



UNIVERSITÄT
BAYREUTH

INTERNATIONAL OFFICE

Guidelines for International Exchange Students



University of Bayreuth

A warm welcome to the University of Bayreuth! In order to ensure a successful start in a new city, and probably a new country, as well as the start of your studies, these guidelines provide some initial information on studying and living in Bayreuth and Kulmbach.

Overview

The University of Bayreuth hosts around 13,500 students and 240 professors in [seven faculties](#). The University offers a range of interdisciplinary study programmes, student associations, services, and events.

There is a reason the campus in Bayreuth is considered one of the most charming in Germany. Whether it's the artificial beach set up in the middle of campus during the summer months or the regular movie screenings on campus, there is always something to do!

To help you find your way around campus, a [map](#) of the campus in Bayreuth can be downloaded and is also printed on the back of your student ID. Signs on all buildings as well as important places help you find your way once you reach the University of Bayreuth.

International Office

The International Office is typically the first point of contact for many international students, to get more information and support.

Contact for questions regarding the application and admission: [Mobility Team](#)

Contact for general questions during the stay at the University of Bayreuth: [Welcome Services](#)

Starting at the enrolment and orientation week, up to many events and workshops during the semester and of course the alumni network – the International Office accompanies international students before, during and after their time at the University. Of course, students can always get in touch with the Welcome Services. They help with all questions and problems and always have an open ear for international students and researchers, in order to ensure a pleasant stay in Bayreuth, Kulmbach and on campus

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Study at the University of Bayreuth

Application

Application Process

Exchange students are nominated for a stay at the University of Bayreuth through the International Office of their home university. Once the nomination has been confirmed by the University of Bayreuth an application has to be submitted through the MoveOn Portal by the student.

- 1) Registration in [MoveOn](#)
- 2) Confirmation of the email which is sent automatically after the registration to start the application
- 3) Completion of the application form and upload of the following document:
 - Copy of the passport/ ID card,
 - Passport picture,
 - Completed and signed [confirmation](#) of the coordinator
 - Transcript of records
 - Language certificate in the following subjects: Study of Religion, Law and Anglophone Studies (details on the accepted certificates can be found on the [website](#))
 - If needed, temporary [Learning Agreement](#) (signed by the student and the home university)
- 4) Submission of the online application

Application Deadlines

- Application for the winter semester: **15th May**
- Application for the summer semester: **15th November**

Course Catalogue and Selection of Courses

A complete list of courses can be found in [cmlife](#) for each semester. It is possible to sort courses by faculty/study programme or the language of instruction.

Courses have different forms of teaching: lectures, practical training, tutorials, placements and seminars. It is possible that two or more of these together make up a single course, for example a lecture and tutorial on the same topic. During the course selection process, this should be kept in mind, as students are expected to attend all forms of teaching for each course. As the distinction between forms of teaching can vary from faculty to faculty, the Mobility Tutors, EduCare advisors and for the students of the Faculty of Life Sciences the study coordinators are able to help with this during the orientation week.

Registration for some courses (especially seminars) can take place before the start of the semester. We recommend getting in touch with the lecturers of such courses to discuss possibilities of attending as soon as possible.

The course catalogue for the winter semester is available from end of August/beginning of September, the course catalogue for the summer semester from end of January/beginning of February.

In most cases, registration for a course does not automatically include registration for the exam at the end of the semester (an exemption are i.e. language courses offered by the language centre). Therefore, it is necessary to register for each exam in cmlife. We recommend getting all information on the registration and possible prerequisites of the exams as early in the semester as possible to avoid unnecessary stress during the time of exams. Typically, the exams take place at the end of the lecture period and the following weeks – in some cases, tests, reports or mid-terms which are necessary for successful completion of the course take place during the semester. The lecturer normally provides information on this during the first weeks as well as in the E-Learning group of the specific course.

