

PRACTICAL GUIDE FOR INTERNATIONAL STUDENTS

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BEFORE YOUR ARRIVAL

1. APPLICATION FORM

Send us the application form and your learning agreement, signed by both your coordinator and yourself and check that you do not lack any of the following data and documents:

- ☐ Personal data
- ☐ Signature of the coordinator of your home university, their name and E-mail address
- ☐ Period of exchange (winter/summer semester or full academic year)
- ☐ 1 photograph (jpeg-file). Necessary to apply for the student card!
- ☐ Photocopy of your identity card or passport
- ☐ Valid e-mail address. This is very important in order to keep in touch with you.

2. LEARNING AGREEMENT

For exchange students within the ERASMUS+ - network: Please use the learning agreement form of your home university.

For exchange students outside of Europe/ERASMUS+ : Please use the learning agreement of the application form.

3. ACCOMMODATION

If you want to look for accommodation **by yourself**, we can send you some links upon request.

If you would like **accommodation through Beuth Hochschule für Technik**:

Accommodation in residence halls in Berlin is very limited. The sooner we can apply for you, the better are the chances that you will get a room.

The application for accommodation will be processed only if the security deposit is paid by the student. See accommodation contract for more information.

Return of reservation deposit (by the International Office at Beuth): The money, minus bank charges, will be transferred to your bank account after you have signed your rental agreement with Studentenwerk Berlin.

The „Studentenwerk Berlin“ (Residence hall administration) has rooms to let all over Berlin. Unfortunately it is not possible to choose a room or a certain area!

Return of the rent deposit by Studentenwerk Berlin: the deposit will be transferred to the student's bank account after handing over the room in a good condition.

4. GERMAN LANGUAGE COURSES

For exchange students we offer a two-week intensive language training free of charge prior to the beginning of classes (in March or September). Please mark your interest to take part in the German Intensive Course and fill out the form "Application for German Intensive Course". During the semester we offer a German course of four hours per week.

5. HEALTH INSURANCE

For the period of your stay in Berlin you need a proof of health insurance in order to register as a student.

Do not forget to bring your European Health Insurance Card, issued by your home health insurance organisation/company if you are an EU student.

If you are a student coming from outside of the EU we advise you to buy a health insurance policy with a German State Health Insurance upon your arrival. Assistance can be offered.

AFTER YOUR ARRIVAL

1. REGISTRATION AT BEUTH UNIVERSITY

After you informed us about your arrival date, you will receive an e-mail with an appointment for registration from the International Office.

Our visitors address is: Beuth University of Applied Sciences Berlin, International Office, room C7, Luxemburger Str. 10, 13353 Berlin-Wedding (located between the subway stations „Leopoldplatz“ and „Amrumer Str.“)

In order to get registered at the registrar's office you need to pay a "Semesterbeitrag" (semester contribution) of about 240 € (the amount changes slightly on a yearly basis) by bank transfer using a form issued by the registrar's office. You will receive all information and forms from the International Office upon your arrival.

The money is for:

Contribution for the Studentenwerk Berlin (Berlin Student Union)

“ “ “ AStA of Beuth Hochschule (university student head organisation)

“ “ “ BVG-Semesterticket (Berlin public transportation)

In order to get your Beuth-student ID, please bring along your student-ID of your home university, one passport photo and proof of your health insurance for the duration of your stay.

Your Beuth Hochschule student ID and the password/username that you need to sign up online for the classes have to be picked up later at the registrar's office.

2. REGISTRATION AT THE RESIDENCE REGISTRATION OFFICE

In Germany, everybody moving to and living in the country is obliged to register. This means that each student has to register at their place of residence with the local residence office. You will get the information on where and how to register at Beuth University's International Office after your arrival. The confirmation of registration is the proof that Berlin is your place of residence. If you are a student from outside the EU, this confirmation has to be kept together with your passport and visa during your whole stay in Germany. You will also need it for the Ausländerbehörde ("foreigners office") in Berlin, for opening a bank account or to get a library card for a public library. Make sure to keep the confirmation of registration in case you need it some time.

3. BANK ACCOUNT

Upon arrival we recommend to open a German bank account (Girokonto). The Studentenwerk Berlin expects you to have an account with a local bank since the rent cannot be paid in cash. Also the Begrüßungsgeld ("welcome money" of the city of Berlin) is only paid to a German bank account. The opening of a bank account can be done at any bank or savings bank, just be aware of the considerable differences in fees from bank to bank. You need your passport, your Berlin registration acknowledgement and your student ID, in case the bank offers – as most of them do – special conditions for students or even offer them bank accounts for free.

4. INTRODUCTION

At the beginning of each semester we organize an introduction meeting with the following topics (amongst others):

- ☐ Getting to know the other exchange students
- ☐ Dates of future meetings
- ☐ Sports courses at Beuth University
- ☐ Excursions for exchange students
- ☐ How to get your study credits at Beuth University
- ☐ Form „Anrechnung von Studienleistungen“

5. AT THE END OF THE SEMESTER: EXAMS AND RESULTS

At the beginning of the semester you will receive the form „Anrechnung von Studienleistungen“ from your academic advisor. Once you have attended the classes and returned the form signed by each teacher to your academic advisor, you will receive a certificate of participation ("Transcript of Records").

If your home university requires the certificate within a certain time or you are leaving Berlin before you get the grades, you need to inform each teacher and arrange to receive the grades on time yourself.

We're looking forward to welcoming you in Berlin, have a safe trip!

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