

LMU

LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL OFFICE



HANDBOOK

for International Exchange Students



Publisher:
International Office of Ludwig-Maximilians-Universität München
August 2018

Editors:
Jean Schleiss, Barbara Habermann

Nota bene:

The information provided has been verified at the time of publication of this brochure. We apologize for any subsequent inaccuracies.

This publication has been partly funded by the European Commission. This publication reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.



WELCOME TO LMU!

Dear Erasmus and LMUexchange students,

We are pleased that you have been given the opportunity to study at Ludwig-Maximilians-Universität München and welcome you most warmly.

LMU is one of Germany's oldest and most dynamic universities, where students will find ideal conditions for studying. Over 52,000 students are currently enrolled at LMU Munich – 15% of which are international students.

This information brochure is not only designed as a pre-departure orientation but also as a guide to help you through your arrival and your first days in Munich. The brochure should also be your companion throughout your study abroad experience. We hope that it will help to answer any questions that arise right up until it is time to return home. Please read the information carefully.

Please also refer to our webpage for more information:
www.lmu.de/en/international/incoming

The International Office Team wishes you an interesting and successful time studying and above all lots of fun in Munich.



CONTENTS

| | | |
|-----|--|-------|
| 1 | WELCOME TO LMU MUNICH | 1-4 |
| 1.1 | International Office of LMU Munich | 4 |
| 2 | APPLICATION AND ADMISSION | 6-9 |
| 2.1 | Applying for Admission to LMU Munich | 6 |
| 2.2 | Learning Agreement | 7 |
| 2.3 | Enrollment | 8 |
| 3 | FORMALITIES | 11-16 |
| 3.1 | Entry Requirements | 11 |
| 3.2 | Registering your Address | 12 |
| 3.3 | Applying for a Residence Permit | 12 |
| 3.4 | Health Insurance | 14 |
| 3.5 | Accident, Personal and Third Party Liability Insurance | 16 |
| 3.6 | Opening a Bank Account | 16 |
| 4 | ACCOMMODATION IN MUNICH | 17-21 |
| 4.1 | Student Accommodation | 17 |
| 4.2 | Private Accommodation | 19 |
| 4.3 | Short Stay Accommodation | 21 |
| 5 | LEARNING GERMAN | 22-23 |
| 5.1 | Language Preparation and Orientation | 22 |
| 5.2 | Learning German while Studying at LMU Munich | 22 |
| 5.3 | Online German Courses | 22 |
| 6 | STUDYING AT LMU MUNICH | 25-29 |
| 6.1 | The Academic Year at LMU Munich | 25 |
| 6.2 | Course and Grading System | 25 |
| 6.3 | Course Catalogue | 26 |
| 6.4 | Enrolling for Classes | 27 |
| 6.5 | Changes to Learning Agreement | 27 |
| 6.6 | Re-enrolling for the second semester | 27 |
| 6.7 | Transcript of Records | 28 |
| 6.8 | Ex-matriculation | 29 |

| | | |
|------|--|-------|
| 7 | STUDENT LIFE IN MUNICH | 31-33 |
| 7.1 | Email-Account: campus.lmu account | 31 |
| 7.2 | LMU Buddy Program | 31 |
| 7.3 | University Library (UB) | 31 |
| 7.4 | Studentenwerk München | 32 |
| 7.5 | Student Canteens and Cafeterias | 32 |
| 7.6 | Sport at the University (Hochschulsport) | 32 |
| 7.7 | Student Organizations | 32 |
| 8 | COUNSELING AT THE UNIVERSITY | 34-35 |
| 8.1 | Intercultural Counseling Office for International Students | 34 |
| 8.2 | Counseling Services at Studentenwerk | 34 |
| 8.3 | Spiritual Life | 35 |
| 9 | ADDITIONAL INFORMATION | 37-40 |
| 9.1 | Arriving by Plane | 37 |
| 9.2 | Public Transport (MVG) | 37 |
| 9.3 | Living Costs in Munich | 38 |
| 9.4 | Students with Special Needs | 38 |
| 9.5 | Employment | 39 |
| 9.6 | LMU-Souvenirs | 40 |
| 10 | CHECKLISTS | 41-44 |
| 10.1 | Checklist "Before Departure" | 41 |
| 10.2 | Checklist "After Arrival" | 43 |
| 10.3 | Checklist "Before Returning Home" | 44 |

1 WELCOME TO LMU MUNICH

1.1 INTERNATIONAL OFFICE OF LMU MUNICH

The International Office is responsible for coordinating student exchange and counseling international students. Here you can obtain information about studying at LMU, find out about special courses for international students, leisure activities, language courses, be issued with various letters of confirmation and find out about all issues concerning exchange students.

www.lmu.de/en/international/incoming

Director of International Cooperation and Student Exchange Jean Schleiss

Contact Persons:

| | |
|--|---|
| <u>Erasmus+ (from EU and EU associated countries)</u> Claudia Gebhard, Pascale Lacoste Room G005, Ludwigstraße 27, München Phone: +49 (0) 89 / 2180-2799 Email: erasmus-incoming@lmu.de Office hours: Tuesday: 09:00 – 11:30 Wednesday: 13:00 – 15:00 | <u>LMUexchange and Erasmus+ Students (from overseas partner countries)</u> Ciska Voelmle Room G007 Ludwigstraße 27, München Phone: +49 (0) 89 / 2180-3213 Email: lmuxexchange-incoming@lmu.de Office hours: Tuesday: 09:00 – 11:30 Wednesday: 13:00 – 15:00 |
| <u>Housing</u> Christl Kern Room G005, Ludwigstraße 27, München Phone: +49 (0) 89 / 2180-3943 Email: housing-incoming@lmu.de Office hours: Tuesday: 09:00 – 11:30 and by appointment | <u>Support Services</u> Monique Esnouf Room G017, Ludwigstraße 27, München, Phone: +49 (0) 89 / 2180-2019 Email: mesnouf@lmu.de Office hours: by appointment |