Learning Agreement

If your home university expects its students to establish a Learning Agreement, the following steps need to be taken:

1. Selection of Courses in CampusOnline

With the help of the information in the previous section, this guide and our Mobility Tutors, you can select your courses.

The course catalogue in cmlife will be updated at the beginning of each semester. Course catalogues of the previous years can be referred to while compiling the Learning Agreement.

Please note:

Changes of the selected courses in the Learning Agreement are always possible!

2. Signature of Home University

Once course selection is complete and the student has approved the Learning Agreement, the home university needs to be asked for their approval.

Please note:

The academic coordinators in Bayreuth will not approve the document without those two signatures!

3. Search for the Academic Coordinator at the University of Bayreuth

This table lists the academic coordinator responsible for each study programme, who can approve the Learning Agreement. The academic coordinators are unable to approve Learning Agreements that have not yet been approved by the student and the home university. The Learning Agreement (approved by the student and the home university) needs to be sent to the academic coordinator via email. The Learning Agreement has to be approved by the academic coordinator ('responsible person') of the respective department, not by the International Office ('contact person').

4. Submission of the completed Learning Agreement

Once the student, the home university and the academic coordinator at the University of Bayreuth have approved the Learning Agreement, an electronic copy needs to be sent to the Mobility Team at the International Office of the University of Bayreuth or uploaded to the Erasmus OLA (Online Learning Agreement) system..

5. Changes to the Learning Agreement

As it cannot be guaranteed that the courses you originally selected will actually take place, changes to the original Learning Agreement can always occur. The same steps as with the original Learning Agreement need to be taken.

ERASMUS+ students should use the table *During the Mobility* of the Learning Agreement.

The changes can be confirmed with a signature of the academic coordinator on the document or via email.

Admission

The admission letters are sent out via email to the exchange students six to eight weeks after the application deadline. As these letters do not require any other signatures and stamps, they are not sent as hard copies to the students and home universities.

Enrolment and Student ID

Typically, enrolment for international exchange students is done via the Welcome Services. Students who come to Bayreuth within the framework of a [Double Degree Programme](#) often need to hand in original or certified copies of their degrees – otherwise enrolment is not possible (**further details can be found in the admission letter**)!

The following documents have to be handed in:

- Admission letter
- Proof/confirmation of health insurance by a statutory German health insurance provider
- Proof of payment of the semester fee
- Copy of passport/ID card and visa (if applicable)
- Passport picture

If further documents are needed, the Student Administration Office (*Studierendenkanzlei*) lists them on the admission letter.

After enrolment, each student receives an email from the Student Administration Office (*Studierendenkanzlei*). In this email, the personal student identification (also known as bt-identification) as well as the password to first log into CampusOnline is listed. After the initial registration, which needs to be done within one week, this password has to be changed in order to access all other online systems offered by the university.

The student ID card will be ready within ca. one week of enrolment and will be send to your address via postal services. If you do not receive an email with your user information within one week please reach out to the Welcome Services to ask for further assistance.

After the student ID card has been received, it has to be validated (the machines can be found in the buildings of the Central Library and the University Administration on the campus in Bayreuth). With the card you can take advantage of affordable meals in the cafeteria, check out books from the university libraries, and make copies. You can also use the bus and train free of charge in and around of Bayreuth and of course up to Kulmbach.

Erasmus Documents

Within the Erasmus Programme, certain documents have to be signed by the guest university before and during the exchange.

The Welcome Services or the Mobility-Team can sign the *Confirmation of Arrival* as well as the *Confirmation of Stay*. Signatures on the Learning Agreement can only be done by the [academic coordinator](#) of the respective department (more information above)!

Questions concerning the required documents should be discussed directly with the home university.

Libraries

The University of Bayreuth has [one main library with the sublibrary for humanities and five additional sublibraries](#) of which four sublibraries are located on the main campus in Bayreuth. Another sublibrary is currently build on the new site campus in Kulmbach. The libraries offer not only academic literature of the different departments but have quiet spaces to study and work. Computers, which can be found in the libraries, can be accessed with the bt-identification and the respective password.

