU citizen**: The Member States of the European Union introduced the [European Health Insurance Card \(EHIC\)](#) in 2004. It is issued by the national insurance carriers in your home country. Students from EU/EEA countries and Switzerland can present the European Health Insurance Card (EHIC) or a substitute certification to a German statutory health insurance company upon arrival and receive a confirmation of freedom to choose a health insurance fund. As a holder of a European Health Insurance Card, you can contact doctors and hospitals directly in the case of illness or disease, in all EU Member States.

2) **Students from non-EU countries** we STRONGLY recommend to take out a German health insurance.

→ Students **under 30 years of age** can register with a German statutory health insurance company for ca. EUR 70 per month. When students present their chip card at the doctor's, the treatment costs are invoiced directly between the doctor and the health insurance company. Please note that there is an additional, quarterly administration fee of 10€ to be paid for doctor's visits.

The following statutory health insurance companies have branches in Konstanz:

- AOK ("Allgemeine Ortskrankenkasse")
Inselgasse 30. Tel.: 07531/283282
- BEK ("Barmer Ersatzkasse")
Sigismundstr. 9. Tel.: 018500/346100
- DAK ("Deutsche-Angestellten-Krankenkasse")
Max-Stromeyer-Str. 166. Tel.: 07531/81490
- TK ("Techniker-Krankenkasse")
Salmannsweilergasse 1. Tel.: 07531/9075-0

You will be able to take out German statutory health insurance only upon arrival in Konstanz. Please make sure to have additional travel insurance to cover you for the first days of your stay in Germany.

→ Students **who have reached their 30th birthday** will want to take out a private German health insurance. In this case, the costs for treatment must first be paid by students themselves and the receipt must then be submitted to the health insurance company.

There are many private German health insurance companies some of which you can find below:

<http://www.mawista.com/kiuk/>

<http://www.educare24.com/00003>

<http://www.hmr.v.de/web/en/travel-insurance/guests-from-abroad/insurance-for-foreign-guests-up-to-5-years>

<http://www.provisit.com/>

<https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>

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

3) Exemption from Compulsory German Health Insurance

International students can also present a confirmation to a German statutory health insurance company that they have taken out private travel insurance for their entire stay in Germany in their home country, and are therefore sufficiently insured according to German standards and for the entire duration of their stay in Konstanz (proof of coverage with a German or English translation required). These students receive a confirmation of exemption from the insurance obligation. This exemption applies for the whole duration of study in Germany and it is **not possible** to change later to a German statutory health insurance company. In the case of illness, students are required to pay for all (often very high) costs themselves and then must apply to their health insurance company in their home country for reimbursement of the costs. As the travel insurances generally only cover costs to the level of the home country rates and these rates are often much lower than in Germany, students have to pay the additional costs. On top of that, some international insurance companies exclude certain treatments from their coverage entirely.

Therefore - PLEASE NOTE THAT WE STRONGLY DISCOURAGE YOU TO CHOOSE THIS THIRD OPTION!

Finanzierungsnachweis

Alle ausländischen Studierenden, die nicht Bürger der EU, der EWR oder der Schweiz sind, benötigen für die Dauer ihres Studienaufenthaltes an einer deutschen Hochschule eine Aufenthaltserlaubnis zu Studienzwecken, die von der örtlichen Ausländerbehörde am deutschen Wohnort erteilt wird. Für die Aufenthaltserlaubnis müssen Studierende nachweisen, dass sie über **ausreichende Finanzmittel** zur Deckung der Lebenshaltungskosten für die Studienzeit in Deutschland verfügen ("Finanzierungsnachweis"). Hierfür gilt ein Richtsatz von zur Zeit **660 Euro pro Monat**.