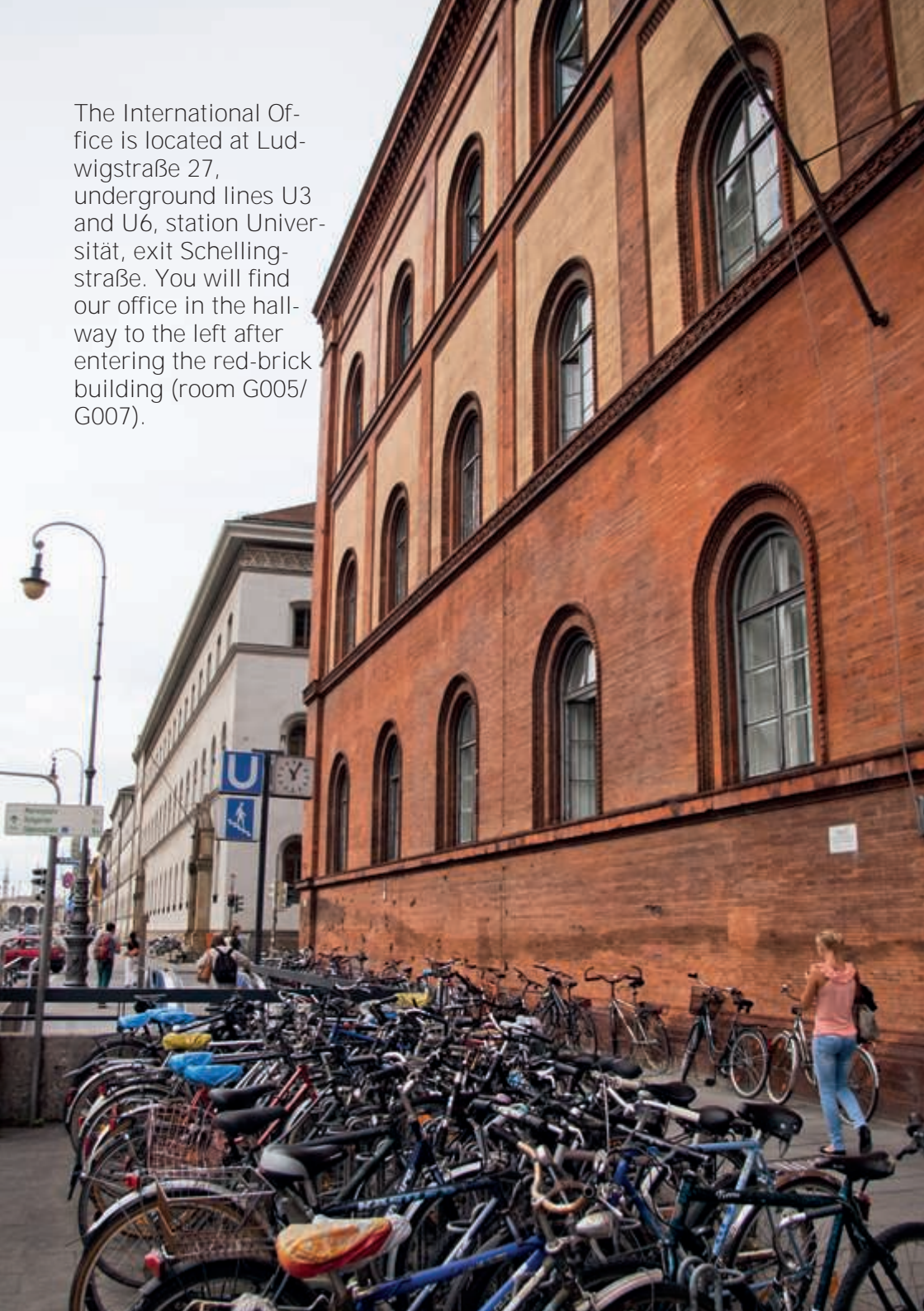
Postal address

Fax

Geschwister-Scholl-Platz 1, 80539 München

+49 (0) 89 2180 - 3136

The International Office is located at Ludwigstraße 27, underground lines U3 and U6, station Universität, exit Schellingstraße. You will find our office in the hallway to the left after entering the red-brick building (room G005/ G007).



2 APPLICATION AND ADMISSION

2.1 APPLYING FOR ADMISSION TO LMU MUNICH

Erasmus+ and LMUexchange students apply for exchange student status at their home university. The exchange student coordinator then officially nominates students for exchange to LMU. When you have been nominated, you should apply for admission to LMU. You will find the application form on our website.

www.lmu.de/international/incoming/application

Documents required

- ▶ A printed copy of the online application form, signed and stamped by the exchange coordinator at your home university
- ▶ A transcript of records, documenting your studies at your home university
- ▶ Learning agreement
- ▶ Copy of passport (page with personal data only)
- ▶ Proof of German and / or English language skills
(depending on the language of instruction of the courses you have chosen)

Application deadlines

- ▶ May 15 for the following winter semester
- ▶ November 15 for the following summer semester

Postal address

Please submit the application online, then print and send the completed application form signed and with all supporting documents by post to:

Internationale Angelegenheiten
Ludwig-Maximilians-Universität München
Geschwister-Scholl-Platz 1
D-80539 München

Notification of Admission (Zulassungsbescheid)

When your study program at LMU has been approved you will receive an official letter of acceptance (Zulassungsbescheid). This may take up to six weeks after receiving your application documents.

2.2 LEARNING AGREEMENT

Submitting a learning agreement is mandatory for Erasmus+ students from both our EU, EU associated and non-European partner universities. In order to help us identify study objectives, we ask LMUexchange students also to fill out the learning agreement form which is available on the website

www.lmu.de/international/incoming/application

- ▶ Please state the courses you would like to attend while studying at LMU (as a guideline, full-time LMU students would aim to achieve a semester workload of 30 ECTS credits).
- ▶ Your home university will advise you on the number of credit points, you are expected to achieve.
- ▶ Your home and host university must sign the Learning Agreement (Erasmus+ students).
- ▶ If the course catalogue is not yet available at the time when the learning agreement is required by your home university, we advise you to choose courses from the course catalogue of the previous year or semester. Also read the information for Erasmus+ and LMUexchange students on the faculty websites.

www.lsf.lmu.de

The learning agreement can be changed at a later date. Please consult chapter *6.4 Registering for Courses*.

Important note: By submitting the learning agreement you are not automatically enrolled for courses.

2 APPLICATION AND ADMISSION

2.3 ENROLLMENT

Erasmus+ and LMUexchange students may be admitted for a maximum of two semesters per study cycle.

Should you want to continue your studies in Munich after that period and take the final degree examinations, you must apply for admission as a regular degree seeking student. The application and admission regulations for full-time students then apply.

www.en.uni-muenchen.de/students/degree/admission_info

Language Requirements

In order to make the most of your experience in Munich and at LMU, it is important to have good German language skills. Although some departments offer modules taught in English, the language of instruction at LMU is generally German, particularly at bachelor level.

At the time of application to LMU all exchange students are required to have at least level B1 (according to the "Common European Framework of Reference for Languages"). By the beginning of your first semester at LMU your level of proficiency should have improved to at least B2. Some departments require higher levels. The same applies if you plan to take courses in English.

www.lmu.de/international/incoming/language

As a rule, if you choose to take only courses taught in English, no German language skills are required but there are exceptions (please consult faculty/department websites).

Enrollment at LMU

Enrollment for the winter semester takes place at the International Office in September / October and for the summer semester in March / April (you will find the exact dates in your notification of admission).