We recommend taking a tour of the library at the beginning of the semester to learn about everything it has to offer.

With computer workplaces, group study rooms and so-called “quiet study-spaces”, each library has different zones, which require a certain conduct from students. Typically, signs in that area show if this is an area suitable for working in a group and talking or if students should study quietly. In all libraries there is a ban on backpacks/bags and coats (these items can be stored in lockers close to each library) as well as food and drinks (except for water in clear plastic bottles). If questions regarding rules for specific areas come up, the members of staff are always more than happy to help. They also offer assistance with the search for specific literature and all other questions concerning the libraries.

In addition to the physical books, magazines and journals provided, the University of Bayreuth provides its students with online access to a range of different platforms. Typically, access is possible as long as the laptop (or another electronic device used) is using the Eduroam network.

Besides the tours of the libraries, courses and workshops on different topics, for example the best way to search for literature or working with systems that manage references. All information and dates for these courses can be found [here](#).

Online Systems at the University of Bayreuth

The University of Bayreuth uses different online-systems and applications to help students to organize their studies. The following list explains the most important systems and their areas of application.

Registration on most systems is done using the bt-indicator and the password – an exception is the student email whereas the username is the student email address.

CampusOnline

[CampusOnline](#) is the main system at the University of Bayreuth, which interested students use to apply for admission.

Features of CampusOnline:

- Apply for admission (except for exchange programmes, freemover and some double degree programmes)

cmlife

[cmlife](#) is an advanced website which enables students to plan their studies in the best way possible. cmlife offers a user-friendly platform starting at the selection of courses to the creation of the Transcript of Records

Features of cmlife:

- Search for courses
- Registration for courses and exams
- Creation of the timetable
- Insight into the optimal course of study
- Download of documents (confirmation of enrolment, confirmation of study progress, confirmation of payment)
- Access to exam results
- Download of the Transcript of Records
- Access to status of semester fee

E-Learning

E-Learning represents a virtual classroom, which can be used by lecturers to distribute course materials, answer questions and carry out tests. In general, each course has its own E-Learning classroom, which students should join in the beginning of the semester. The extent to which this platform is used is up to the lecturer and thus can vary between different courses. Nonetheless, this platform is an important medium to access information and get in touch with other students in the same course.

The access to some courses requires a password, which is typically provided by the lecturer during the first weeks of classes.

Student E-Mail Account

Upon enrolment and included in the email sent out by the Student Administration Office (*Studierendenkanzlei*), every student gets access to their personal email account at the University of Bayreuth. This account can be accessed using the Outlook Web Access. Of course, it is possible to integrate the email account into a mail programme on a phone or laptop. It is not possible to forward the emails to another email address!

We recommend using this email account when sending emails to lecturers and staff at the University as it is more reliable and emails can get answered quicker.

Important information, such as the exam results and comments on courses will be sent to this email address. Therefore, it is important to check this email account on a regular basis. Furthermore, it is possible to subscribe to newsletters from the university to keep up to date and get all important announcements and information.

Campus App *UniNow*

The app UniNow (available for download in the AppStore and PlayStore) combines many important details in one place: from academic information to life on campus. It is possible to get notifications from the student representatives of each faculty and offices and services (for example the libraries), have a look at the canteen menu, access your student email account and check out the sports programme. Thus, this is an ideal app to help organize everyday life on campus and support students with the organization of their studies.

Transcript of Records

The University of Bayreuth is working on an automatically generated, electronic *Transcript of Records* for international students. Until this system is completed, exchange students have to help with the creation of their *Transcript of Records*.