Als Finanzierungsnachweis gelten:

1. **Stipendiennachweis** - einer deutschen Stiftung/Hochschule oder aus dem Heimatland. Wenn das Stipendium weniger als 660 EUR beträgt, ist der Restbetrag nachzuweisen.
2. **Ein Sperrkonto**, das bei einer Bank in Deutschland eingerichtet wurde, wobei ein bestimmter Betrag gesperrt wird und Sie monatlich nur einen festgesetzten Betrag (Betrag muss 660 € oder mehr sein) abheben dürfen. Die Gültigkeitsdauer der Aufenthaltserlaubnis errechnet sich aus dem gesperrten Betrag (z.B. 6x 660€ = 6 Monate Aufenthaltsgenehmigung). Ein Sperrkonto wird nicht von allen Banken angeboten.
3. **Eine schriftliche Erklärung zur finanziellen Unterstützung (siehe Vorlage umseitig)** von den **Eltern**, dass sämtliche, während des Studienaufenthalts in Deutschland anfallende Kosten von ihnen übernommen werden. Diese Bescheinigung muss bei der für den Wohnsitz zuständigen Ausländerbehörde (nur für Studenten, die in Konstanz wohnen, ist die Ausländerbehörde Konstanz zuständig) **im Original** und in deutscher Sprache (oder in beglaubigter Übersetzung) vorgelegt werden. **Die Unterschrift muss durch eine Behörde (z.B. Stadtverwaltung, deutsches Konsulat etc.) oder einen Notar beglaubigt und mit einem Dienstsiegel versehen sein. Außerdem müssen Einkommensnachweise der Eltern vorgelegt werden.** Es kann das umseitig abgedruckte Formular benutzt werden. Die schriftliche Erklärung der Eltern ist zu ergänzen durch **einen ebenfalls beglaubigten Einkommensnachweis der Eltern**.
4. **Eine förmliche Verpflichtung (§ 68 AufenthG)** von Verwandten oder Bekannten. Die Verpflichtung ist gegenüber einer Ausländerbehörde oder der deutschen Auslandsvertretung abzugeben. Sie kann für die gesamte Studiendauer abgegeben werden. Die Personen, die sich verpflichten, müssen gegenüber der jeweiligen Behörde nachweisen, dass sie in der Lage sind, diese Verpflichtung auch tatsächlich einzuhalten.

Proof of Financial Resources

All international students who are not citizens of the European Union, the European Economic Area or Switzerland require a student residence permit for the duration of their period of study at a German university, which is issued by the Local Immigration Office at the place of study in Germany. In order to obtain this permit, students must prove that they have **sufficient financial support** to cover their living costs during their study period in Germany ("Finanzierungsnachweis"). The current monthly minimum is **660 Euro**.

As valid proof of financial resources can be used:

1. **A scholarship confirmation** - of a German foundation/university or from your home country. If your scholarship grants you less than 660 € per month, you will require proof of financial resources to cover the difference.
2. **A blocked account**, opened at a German bank, in a certain amount which will be blocked and only withdrawable in fixed monthly rates (this sum must be 660 € or more per month). The period of validity of the residence permit is calculated according to the blocked sum (i.e. 6x660€ = Residence Permit for 6 months). Please note: This service is not offered by all banks.
3. **A written confirmation of financial support from your parents (please see the form overleaf)** stating that they will take responsibility for all expenses connected with the study period in Konstanz. This must be a document in the German language (or an official translation into English). **It must be certified with an official seal by an authority (e.g. local administration, German Consulate etc.) or by a notary.** This document, with signatures in the original (not a fax or a scanned copy), must be presented upon registration in Konstanz. Additionally, a **certification that your parents have sufficient funds to finance your stay** (e.g. confirmation of the bank, bank statement AND income statement) has to be presented in German or English. **Again, this document must also be certified with an official seal by an authority or by a notary.**
4. **A formal written commitment** from relatives or acquaintances (§ 68 of the Residence Act (Aufenthaltsgesetz)). This commitment must be submitted to a Local Immigration Office in Germany or to a German diplomatic mission abroad and it can be submitted for the entire duration of the study period. The persons who commit themselves must prove to the respective authority that they are in a position to maintain this commitment.

Finanzierungsnachweis / Proof of financial resources

Dies ist ein
Beispiel:

Erklärung

zur finanziellen Unterstützung
von

Declaration of financial support
for

.....
Name, Vorname (Studierende/r) / Family Name, First Name (student)

Hiermit bestätige ich, dass ich für sämtliche Kosten, mindestens aber für **660 Euro pro Monat**, aufkomme, die während des Studienaufenthaltes der oben genannten Person an der Universität Konstanz anfallen werden.