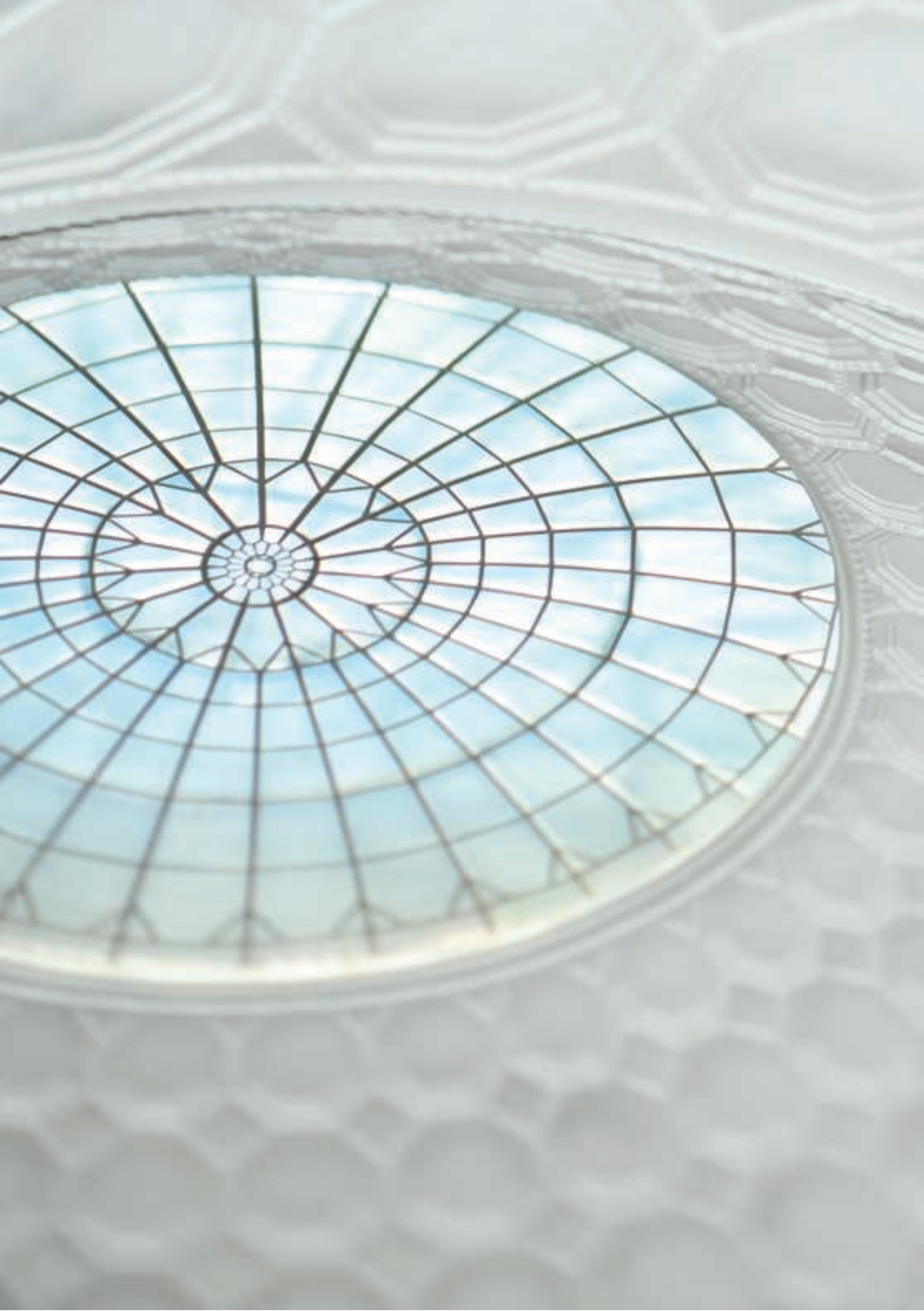
After enrolling at LMU you have to pay a fee which includes the student services fee (Studentenwerksbeitrag) and a basic semester ticket (see chapter 9.2 *Public Transport (MVG)*).

Afterwards you will receive your student identity card. How, where and when this fee is to be paid will be explained upon enrollment. The amount you have to pay can be found here:

www.lmu.de/studium/administratives/abc_auswahl/rueckmeldung/continuation

Documents and information required for enrollment

- ▶ Notification of admission (Zulassungsbescheid)
- ▶ Proof of health insurance from a German state insurance provider (gesetzliche Krankenkasse)
- ▶ A valid passport or identity card
- ▶ You are required to come to enrollment in person – this cannot be done by proxy



3 FORMALITIES

3.1 ENTRY REQUIREMENTS

Depending on your country of origin, there are different entry and residence regulations:

- ▶ EU and EFTA (Iceland, Liechtenstein, Norway and Switzerland)
Valid passport or identity card
- ▶ Australia, Israel, Japan, Canada, South Korea, New Zealand and USA
Valid passport
- ▶ Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino
Valid passport, on condition that no employment is taken up
- ▶ Albania, Bosnia-Herzegovina, Macedonia and Montenegro
Visa exemption for holders of biometric passports
- ▶ Macao and Hong Kong
Visa exemption for holders of SAR-passports
- ▶ All other countries
Visa from the German Embassy or German Consulate in home country.
Please contact the German Embassy / Consulate in your home country for detailed information.

Please note that, if you require a visa, it must be issued for study purposes. A tourist visa or a so-called **“Schengen visa”** is not enough. It is not possible to change the type of visa after entering Germany. If you intend to enter Germany more than once (e.g. after re-turning from a home visit), we recommend that you get a **“multiple entry visa”**.

A visa for study purposes is generally issued for three months. We advise you to apply to the **foreigners’ registration office (Ausländerbehörde)** for a residence permit directly after arrival (see chapter 3.3 *Applying for a Residence Permit*).

Required Documents

- ▶ A valid passport
- ▶ Notification of admission by the University (Zulassungsbescheid)
- ▶ Proof that you have the financial means to cover the period of your stay in Germany (further information is available at the German Embassy / Consulate).

3 FORMALITIES

3.2 REGISTERING YOUR ADDRESS

- ▶ Within a week of arriving in Germany Erasmus+ and LMUexchange students should **register their new address at the relevant residents' registration office (Bürgerbüro)**. For the address and opening hours in Munich see page 13.
- ▶ **Similarly, the residents' registration office must always be informed of later changes of address within a week of moving.**
- ▶ You can obtain the relevant forms for registering your new address, any change of address, or your departure from Germany at your local residents' registration office or on the Internet (e.g. at the website of the residents' registration office Munich).
- ▶ **If you live in Munich you can find your residents' registration office here:**

www.muenchen.de/dienstleistungsfinder/muenchen/1063475/

If you do not live in Munich, please register your address with your local administrative department (Gemeindeverwaltung). Please do not forget, shortly before the end of your **stay in Germany, to inform the residents' registration office that you plan to leave the country.** You can do this in person or in writing.

Please inform the International Office at LMU of any change of address per e-mail: erasmus-incoming@lmu.de or lmuxchange-incoming@lmu.de

Also notify central administration via the online system at:

qissos.verwaltung.uni-muenchen.de

3.3 APPLYING FOR A RESIDENCE PERMIT

All international students of non-EU nationality must apply for a residence permit before their visa expires. If you entered Germany without a visa, then you must also apply for a residence permit before three months have expired. You can apply for a **residence permit at the foreigners' registration office (Ausländerbehörde im Kreisverwaltungsreferat)**, which is listed on the following page.