These steps need to be carried out at the beginning of the semester in order to get a complete Transcript of Records:

- 1) Selection of courses in [CampusOnline](#) at the beginning of your stay
- 2) Completion of this form for the [Determination of ECTS Credits](#) **for each course selected**
- 3) Signature on the form by the lecturer
- 4) Submission of the completed document by Email to the [Mobility Team](#)
- 5) If there are any changes during the semester, please inform the [Mobility Team](#) as soon as possible.
- 6) The completed transcript can be downloaded from CampusOnline after the grading process has been completed. It will not be sent separately by e-mail.

Please note:

- Courses for which no form has been submitted will not be shown with ECTS points in the transcript.
- The electronically generated transcript of records is valid without signature and will therefore not be confirmed by the International Office.
- This [table](#) shows a conversion of German grades into foreign grading systems.
- cmlife can be accessed up to 6 month after your stay at the University of Bayreuth.

Extension of Stay and Renewing Enrolment

Exchange students are welcome to extend their stay at the University of Bayreuth for an additional semester. In order to do so, the confirmation of the home university as well as the academic coordinator in Bayreuth is needed. Interested students can contact the [Mobility Team](#) for further information.

Renewing enrolment for the following semester is straightforward. Circa two months prior to the semester ending, the Student Administration Office (*Studierendenkanzlei*) sends out an email with the request to pay the semester fee for the upcoming semester. After the transfer of the semester fee, students are enrolled for the upcoming semester assumed there is no lock on the re-enrolment. Information on this can also always be found in the personal [cmlife](#) account. Around one week after the transfer of the money, the student ID needs to be validated at the machines (either in the central administration building or the main library on the Bayreuth campus).

De-registration from the University

Students who completed their stay at the University of Bayreuth, can de-register from the university prior to their departure. This has to be done in person at the Student Administration Office (*Studierendenkanzlei*). The confirmation of de-registration is necessary to terminate the health insurance contract (if a German health insurance has been taken out in the beginning). If students decide not to de-register in person, they will automatically be excluded from studies at the beginning of the new semester. The confirmation of de-registration can then also be downloaded in cmlife.

De-registration does not affect access to the online systems – they can be used up to six months after the end of the semester!

Life on Campus

German Courses prior to the Semester

In cooperation with the [Institute for International Communication and Foreign Cultural Exchange \(IIK\)](#), the International Office offers a fee-based German course with two levels prior to the semester start. The first course is suitable for students with little or no knowledge of German (A1/A2) to familiarize themselves with the language for the first time and learn the most important phrases to make living in Bayreuth easier from the start. The second course is targeted towards students who already have a good command of the German language and want to refresh and deepen their knowledge (B1/B2).

These German courses are an additional offer for international students and cannot be used to earn certain German certificates, which qualify for starting to study in Germany.

Details on the registration and dates will be send out by the Welcome Services.

Orientation Week

Orientation week prepares new international students for their studies at the University of Bayreuth, explains structures and processes at the university and life in Germany. Therefore, this is a central element of the first weeks in Bayreuth, and international students are required to take part! If other orientation or preliminary courses are taking place at the same time, students should notify the Welcome Services in order to find a solution for the overlapping.

In addition to the in-person orientation week on campus, international students can get first information regarding the arrival and first steps in the E-Learning course offered by the Welcome Services. It is highly recommended to [register for this online course](#) and read the information carefully before travelling to Bayreuth or Kulmbach. The course password will be send out one month prior to the beginning of the semester (should students not receive this email in time, please get in touch with the [Welcome Services](#)). The registration for this online course does not replace the participation in the orientation week on campus!

To access the extern E-Learning platform of the University of Bayreuth, it is necessary to [set up an account](#). This can also be done by students who are not enrolled yet. Should you already have a bt-indicator and password you can use this to log-in – a separate registration is not necessary.

Internet on campus and IT Service Centre

There are two WIFI networks available in almost all buildings of the University of Bayreuth: Eduroam and BayernWLAN. The latter can be activated very easily and only requires a short confirmation of

the usage guidelines in a browser. The activation of Eduroam requires the personal bt-identification as well as the download of a certificate – detailed instructions can be found [here](#). Many students automatically have access to Eduroam as this is a widespread network of public institutions. In these cases it is not necessary to download the certificate again.