English: I hereby confirm that I am willing to meet all the costs - at least **660 Euro a month** - which will arise during the above-mentioned person's course of study at the University of Konstanz.

.....
Name, Vorname (Bürge) / Family Name, First Name (Guarantor)

.....
Adresse / Address

.....
Ort, Datum / Place, Date

.....
Unterschrift / Signature

.....
Beglaubigung der Unterschrift durch eine amtliche Stelle mit Dienstsiegel

Certification of the identification and signature of the guarantor with signature and seal of an official authority

ACHTUNG / ATTENTION

Bitte ergänzend einen ebenfalls beglaubigten Einkommensnachweis des Unterzeichnenden mitbringen

Additionally, please bring a certification (**with signature and stamp or seal**) that your guarantor himself has sufficient funds to finance your stay (e.g. confirmation of the bank, bank statement AND income statement).

Bitte diesen Nachweis im Original zur Anmeldung nach Konstanz mitbringen!

Please note: Do not send in advance. Please take this form with you to Konstanz.



Lokale Erasmus Initiative Konstanz

Patenschaften für Ausländische Studentinnen und Studenten
Partnerships for International Students

Dear Student,

First of all we would like to welcome you to your exchange year at the University of Konstanz. With this little sheet we would like to inform you about the **LEI PASS** programme.

LEI PASS is an organisation for students by students. We arrange partnerships between international students and students at the University of Konstanz. This means that one local student introduces you to our university, student life and everything around Konstanz. If you have any questions do not hesitate to contact her or him.

Participation in the **LEI PASS** programme is *voluntary*. If you are interested in such a partnership during your stay in Konstanz, please register on the homepage of the students group LEI:

<http://cms.uni-konstanz.de/en/lei/lei-pass/>

Registration periods are:

June 15th to August 15th

December 1st to February 15th

for the winter semester

for the summer semester

To make it possible for us to find a German student for you, make sure to meet our deadlines.

We are looking forward to see you soon in Konstanz.

Your LEI PASS Team

P.S. Be informed about all activities (parties, trips, sports events) for international students and join our Facebook group "LEI – Lokale Erasmus Initiative Konstanz".



Lokale Erasmus Initiative Konstanz

Patenschaften für Ausländische Studentinnen und Studenten
Partnerships for International Students

Liebe(r) Student(in),

Zu aller erst einmal möchten wir Dich willkommen heißen zu Deinem Austauschsemester an der Universität Konstanz. Mit diesem kleinen Informationsblatt möchten wir Dich über **LEI PASS** informieren.

LEI PASS ist eine Organisation von Studenten für Studenten. Wir arrangieren Patenschaften zwischen Internationalen Studierenden und Studierenden der Universität Konstanz. Das bedeutet, dass Euch ein(e) konstanzer Student(in) die Universität, das Studierendenleben und alles rund um Konstanz erklären wird. Wenn Du irgendwelche Fragen hast, zögere nicht und kontaktiere ihn oder sie.

Die Teilnahme an dem **LEI PASS** Programm ist *freiwillig*. Wenn Du an einer Patenschaft interessiert bist während Deines Aufenthalts in Konstanz, melde Dich bitte auf der Homepage der Hochschulgruppe LEI an:

<http://cms.uni-konstanz.de/lei/lei-pass/>

Die Anmeldezeiträume sind:

15. Juni bis 15. August

für das Wintersemester

1. Dezember bis 15. Februar

für das Sommersemester

Damit wir Dir einen deutschen Studierenden für Dich finden können, ist es wichtig, dass Du die Anmeldezeiträume einhältst.

Wir freuen uns Dich demnächst in Konstanz begrüßen zu dürfen.

Dein LEI PASS Team

P.S. Um über alle Aktivitäten (Partys, Exkursionen & Sportveranstaltungen) für internationale Studierende informiert zu sein, trete unserer Facebookgruppe "LEI – Lokale Erasmus Initiative Konstanz" bei.