Depending on your country's work code regulations, you can also apply for a work permit while applying for a residence permit. (For more information on your country's eligibility, see chapter 8.4 Employment.)

Kreisverwaltungsreferat (KVR) – Bürgerbüro

and Kreisverwaltungsreferat

Hauptabteilung II, Einwohnerwesen

Ruppertstraße 19, München

Haltestelle: Poccistraße

Phone: +49 89 233-96010

studenten-ii3.kvr@muenchen.de

Opening hours:

Monday: 7:30 – 12:00

Tuesday: 8:30 – 12:00, 14:00 – 18:00

Wednesday: 7:30 – 12:00

Thursday: 8:30 – 15:00

Friday: 7:30 – 12:00

www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen/Studium--Sprachkurse-und-Forscher/Neueinreisende-Studenten.html (in German)

Required documents

- ▶ **The completed form “Antrag auf Erteilung / Verlängerung eines elektronischen Aufenthaltstitels” (available at the foreigners’ registration office)**
- ▶ A valid passport or national passport / ID
- ▶ Visa (if citizens of your country are required to have a visa to enter Germany)
- ▶ A biometric passport photograph
- ▶ Proof of matriculation at the LMU
- ▶ Proof that you have adequate health insurance cover (confirmation from the German state health insurance provider (gesetzliche Krankenkasse))
- ▶ **Residence permit fee for first time applicants: ~100 €**
- ▶ Proof that you have registered your address (*Anmeldebestätigung* that you received from the residents’ registration office (*Bürgerbüro*)).
- ▶ Proof that you have the financial means to cover the period of your stay; for example, a certified declaration from someone who undertakes to support you or proof that you have sufficient assets of your own.

3 FORMALITIES

3.4 HEALTH INSURANCE

In order to be registered as an exchange student at LMU, you must have adequate health insurance. We strongly recommend that you arrive in Germany with adequate travel insurance. Your travel insurance policy should be valid up to the day of your enrolment at LMU. Please note that travel insurance for the duration of your stay is not enough and will not be accepted at registration.

As an exchange student you are required to obtain a certificate of insurance (*Versicherungsbescheinigung* from a German public health insurance provider *gesetzliche Krankenversicherung* – e.g. TK, AOK, Barmer, DAK etc.). This certificate is a mandatory requirement for enrolment at LMU. You will be able to obtain this certificate from an insurer near the University. You will find out more about this after you have arrived in Munich.

The *gesetzliche Krankenversicherung* will assess whether you require compulsory insurance coverage in Germany (*versicherungspflichtig*). If you have public health insurance at home you can get this insurance coverage approved by a public health insurance provider in Germany (*nicht versicherungspflichtig*). In rare cases the *gesetzliche Krankenversicherung* will assess if you are exempt from compulsory insurance coverage (*versicherungsfrei*).

I. Versicherungspflichtig (compulsory insurance coverage required)

You are:

- ▶ under 30 years old
- ▶ not an EU-citizen or a citizen of a country which has a social security agreement with Germany (Bosnia-Herzegovina, Iceland, Liechtenstein, Macedonia, Montenegro, Norway, Switzerland, Serbia, Tunisia, Turkey)
- ▶ you have a letter of acceptance for Erasmus+ or exchange students

then you are *versicherungspflichtig*

What does that imply?

The law stipulates that you take out compulsory insurance cover with a public health insurance provider in Germany at least for the duration of your study period.

The tariff for students is approx. 80 € per month.

II. Nicht versicherungspflichtig (your home public health insurance is approved)

You are:

- ▶ an EU-citizen and in possession of a EHIC (European Health Insurance Card)
- ▶ an EU-citizen and are in possession of an official alternative certificate (e.g. E104 or At11) or a citizen of a country which has a social security agreement with Germany (Bosnia-Herzegovina, Iceland, Liechtenstein, Macedonia, Montenegro, Norway, Switzerland, Serbia, Tunisia, Turkey)
- ▶ or you are over 30 years old
- ▶ you have a letter of acceptance for Erasmus or exchange students

then you are *nicht versicherungspflichtig*

What does that imply?

The law stipulates that you continue to have public health insurance at home for the duration of your study period at LMU.

You will obtain the insurance certificate (*Versicherungsbescheinigung*) from the *gesetzliche Krankenkasse* but *do not have to take out insurance cover in Germany*.

III. Versicherungsfrei (exempt from compulsory insurance coverage)

You do not fit any of the categories above (*versicherungspflichtig* or *nicht versicherungspflichtig*)?

- ▶ Please contact the *gesetzliche Krankenkasse* to discuss your particular case

Important Notes

You should take your EHIC or health insurance card (Gesundheitskarte) with you to **every doctor's appointment**. Generally the doctor will bill the health insurance provider directly by way of one of those cards. Students who are insured with a German public health insurance provider (*versicherungspflichtig*) should cancel their insurance policy before leaving. See chapter 6.6. *Ex-matriculation* for further information.

3 FORMALITIES

3.5 ACCIDENT, PERSONAL AND THIRD PARTY LIABILITY INSURANCE

We recommend that you have accident, personal and third party liability insurance for the duration of your stay in Germany. This we most strongly recommend, particularly if you are going to be working in a laboratory.

www.studentenwerk-muenchen.de/en/international/international-students-in-munich/in-preparation/insurance/

3.6 OPENING A BANK ACCOUNT

Exception: If you have a bank account in a Eurozone country, you do not need to open a bank account in Germany.

You should open a bank account in Germany on two conditions:

- 1) You have arranged to live in student housing.
- 2) Your current bank account is in a country that uses any form of currency different from the euro (e.g. Czech Republic koruna, British pound, US dollar).

If you are living in student housing, your monthly rent will be automatically debited from your account. Transaction fees will be charged if your bank account is in a country where the currency is not the euro.

Documents required for opening a bank account

- ▶ Official proof of residence which you get as you register your address (Meldebescheinigung) or, if you have student accommodation, your contract of rental
- ▶ Letter of Admission (Zulassungsbescheid), later your LMU student ID (Studentenausweis)
- ▶ A valid passport or identity card

Important Note

The bank should not charge you for a checking account and should not charge extra for using the automatic cash dispenser (ATM).

4 ACCOMMODATION IN MUNICH

As in other German university towns, it is not easy to find small, reasonably priced apartments in the city center. There are also not enough student residences. Please start looking for accommodation early.

- ▶ Rooms in private accommodation cost from 350 € to 600 € per month.
- ▶ Rooms in student residences cost between 250 € and 370 € per month.

4.1 STUDENT ACCOMMODATION

The “Studentenwerk München” provides the International Office with a number of rooms under their “service package” scheme for exchange students. However, rooms are limited and therefore cannot be guaranteed for all exchange students. If you are offered a room under this scheme you will be provided with a sleeping bag that you can keep and there will be tutors on hand in the various student residences to help you adjust and get to know your surroundings.