The IT Service Centre offers a wide range of support to solve technical problems during your studies on campus. An overview of all help services can be found [here](#).

International Student Organisation

ESN Bayreuth, a student organisation that attends to international students, offers – in cooperation with the International Office – not only the Buddy Programme but also many events and trips during the semester. An overview of upcoming events and more information can be found on their [Facebook Page](#).

Each semester international students can use a Facebook group to connect and network even before the semester starts. This group not only provides information for various events but also provides the opportunity to talk to other students – international and German – and ask questions.

More information can also be found on the [ESN website](#) and their [Instagram page](#).

Buddy Programme

The Buddy Programme offers international students a great way to connect with students from the University of Bayreuth, ask questions and find new friends before even coming to the University of Bayreuth.

Further information as well as the registration form can be found [here](#).

Language Centre

The Language Centre offers language courses for over 20 languages. Further details can be found on this [page](#).

Registration for language courses is in most cases accompanied by a placement test to determine the appropriate language level. Generally, registration via cmlife is required for these placement tests.

After the successful placement test, registration for the actual course is necessary. This is also done via cmlife. We recommend registering for language courses as soon as possible, as places are limited. An overview of the [deadlines](#) for the upcoming semester can be found [here](#).

In general, attendance is mandatory in all language courses offered by the Language Centre in order to guarantee progress in the acquisition of the language. Corresponding regulations will be communicated by the lecturers in the first lesson.

University Sports Programme

The universities sports programme offers something for every student – from [Aikido to Zumba](#). In general, all students have access to sports programmes after paying the contribution of €20. This fee has to be paid using the online system. After the registration, an email containing the SEPA-mandate will be send to the students, who then have to sign this document and [send it back](#). After 14 days, the student ID card can be validated again (see Student ID).

Some specific courses require an additional online registration as the number of spots is limited. For some courses (for example tennis or golf), an extra fee has to be paid. The respective information can be found on the [website of each course](#).

Services offered by the university

General Information

The University of Bayreuth offers a wide range of support services for its students: from [student advising](#) to [career services](#). Most of these services are free of charge and thus provide an optimal platform to help with specific questions and problem areas concerning studying and living in Bayreuth and Kulmbach. An overview of services can be found [here](#). The *Welcome and Alumni Services* are always the first point of contact for international students. In addition, [EduCare Coordinators](#), [Mobility Tutors](#) and for the students of the Faculty of Life Sciences the [study coordinators](#) at the faculties are always ready to help with academic questions.

Selected services are explained in more detail below.

Welcome Services

The [Welcome Services](#) provide guidance and support for all international students, scholars, and their families before, during, and after their stay at the University of Bayreuth. Thus, they are the first point of contact with all questions and concerns to ensure a successful and memorable stay at the University of Bayreuth.

Mobility Tutors

The [Mobility Tutors](#) support international students with all academic questions during their time at the University of Bayreuth. As each faculty has their own Mobility Tutor, it is important to name the study programme in the initial email to get the correct contact person right away.

EduCare

[EduCare study support](#) provides a direct contact point within your faculty. They are happy to help with questions, problems and conflicts regarding your study situation. There is a [contact person](#) in each faculty whom you can turn to for confidential consultation. In addition, EduCare offers a large number of workshops and lectures each semester, which not only make studying easier, but can also complement your studies. Current dates and information can be found [here](#).

