

Bachelor Thesis Stay in Germany -Student Guidelines -

Dear Student,

Soon you will be traveling to Germany to do your bachelor thesis. To help you prepare your stay, the GUC German Office would like to provide you with some information. Please read this information sheet carefully and get back to us in case of questions. We wish you a successful and interesting stay in Germany!

All Students:

1. Please keep in mind that **you will have expenses** during your first days in Germany and it will take time to establish or unblock your bank account. GUC cannot take the responsibility to provide you with financial means during the first weeks (sponsored students) or generally (non-sponsored students). We therefore recommend that you either bring sufficient cash, a credit card or other financial means.
2. Please take a few biometrical passport photos with you when you come to Germany. You will need them for the enrollment and the application for the residence permit if applicable.
3. If you do not have a long-term visa covering the whole period of your stay in Germany, please keep in mind that the foreigner's registration office might charge fees for issuing your residence permit. This depends on the federal state and city you are going to. These fees are usually between 50 and 100 Euros.
4. Please **get in contact with your hosting professor/supervisor during the preparation of your stay.** He/she might want you to take certain steps before you come to Germany. Inform him/her about your arrival and arrange a first meeting with him/her.
5. Health insurance is mandatory in Germany; the requirements differ from university to university. Please check with your host university/institution for the exact requirements.
6. Except for Ulm, Stuttgart and Berlin, GUC does not offer special housing arrangements for GUC students. This means that you yourself are responsible for finding suitable accommodation. For more information on how to find accommodation please refer to our Orientation Sheets on our website <http://www.guc.uni-ulm.de/orientation-sheets/>

University of Stuttgart Students

Please follow the instructions at the Orientation Sheet 1.3. Change: Contact at DHBW: Asita.Rostam@dhbw-stuttgart.de

<http://www.guc.uni-ulm.de/orientation-sheets/>

All Students: General Issues concerning your stay

Visa Issues

If you want to come to Germany for a long term stay related to your studies please make sure that you get the correct visa from the beginning. If you travel with a tourist visa to Germany the Foreigners' Registration Office will not change it to a student visa or residence permit later on. Therefore, please make sure that you obtain a visa for study reasons. It is also important that you make sure to get an invitation letter from the actual university or institute where you will be staying.

For sponsored students: Instead of a blocked account, you will have a scholarship confirmation, which proves to the authorities that you have enough funding for your stay. GUC will take care of that during the visa application. If you need a copy of your scholarship confirmation later on while in Germany, please contact the GUC Ulm Office.

Coordination with GUC Student Affairs Department

Please make sure that you have the needed approvals from the GUC – Student Affairs Department for your study stay in Germany – whether for bachelor thesis or for studying different courses - to avoid any problems in the credit transfer and recognition of grades process later on. Students who travel without getting a detailed approval on the courses to be studied in Germany and the exact timings before their travel, might not be granted the credit transfer of the courses after their return and will have to repeat them in GUC and thus delay their graduation. Please refer to the GUC Student Affairs Department for more details before your travel.

Enrolment/Registration as a Student

This is your first step of becoming an official member of the university. The enrolment certificate and student ID is a prerequisite to apply for residence permit at the Foreigners' Registration Office, to use university facilities (cafeteria, copy machines, library...) and to get various discounts.

Foreigners' Registration Office

All residents in Germany are required by law to register at the registration office of the town they move to within one week after arrival.

Most of the sponsored students receive a visa valid for the whole duration of the stay. Please check your passport for that.

Advantage: In case you have a visa covering your whole stay you only need to register but you don't need to apply for a residence permit (costs between 50-100 Euros) anymore.

Disadvantage: You can't extend your stay in Germany beyond the time written in the visa.

For registration you will probably need (but please check with your host institute and the local authorities):

- Passport
- Landlord confirmation (Wohnungsgeberbescheinigung)

For all others: You will have to first register and later apply for a residence permit. Usually you will need the following documents (but please check with your host institute and the local authorities):

- Valid passport
- Confirmation of enrolment
- 2 biometric passport photos
- Proof of financial means (e.g. a confirmation of your scholarship or bank account showing that you have 720,00 Euros for each month you want to spend in Germany)
- Landlord confirmation (Wohnungsgeberbescheinigung)

Sponsored Students only:

For those of you with a GUC scholarship, GUC Ulm Office will be administering the payments. Kindly note that we cannot conclude any contracts in your name (e.g. accommodation).

Your scholarship includes the following:

- Monthly scholarship of 720,00 Euros
- One-time reimbursement of your enrolment fee upon handing in the receipt, up to 170,00€
- If applicable monthly reimbursement of your health insurance. This only applies in case your hosting university does not accept MAWISTA. Important: GUC is only reimbursing a maximum amount of 37,20 Euros monthly as partial contribution to your health insurance (equals MAWISTA monthly health insurance fee).

Please consider taking the following steps after your arrival (**students going to Germany**):

1. Please open a **bank account** in Germany **and send us your bank details** as soon as possible. Please ask in your bank if the account can be used straight away or if it takes a few days and include this information in the message to us. The bank details must include:
 - a. Your first name and your family name as stated in the account opening contract (Kontoeröffnungsantrag)
 - b. IBAN and c. BIC

Please make sure that your bank account details are correct and complete when you send them to us. If you have any questions please refer to michaela.vieira-dos-santos@uni-ulm.de. **We will only be able to pay your scholarship and other fees (enrolment, health insurance if applicable) if we have your bank account details.**

You can open a bank account with any bank you like. **Opening an account in Germany** usually requires your passport, the registration confirmation (Anmeldebestätigung Ausländerbehörde) and a postal address.

2. When enrolling at your host university please pay the **enrolment fee** and send us a scanned copy of the receipt. We will then reimburse the amount to your newly opened German bank account.
3. For sponsored students GUC will purchase a MAWISTA health insurance. The insurance papers are sent to your GUC student email address. Please print them out, take them along to the embassy interview and later on to Germany. It is your proof of insurance that you will have to show the doctor or hospital in case you need medical treatment.
4. Once you are in Germany please ask at your host university about the **health insurance** they require or recommend. Some universities don't accept MAWISTA. In this case join the health insurance your host university recommends (usually around 78 Euros per month). Once you concluded an insurance contract send us (GUC Office Ulm) a scanned copy (by email) of your new insurance policy stating the monthly contribution. You will settle the bill with the insurance yourself, but we will reimburse to your bank account a maximum amount of 37,20 Euros per month as partial contribution to your health insurance. This contribution complies with Mawista monthly health insurance fee.

If you are going to a university outside of Germany please check the website of their International Office and contact them in case of questions as early as possible to ask for their recommendations. We will also need your bank account details to transfer your monthly scholarship.

Please feel free to contact us in case of questions:

- GUC German Office Manager, Ms. Isabel Osswald (isabel.osswald@uni-ulm.de)
- GUC Ulm Office Finances, Mrs. Michaela Dos Santos (michaela.vieira-dos-santos@uni-ulm.de)
- GUC Coordinator University of Stuttgart, Mrs. Elena von Klitzing (guc@ia.uni-stuttgart.de)
- GUC Berlin Campus, Mrs. Sarah El-Sawaf (sarah.elsawaf@berlin.guc.edu.eg)

You may want to print out this guide and carry it with you during the first days in Germany.

Good luck and enjoy your stay!