[www.stwm.de/en/international/
the-service-package-for-international-exchange-students](http://www.stwm.de/en/international/the-service-package-for-international-exchange-students)

To apply for student housing fill out the appropriate section in the International Office’s online application for exchange student admissions.

Six to eight weeks before your arrival, the International Office will inform you by e-mail if your application has been successful or not.

- ▶ If your application for student accommodation is successful, you will then receive an email from the Studentenwerk München with more information about your accommodation. **Attached is a room reservation form “Annahmeerklärung”. This form should be signed and returned to the Studentenwerk München immediately. By signing the “Annahmeerklärung” the room will be reserved for you. Your signature is binding and you are committed to accepting the conditions laid down by the Studentenwerk München.**
- ▶ If your application is not successful the International Office can offer some assistance to help you find private accommodation (see 4.2 *Private Accommodation*).

4 ACCOMMODATION IN MUNICH

Important notes

- ▶ Please note that special requests for rooms (private bathroom, location and price) cannot be taken into consideration.
- ▶ It is not possible to exchange the room allocated to you for another.
- ▶ Please note that you will only be able to pick up your room key from Monday to Friday at the student housing administration! Take this into consideration when booking your flight. If you do arrive at the weekend, make sure that you have temporary accommodation (hostel / hotel) booked well in advance.

Deposit

You will be expected to pay a deposit of approx. 250 – **350 € for your student room**. The deposit will be returned to you about three months after the end of your stay on condition that you leave your accommodation in good order. You are responsible for paying for any damages.

Rental Contract

You will be expected to sign a contract of rental before moving into your accommodation. Please note the following:

- ▶ The length of your rental period will be defined in the contract. Although classes only begin in October / April the rental period will mostly begin in September / March. In September or March respectively we encourage you to participate in our language preparation and orientation program:
- ▶ If you are only planning to stay at LMU for one semester the rental period will terminate after the exam period at the end of February (winter semester) or at the end of July (summer semester). If you are planning to stay for the full academic year, the contract will generally terminate at the end of July. In some cases, however, the rental contract will end at the end of May or June.
- ▶ It is not possible to shorten or extend the rental period before or beyond the date stated in your contract.
- ▶ Read the conditions of your contract very carefully.
- ▶ Your rent will be paid by direct debit. You will therefore need to open a German bank account (exception: students who have a bank account in a country where the national currency is the euro).

- ▶ Please ensure that all items listed on the inventory are in good working order when moving in.
- ▶ If any items are damaged or broken, you should report this to the housing administrator.

Before Leaving Student Accommodation

- ▶ Make sure that you leave your room in the same state you got it.
- ▶ Make sure you replace broken fittings and clean the room. Failure to do this will result in the loss of your deposit.
- ▶ Arrange an appointment to have your room inspected and signed off by the maintenance supervisor (Hausmeister).
- ▶ Give the housing administration your bank details at home so that the deposit can be transferred to your account. This can take up to three months.

4.2 PRIVATE ACCOMMODATION

All students, who do not want or do not get accommodation in a student residence, are advised to arrive in Munich well before the start of their course of studies in order to look for private accommodation. On our website you will find some useful information for finding private accommodation in Munich.

www.lmu.de/international/incoming/housing

Tips for Finding Private Accommodation

- ▶ The Student Services Organization in Munich
(only useful if you are already in Munich)

www.studentenwerk-muenchen.de/en/accommodation/housing-referral-service/offers

- ▶ Housing Anywhere

<https://housinganywhere.com>

4 ACCOMMODATION IN MUNICH

www.wg-gesucht.de/en/

- ▶ WG-Gesucht
- ▶ Notice boards (“Schwarzes Brett”) with private notices from people offering or looking for accommodation can be found in the:
 - ▶ Students’ canteen (Mensa) of the LMU, Leopoldstr. 13a
 - ▶ Students’ canteen (Mensa) of the TU, Arcisstr. 17
 - ▶ Student Services Organization (Studentenwerk), Leopoldstr. 15
 - ▶ Protestant Students Community, Friedrichstr. 25

Accommodation advertisement abbreviations

- | | |
|--|--|
| ▶ 5ZKDB = 5 rooms with kitchen and bath-room | ▶ Wfl = living area (in m ²) |
| ▶ 400 € + NK = 400 € basic rent plus extras | ▶ G-WC = separate toilet |
| ▶ KM = basic rent | ▶ OG = Upper floor |
| | ▶ TG = underground garage |

Important Notes

- ▶ The rental prices advertised are usually for the basic rent, i.e. costs for electricity, water, heating and refuse removal are extra.
- ▶ Extra costs are, on the contrary, often included in the price of furnished rooms. **Look out for the terms “Warmmiete” or “warm” (extra costs included) and “Kaltmiete” or “kalt” (extra costs not included). Ask about extra costs when looking for accommodation.**
- ▶ Be aware of fraud: Please take care and do not send scanned copies of your passport / identity card or transfer money to prospective landlords when you have even the slightest suspicion that the accommodation offer might not be serious.
- ▶ Even if you do not watch TV or listen to radio on any of your devices, a license fee **of 17.50 € per residence must be paid. Read carefully the information for students** at www.rundfunkbeitrag.de/informationen/buergerinnen_und_buerger/informationen_in_weiteren_sprachen/index_ger

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/informationen/index_ger.html

4.3 SHORT STAY ACCOMMODATION

For short stay we recommend that you spend the night at a youth hostel, youth guest house or youth hotel. Please book well in advance and note that, particularly during the Oktoberfest (mid-September to beginning of October), reasonably priced hostels and hotels are very quickly fully booked. A list of hotels and guest houses in Munich can be found at the Tourismusamt München.

www.muenchen.de/uebernachten

5 LEARNING GERMAN

5.1 LANGUAGE PREPARATION AND ORIENTATION

We highly recommend that you participate in the Language Preparation and Orientation Program which is offered in March and September. This program consists of the following three parts:

- ▶ Intensive Language Courses
- ▶ Excursions and Supporting Cultural Program
- ▶ Campus Orientation

www.lmu-preparation.de

5.2 LEARNING GERMAN WHILE STUDYING AT LMU

LMU does not offer German language courses free of charge. However, LMU cooperates with associated language schools. Students get credit for participating in courses listed below. There are various possibilities to improve your German language skills while studying at LMU:

www.begleitkurs-deutsch.de/content/EN

- ▶ The International University Club (IUCM) offers a variety of evening classes.
- ▶ *Deutschkurse bei der Universität München* offers specialized courses for exchange students such as “German as an Academic Language”, “Light Grammar” or “Surviving in academic everyday life”.

www.dkfa.de/english

5.3 ONLINE GERMAN COURSES

www.deutsch-uni.com/en

- ▶ Deutsch-Uni-Online offer various online German language modules.

Important Note

At the German Department and the Institute of German as a Foreign Languages of LMU you cannot take courses to learn German and improve your language skills. If you choose to study in these departments, you are expected to have a very good command of German.