Student representatives of the faculties

Each of the faculties have its own student representative body. This is a representative body elected by the students, which not only supports the concerns of the students of the respective faculty, but also provides old exams, organises events and helps with questions about studying. The individual student representatives of the respective faculties are:

- Faculty of Mathematics, Physics and Computer Science: [Fachschaft MPI](#)
- Faculty of Biology, Chemistry & Earth Sciences: [Fachschaft BCG](#)
- Faculty of Business, Economics & Law: [Fachschaft RW](#)
- Faculty of Languages & Literatures: [Fachschaft SpLit](#)
- Faculty of Humanities & Social Sciences: [Fachschaft KuWi](#)
- Faculty of Engineering Science: [Fachschaft ING](#)
- Faculty of Life Science: Food, Nutrition & Health (Campus Kulmbach): tba

Writing Centre

The [Writing Centre](#) is the central contact point for all aspects of scientific writing. Individual advice as well as workshops on various topics related to the subject scientific writing help to ensure success in your degree programme. International students, in particular those, who are writing an academic paper in Germany for the first time, often face various questions that are clarified in special courses. Current offers can be found [here](#).

Psychological consultation

Since unfortunately, study-related and personal problems can occur during your time in Bayreuth, the [Psychological Counselling Centre](#) offers students the opportunity to get support directly on campus in Bayreuth. Individual counselling appointments can be booked easily via the [appointment calendar](#).

Legal Advice

In case of legal problems, for example help with a contract or rental agreement, [legal advice](#) is available for students free of charge. Once a week, a lawyer provides advice on campus in Bayreuth without an appointment. It is important to bring all relevant documents in paper form to a consultation!

Furthermore, the student initiative "[Law and Legal](#)" offers students the opportunity to get free advice on almost all legal questions.

Office of the Women's Representative

The [Women's Representative](#) and the [Equal Opportunities Department](#) advise students on various issues and problems related to bullying, discrimination and sexual harassment. The Women's Representative is responsible for such cases.

Office of the Commissioner for Students with Disabilities and Chronic Illnesses

The [Office of the Commissioner for Students with Disabilities and Chronic Illnesses](#) (*becks*) is available for all students with questions and problems related to studying with disabilities and/or chronic illnesses. In addition to a consultation which is free of charge, independent, and confidential. Becks has the role of a mediator and advocates for students with disabilities and chronic illnesses.

Alumni Services

In addition to the faculty's own alumni platforms, there is a large network of international alumni of the University of Bayreuth. This network offers the opportunity to remain connected with the institution after their stay at the university. Regular events on campus and in various countries complement the electronic offer. Further information and tips on registration and benefits can be found on the website of the [Alumni Services](#).

Life in Bayreuth and Kulmbach

Visa Application and Immigration

A first important step for many international students coming from so-called [third countries](#) is the application for a student visa at the German diplomatic mission of the home country. If and how the application for such a visa should be done is explained on [this website](#).

We highly recommend researching the regulations and requirements as well as the appointment schedule regarding the visa as early as possible. The international Office of the University of Bayreuth is not able to schedule appointments or inquiry about the status of the visa at the diplomatic missions.

Application for Student Dorms and Tips on Looking for Accommodation

Studentenwerk Oberfranken

The Studentenwerk Oberfranken (SWO) manages several student dorms on and off campus in Bayreuth. All students admitted to the University of Bayreuth can apply for a room in the student dorms. In order to do so, this [application form](#) needs to be filled in. Following this application form, an automatic email with a link to confirm the application will be generated and sent to the email address you submitted. This link has to be confirmed – otherwise the SWO is not able to allocate a room!

Private Student Dorms

In addition to the student dorms managed by the SWO, there are multiple other student dorms in Bayreuth. Quite often, they have additional conditions (for example a minimum rent of 12 months or an admittance charge) which should be read carefully before signing a rental contract.

A list of all private student dorms in Bayreuth can be found below (unfortunately, most websites are only in German):

- [Studentenwohnheime der Joseph-Stiftung](#)
- [Studentenwohnheime der GBW](#)
- [Studentenwohnheim Röhrensee](#)
- [Studentenwohnheim Storchennest](#)
- [Campus Jakobshöhe](#)
- [UniApart](#)
- [Youniq](#)

- [Laineck Apart](#)

There is currently one private student dorm in Kulmbach which can be found [here](#).

Please note:

Students who are enrolled at the faculty for life sciences should look for an accommodation in Kulmbach. All courses of their programme will take place in Kulmbach, thus an apartment in Bayreuth is less suitable.

Accommodation Offers on the Private Market

There are many opportunities to secure accommodations in an apartment or a shared apartment outside of the student dorms. Important information regarding the [accommodation search in Germany](#) is provided by the DAAD. As landlords who offer apartments on the private market often prefer long-term tenants, international students should look for so called “Zwischenmiete” (short-term rental agreement). This way they can get an idea about different areas and also accommodation options before looking for a more permanent option. The most common platforms to look for such offers are the following:

- [WG-Gesucht](#)
- [ImmobilienScout24](#)
- [eBay-Kleinanzeigen](#)
- [Wohnungsmarkt des SWO](#)

Please note:

Private offers that can be found online should be read carefully and checked for their reliability. A viewing appointment and/or phone call can often clear up any doubts. You should never transfer money (deposit or rent) to the landlord without having a rental contract signed by both parties!

Temporary Accommodation

If temporary accommodation is needed at the beginning of the semester, the following options are available in Bayreuth:

- [Jugendherberge Bayreuth](#)
- [BRK Hostel](#)
- [AirBnB](#)
- [Buchungsportal für Hotels der Stadt Bayreuth](#)

Temporary accommodation in Kulmbach can be booked through the [booking portal](#) of the city of Kulmbach.

In general, it is advisable to secure suitable accommodation before travelling to Germany!

Living Costs in Bayreuth

Overview

Students in Germany spend an average of 850€ per month on living. Of course, these costs can vary greatly depending on where you live and your lifestyle.. The following information gives a first overview of costs, which have to be taken into account by students in Bayreuth or Kulmbach:

- Semester Fee: ca. 110€/semester
- Furnished Accommodation (rent including utilities):
 - SWO student dorms: €200 - €300/month (depending on dorm and the type of room)
 - Private student dorms: €300 - €550/month
 - 1-room apartment: starting at €400/month
 - Room in a shared apartment: starting at €280/month
- Health insurance (if you do not have a European health insurance policy): ca. €105/month
- licence fee (GEZ-Gebühr): €17.50/month
- Internet Access: ca. €20/month
- Groceries: starting at €150/month

This overview takes all necessary expenses into account– all other costs (for example for travelling, shopping, eating out and events) obviously vary from student to student.

Semester Fee

The University of Bayreuth does not charge tuition fees from there students. The only contribution that has to be made is the [semester fee](#), which is composed of the contribution towards the student services and the [semester ticket](#) and has to be paid by every student!

The contribution has to be paid prior to the enrolment and before the start of each semester! The respective banking details are given on the admission letter. As it takes up to seven business days to process the payment, this should be done as early as possible to ensure a quick enrolment. The payment cannot be done in person at the university! Without the payment, the enrolment is not possible and the ID card cannot be handed out.

Licence Fee

The licence fee is a charge which has to be paid by every household. All information is given in these [guidelines for students](#). Generally, each tenant is sent a letter to their address with details regarding the license fee a few weeks after registering at the city's registration office.

Please note:

If you are living in a shared apartment, only one person has to pay the license fee. This does also apply to apartments with the character of a shared apartment in student dorms!

Travelling to Bayreuth and Kulmbach

Both cities can be reached by train or bus from all major airports within Germany. This [website](#) gives an overview over all methods of transportation, times and prices from the different airports and train stations to Bayreuth or Kulmbach. Within Bayreuth, we recommend using the [app](#) of the local bus network (called VGN) as this generally shows the most reliable connections. An overview of the bus and train connections in the surroundings of Kulmbach can be found [here](#).

City Registration Office and Foreigners Authority

An important step after the arrival is the registration at the city registration office (*Einwohnermeldeamt*) of the city you live in. This registration has to be done within 14 days after moving into the apartment. For the registration, the passport as well as a document signed by the landlord (*Wohnungsgeberbestätigung*) is necessary.