6 STUDYING AT LMU MUNICH

6.1 THE ACADEMIC YEAR AT LMU MUNICH

| Semester | Start Date | Lecture Start Date | Lecture End Date | End of Semester |
|----------|------------|--------------------|------------------|------------------|
| Winter | 1. October | Mid-October | Mid-February | End of March |
| Summer | 1. April | Mid-April | Mid-July | End of September |

www.lmu.de/international/incoming/calendar

The months of March, August and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. During the Christmas and New Year holidays (24 December – 6 January) much of the University is closed and no classes take place.

The semester dates for the Faculty of Medicine are slightly different.

www.mecum.med.uni-muenchen.de/faq/studium (in German)

6.2 COURSE AND GRADING SYSTEM

At LMU credit for Bachelor and Master Courses is given in accordance with the European Credit Transfer System (ECTS). We recommend that you aim to take on a workload of approx. 30 ECTS per Semester. Your coursework will be graded in accordance with the **German grading system (“1”–“5”, with “1” being the best and “5” the worst grade.**

If a course is graded with 4 or above then you have passed. Not all courses are graded (non-graded lectures). If you need to have grades for the courses you take, in order to receive credit for the courses from your home university, speak with your lecturers early in the semester to see if it will be possible to get numerical grades for the courses.

Types of Courses

- ▶ **Vorlesung (Lecture):** Lectures are large scale events; attendance is usually not controlled, nor is active student participation required. At the end of a lecture series, assessment can take the form of a graded examination.
- ▶ **Grundkurs (Basic course):** A basic course focuses on the fundamentals of your field of study and the basic investigation methodology.
- ▶ **Seminar:** In a seminar (Proseminar or Hauptseminar) students deepen their

6 STUDYING AT LMU MUNICH

knowledge gained in introductory lectures and basic courses. Students usually have to present a paper which they have to later submit in written form.

- ▶ Übung: In an exercise the lecture content is deepened and students have the opportunity to ask questions. Generally, weekly homework is set which is then discussed in depth in class.
- ▶ Kolloquium (Colloquium): Discussion course
- ▶ Tutorium (Tutorial): Revision class led by fellow students

www.en.hilfe.lsf.lmu.de/lsf_hilfe/austauschstudis/fachbereich

6.3 COURSE CATALOGUE

www.lsf.lmu.de

A comprehensive list of all lectures, seminars and courses can be found in the LMU course catalogue (Vorlesungsverzeichnis) which is published online about two months before the start of the semester. The course contents are also briefly described.

You will find navigation instructions on our website. Unfortunately the course catalogue does not always list the ECTS credit point value of each course. You will find that most departments have information especially for exchange students on their homepages. You can, alternatively, contact the departmental coordinators to find out how many credits will be awarded for the courses you have chosen. We will inform you of your coordinator's name when the signed Learning Agreement is returned to you

6.4 INTRODUCTORY SESSIONS IN THE FACULTIES/DEPARTMENTS

Many departments offer introductory sessions for Erasmus+ and LMUexchange students before the semester begins. We recommend that you attend these sessions.

www.lmu.de/international/incoming/courses

6.5 ENROLLING FOR CLASSES

Procedures for enrolling for classes vary from department to department (i.e. enrolling online or enrolling directly with the lecturer). It is therefore important that you read the information on the relevant department websites or get in contact with your departmental coordinator to find out about the enrollment procedure at your department.

6.6 CHANGES TO LEARNING AGREEMENT

If your study plans change and you have to make changes to your original learning agreement, please have the new learning agreement approved and signed by the departmental coordinators at both LMU and at your home university. This is particularly important for Erasmus+ students

6.7 RE-ENROLLING FOR THE SECOND SEMESTER

As you are only enrolled for one semester at a time, it is very important that you re-enroll for the second semester if you are planning to stay for a year. If you do not re-enroll, you will be automatically ex-matriculated for the next semester!

Please arrange with your bank for the fee (Studienbeitrag) to be remitted before the deadline. You will find a paying-in slip / giro transfer form among your student papers. After this transaction is carried out, you will be automatically re-enrolled for the second semester. Your new student documents will be sent to you in March or September respectively. Please check that your address details are correct.

www.lmu.de/studium/administratives/abc_auswahl/rueckmeldung/continuation

6 STUDYING AT LMU MUNICH

6.8 TRANSCRIPT OF RECORDS

Once you have completed your study program at LMU, you will need to obtain your transcript of records. In which, all your grades and ECTS credits will be listed. Transcripts are not issued automatically. Therefore, you are responsible for initiating the transcript process. In accordance with the courses you have completed, you must contact the affiliated faculty department of each course and / or the international office.

The procedure varies depending on which courses you have taken.

1. Transcripts are issued by the faculty/department if you have predominantly taken courses in:

- ▶ Law
- ▶ Medicine

Make sure to contact the faculty / department coordinator of your courses well in advance. The contact information for each faculty / department coordinator is listed in the link below:

www.en.hilfe.lsf.lmu.de/lsf_hilfe/austauschstudis/fachbereich

2. Transcripts are issued by the International Office for courses taken in:

- ▶ All other subjects

Steps to receive your transcript through the International Office:

- ▶ Create a timetable via LSF. You should compile your timetable after you have chosen your courses, i.e. within the first couple of weeks of the semester. If you stay for two semesters, you need to compile your timetable for each semester.
- ▶ If you have not taken any courses during your stay at LMU but have, e.g., been doing research for your final dissertation/project or have been doing an internship in a laboratory and you need a transcript, please come to the International Office and bring some form of confirmation of your activities from your academic supervisor. A transcript will then be issued without specifying grades and ECTS credits.

- ▶ Based on the schedule you compiled, the lecturers of the courses you pre-selected (and/or registered for) enter grades and ECTS credits into LSF, which will then appear on your transcript of records. Grades and credits can also be entered by study managers (instead of the lecturers themselves), depending on the organisational structures of the respective faculty or department.
- ▶ Please note: The transcript you have generated is valid the electronic stamp. Should you have any questions, please contact the International Office.
- ▶ If you study Business Studies or Economics, please contact the following persons:
- ▶ Business Administrations: Lilli Heininger, heininger@bwl.lmu.de
- ▶ Economics: Sarah Weise, isc@econ.lmu.de
- ▶ For further information please visit the link below:

<http://www.lmu.de/international/incoming/transcript>

6.9 EX-MATRICULATION

Important Notes

- ▶ If you have health insurance with a German health insurance provider and plan to leave Germany immediately after completion of your studies, you may not wish to pay insurance for the months of March or August / September respectively. If this is the case, you will have to officially ex-matriculate and take a copy of the ex-matriculation certificate to your health insurance provider (www.uni-muenchen.de/studium/kontakt/studentenkanzlei). Your health insurance policy will then be cancelled from the date of ex-matriculation.
- ▶ Failure to notify the health insurance provider will result in you having to pay for insurance until the official end of the semester.
- ▶ It is important that the cancellation of your health insurance coincides with your date of departure. Remember that, from the date of cancellation of your policy, you are no longer insured in Germany.
- ▶ When you ex-matriculate, you have to return your student ID and can no longer use the semester ticket on public transport.



7 STUDENT LIFE IN MUNICH

7.1 E-MAIL-ACCOUNT: CAMPUS.LMU-ACCOUNT

At enrollment you will be given a password and a login for your university email account. Do not forget to activate your account 24 hours after enrollment to be able to receive **official emails from the university administration and to use the university's online tools.**

The University must for example be notified of changes of address and you need to access LSF to generate your timetable.

Exchange students cannot enroll for classes and for exams via the LSF-system.

<http://helpdesk.campus.lmu.de> (In German)

7.2 LMU BUDDY PROGRAM

The International Office offers a buddy program which aims to help you find your feet as a new student of LMU. If you take part in this program, you will be partnered with a student of LMU who will help you with the organization of your stay in Munich. Your buddy will also be able to answer questions that you may have about studying at LMU or living in Munich. **If you wish to have a buddy, you should tick the box "please assign me a buddy" on your online application for admission to LMU. Your email address will then be forwarded to your buddy so that he / she can get in touch with you about one month prior to arrival.**

www.lmu.de/international/incoming/buddy-program

7.3 UNIVERSITY LIBRARY (UB)

The University Library Munich has an electronic lending system. You may search for publications and make reservations through OPAC (Online Public Access Catalogue), **and then pick up the books at the University's Library at Ludwigstraße 27, ground floor.** For this you need a library card, which is issued to students of LMU at the library information counter (take along your LMU student ID and proof that you have registered your address) . This library card also allows you to borrow books from the Bavarian State Library (Bayerische Staatsbibliothek). Many institutes at LMU also have libraries of their own. At the beginning of each semester guided tours of the library (Bibliotheksführungen) are offered:

www.ub.uni-muenchen.de/en

www.bsb-muenchen.de

7 STUDENT LIFE IN MUNICH

7.4 STUDENTENWERK MÜNCHEN

The Student Services Organization in Munich (Studentenwerk München) provides useful information about accommodation, financial aid, work, public transport, student food services, health and insurances, clubs, organizations and activities, culture, entertainment, sport and travel.

www.stwm.de/en

7.5 STUDENT CANTEENS AND CAFETERIAS

The Student Services Organization (Studentenwerk) runs eight student canteens and several small cafeterias offering students at the Universities in Munich and Garching several reasonably priced menus at lunch-time. At Leopoldstr. 13a you will find the main canteen. During the semester it is open from Monday to Thursday from 11:00 – 14:30 and on Friday from 11:00 – 13:55.

www.stwm.de/en/canteen/

7.6 SPORT AT THE UNIVERSITY (HOCHSCHULSPORT)

The Universities of Munich sports center is at the Olympiapark and offers a comprehensive range of sports, from badminton, oriental dance and diving to climbing and canoe-polo. Details are published twice a year in the brochure Hochschulsport (Sport at the University). The summer program is published at the end of February and the winter program at the end of July. The brochure is available at the International Office of LMU.

www.zhs-muenchen.de

7.7 STUDENT ORGANIZATIONS

Munich Erasmus-Students Association (MESA)

MESA is an organization run by LMU students who have studied abroad under the auspices of Erasmus. The members of the association will be glad to provide you with support and assistance before and during the first few months of your stay in Munich. Each semester a big wel-

7 STUDENT LIFE IN MUNICH

coming party takes place and many interesting excursions are offered by MESA throughout the year.

www.lmu-mesa.org

TutoRIA (the LMU Munich tutoring program)

TutoRIA is a tutoring program of the International Office. It is run by a group of LMU students who organize trips, information evenings and many other leisure activities for the international students of LMU. Schellingstraße 7, room 12. Phone: +49 89 2180 6298 (only during opening hours).

www.tutoria-international.lmu.de

AEGEE-Sprachduo

Sprachduo is a venture of AEGEE (European Students' Forum) to arrange and support language contacts between LMU and international students in Munich through a language exchange.

www.sprachduo.de (in German)

AkaSIA

AkaSIA is a cultural exchange program for all Asian students at LMU and for all students interested in Asian culture. The group offers support for Asian students as they settle in Germany for the duration of their studies. AkaSIA organizes movie evenings, dinners, excursions and other cultural get-togethers.

www.akasia.verwaltung.uni-muenchen.de (in German)

8 COUNSELING AT THE UNIVERSITY

8.1 INTERCULTURAL COUNSELING OFFICE FOR INTERNATIONAL STUDENTS

The staff of the intercultural counseling office at the Institute of Intercultural Communication advise on intercultural topics which may be of concern to international students during their study period at LMU e.g. how to communicate with lecturers or other students, classroom participation and preparation of term papers or just the general challenges facing students who have newly arrived in Munich.

www.lmu.de/en/ikberatung

8.2 COUNSELING SERVICES AT STUDENTENWERK

Some students can find the challenges of living abroad difficult to cope with alone. The **Student Services Organization's (Studentenwerk) psychotherapy and psycho-social counseling service** may be able to help you. Help with problems related to your studies and / or private life is offered free of charge.

Counseling Services Studentenwerk

Gemeinschaftszentrum im Olympischen Dorf
Helene-Mayer-Ring 9, München

Phone: +49 89 357135 - 40
(with answering machine)

psycho-beratung@stwm.de

Appointments can be made by email, phone or
in person:

Monday – Friday: 09:00 – 12:00

www.stwm.de/en/our-advisory-network

8.3 SPIRITUAL LIFE

The Roman Catholic and Protestant Student Community of LMU also offer counseling for students. Students of all confessions are most welcome.

Roman Catholic Student Community
(Katholische Hochschulgemeinde KHG)

Leopoldstraße 11, München, Raum 205
Phone: +49 89 38 103 - 151

Protestant Student Community
(Evangelische Hochschulgemeinde ESG)

Friedrichstraße 25, München
Phone: +49 89 33 99 72 - 32

www.khg.lmu.de (in German)

www.esg.lmu.de (in German)

Islamic Student Community
(Islamische Hochschulvereinigung)
info@ihv-muenchen.net

Jewish Student Community
(Verband jüdischer Studenten in Bayern)
vsjb@hotmail.de

<http://ihv-muenchen.net/english/>

<http://vsjb.bjsd.de/> (in German)



9 ADDITIONAL INFORMATION

9.1 ARRIVING BY PLANE

The suburban train (S-Bahn) airport lines S1 and S8 go directly to the center of Munich. Since the airport is far from the city center, you will have to buy a ticket that is valid for the entire network of the Munich transportation system (*Gesamtnetz*). **If you're traveling in a group, you can buy a "Gruppen-Tageskarte Gesamtnetz" that is valid for up to five adults.** If you have to change lines to get to your final destination, you can use the same ticket and do not have to stamp it again. If you plan to make several journeys on the day of your arrival, it may be better to buy a single day ticket (*Gesamtnetz*).

www.mvv-muenchen.de/en/tickets-fares/fares >journey planer

9.2 PUBLIC TRANSPORT (MVG)

Basic Semester Ticket

At enrollment, students will be required to pay a mandatory student services fee. Part of this fee is for a basic semester ticket entitling students to restricted travel within the MVV network at the following times only:

- ▶ Monday to Friday from 18:00 to 6:00 the following day
- ▶ Saturday, Sunday, on public holidays and on 24 and 31 December (no time restrictions)

Students must carry their student ID with the MVV logo on it and an official photo ID at all times when using public transport.

IsarCard Semester

Students who need to use public transport regularly will require a top-up ticket. The IsarCard Semester is an optional season ticket that is valid for the duration of one semester. This ticket entitles students to unlimited travel within the MVV network.

The IsarCard Semester can be bought at MVG ticket machines or kiosks selling MVG tickets (e.g. at underground stations). To buy a ticket you must present your student ID at the kiosk or type your matriculation number into the ticket machine.

9 ADDITIONAL INFORMATION

Important Notes

- ▶ Keep the receipt for your ticket in a safe place. If you lose your season ticket, you will, for a small fee, be issued a substitute ticket but ONLY if you have your receipt.
- ▶ Buying an IsarCard is not mandatory. If you do not use public transport on a regular basis, you can apply for a reduced weekly or monthly (see the MVV website).

www.mvv-muenchen.de/en/tickets-fares/tickets/school-and-higher-education/mvv-semestericket/index.html

9.3 LIVING COSTS IN MUNICH (PER MONTH)

- ▶ Rooms in private accommodation including extra costs: 350 € – 600 €
- ▶ Rooms in student residences: 300 € and 370 € including extra costs
- ▶ Health insurance approx. 80 €
- ▶ Food approx. 200 € – 250 €
- ▶ Mobile phone approx. 15 € – 20 €
- ▶ Public transport approx. 42 €

With a valid student identity card, you have access to price reductions for public transport, at the student cafeterias, and at cultural events (e.g. theatre, concerts, museums, etc.).

9.4 STUDENTS WITH SPECIAL NEEDS

If you have a disability, you should inform the International Office of your special needs as soon as possible so that suitable arrangements can be made for you. LMU offers services to Erasmus and LMUexchange students with special needs to help them master the problems of day-to-day university life.

www.uni-muenchen.de/barrierefrei (in German)

9.5 EMPLOYMENT

- ▶ EU and EEA (Iceland, Liechtenstein and Norway): no work permit restrictions.
- ▶ Switzerland: you can only apply for a work permit-CH after arrival and enrollment at LMU.
- ▶ Australia, Israel, Japan, Canada, South Korea, New Zealand and USA: you can only apply for a work permit after arrival and enrollment at LMU.
- ▶ All other nationalities must apply for a work permit, when, before arrival, they apply for a residence title.
- ▶ Students from non-EU and EFTA-countries, who are registered at a German public university and are in possession of a residence title in accordance with § 16 Abs. 1 and 3 AufenthG at the time of applying, can obtain a limited work permit with which they can work within one calendar year for a total of 120 whole days or 240 half days (max. 4 hours daily. Students from Romania and Bulgaria do not require a work permit-EU if they do not exceed the permitted number of days. Student and university related jobs are exempt from this regulation. If students work more than the limit they will have to apply for a work permit at the Bundesagentur für Arbeit.
- ▶ EU students can generally work for an unlimited period (in accordance with the usual regulations).

Placement Agency of the Studentenwerk

The Student Services Organization (Studentenwerk) runs its own job placement agency together with the company Job-Börse. Job-Börse finds practical placements, student traineeships, part-time jobs and permanent positions for students and graduates. This service is free of charge.

Job-Börse

Leopoldstraße 13a, München

Phone: +49 89 411 4724 41

Fax: +49 89 273 125 71

www.jobcafe.de (in German)

9 ADDITIONAL INFORMATION

At LMU students can also work as student assistants in research projects, institutes or administration. Vacant posts are displayed and advertised on the LMU homepage.

www.lmu.de/aktuelles/stellenangebote > Studentische Hilfskräfte (in German)

9.6 LMU-SOUVENIRS

If you wish to take some LMU-souvenirs home with you, visit the LMU-shop at Leopoldstr.13 (ground floor).

www.lmu-shop.de

10 CHECKLISTS

10.1 CHECKLIST "BEFORE DEPARTURE"

- ☐ Check how long your passport / identity card is still valid
- ☐ For Erasmus+ Students:
Please ask your home university for a certificate confirming that you are an Erasmus student
- ☐ Send your application by post to LMU (overseas students may send the application documents by email).
- ☐ Get confirmation of your health insurance from your health insurance provider
- ☐ Apply for an entry visa, if necessary, as soon as you receive the notification of admission to LMU (Zulassungsbescheid)
- ☐ Get proof that you have sufficient financial means for your study period abroad (exception: students with EU nationality)
- ☐ Take out accident insurance and a personal and third party liability insurance policy (strongly recommended)



10 CHECKLISTS

10.2 CHECKLIST “AFTER ARRIVAL”

Before enrollment at LMU Munich

- ☐ Pick up health insurance certification at a state insurance provider in Munich
- ☐ If necessary take out a health insurance policy
- ☐ Open a bank account (not necessary if you have an account in a eurozone country)
- ☐ Register your address in Munich within a week of your arrival
- ☐ Find out about courses and ECTS in your department of study

Enrollment

- ☐ **Your appointment is stated on the first page of your “Zulassungsbescheid”**

After enrollment

- ☐ Open a bank account (Disregard if you already have a bank account in a Eurozone country and / or have arranged private housing)
- ☐ Enroll for classes at the faculties / departments
- ☐ If necessary, make changes to your Learning Agreement and have the changes approved by both LMU and your home university.
- ☐ Draw up your timetable in LSF and save your ECTS credit form
- ☐ Pay the mandatory student services fee
- ☐ Apply for a residence permit (if necessary)
- ☐ If required, buy MVG top-up semester ticket

10 CHECKLISTS

10.3 CHECKLIST “BEFORE RETURNING HOME”

- ☐ Check that your timetable is complete in LSF
- ☐ Arrange for the International Office of LMU to sign your certificate of attendance/ departure (Erasmus+ students should bring the relevant form provided by the home university).
- ☐ Inform the *Bürgerbüro* (Registration Office) in person or in writing, that you are leaving
- ☐ Cancel all standing orders
- ☐ Student Housing, go over the inventory checklist: repair any damages, clean your room, have the caretaker sign off your room
- ☐ Check out at the housing administration, leave your home bank account details (for deposit return)
- ☐ Students with German Health Insurance should notify their providers before departure (send your ex-matriculation confirmation to the health insurance provider, see chapter 6.9 for more information)

Referat Internationale Angelegenheiten

Room G005/G007

Ludwigstraße 27

80539 München

erasmus-incoming@lmu.de

lmuxexchange-incoming@lmu.de

www.lmu.de/en/international/incoming