In order to avoid long waiting times at the city hall in Bayreuth, we recommend making [an appointment](#) or arriving at the office early in the morning.

Students living in Kulmbach can simply go to the city hall during their [opening hours](#) – unfortunately, it is not possible to book an appointment online.

Students from third countries, which did not need a visa to enter Germany or got a visa for a limited time, have to make an appointment with the foreigners' authority to get a permanent residence permit. In order to make an appointment at the, [foreigners' authority in Bayreuth](#), international students should send an [email](#) with the important information (name, country of origin, purpose of stay and if applicable a picture of the current visa). For students living in Kulmbach the district administration of Kulmbach is responsible. An appointment can be made via [email](#). In general, they will send back a list of documents, which need to be brought to the appointment.

Please note:

As long as the Foreigners Office has been informed (in writing, i.e. with an email) that you want to extend your visa prior to the expiration of the 90 days or the end date of the initial visa, this counts as an application for a new residence title. It is not a problem if the student does not receive a new residence title within this period as long as the Foreigners Office has been informed of the wish to extend your visa.

Basic Information on Insurances

A suitable health insurance policy is required to enrol at a German university. International students can pick any health insurance company once they arrive and get insurance as a student. Students who own a European Health Insurance Card (or the corresponding document) have to get this insurance confirmed by a statutory health insurance company in Germany and do not need to get any additional health insurance. Detailed information on this matter can be found on the [DAAD website](#).

People staying in Germany for an extended period or renting a furnished apartment should think about getting private liability insurance – some landlords even require this prior to signing a rental contract. More information can be found [here](#).

Banking and Paying

Paying in Germany

With Germany being part of the European Monetary Union, the EURO (€) is the official currency. Generally, most supermarkets and stores accept not only cash but also debit and credit cards (the most common ones are MasterCard and VISA). Nonetheless, it is advisable to always carry cash!

Banks and Opening a Bank Account

There are many different bank branches, most of them offer special conditions for students. We recommend opening a bank account in Germany to take care of recurring charges, such as rent, electricity or the license fee. A bank account can only be opened after registering the apartment at city hall.

Therefore, enough cash should be exchanged in your home country and brought to Germany as it can take up to two weeks to open a bank account.

Blocked Account

Students who need to apply for a student visa, have to show proof of sufficient financing – often in the form of a blocked account. The exact details as well as the amount of money on that blocked account will be given by the diplomatic mission/Foreigners Office at the time of the application for the student visa. Further information can be found on the website of the [Federal Foreign Office](#) and the [DAAD](#).

Departure

Since every stay in the form of a semester abroad eventually comes to an end, there are some steps that should be remembered before departure:

- Reporting your move to the Residents' Registration Office: This can be done only in person at the Registration Office at the earliest one week before the actual departure. This can be helpful when terminating contracts (e.g. internet).
- Termination of health insurance: Students who have signed up for German health insurance should cancel it before departure. The certificate of withdrawal from the university (see withdrawal) should be taken to the appointment.
- The cancellation of the German bank account (if available): Before this, it is essential to agree on a regulation with the landlord/SWO regarding the payment of the deposit.
- Cancellation of all other contracts concluded in Bayreuth (e.g. mobile phone and internet).
- Erasmus students: Have the document *Confirmation of Stay* signed by the Welcome Services or the Mobility Team.
- Arrangement of a move-out date with the landlord/building manager and hand over the apartment completely cleaned and empty.

Additional Information

- This [overview page](#) provides information from the city of Bayreuth for all new arrivals as well as important contact points and authorities. Information especially for new students can be found [here](#).
- There were unknown words or terms on the previous pages? Our UBT glossary from A to Z is the right solution here! Die following telephone numbers should be use in an emergency:
 - Police: 110
 - Rescue service and fire brigade: 112
 - Medical on-call service: 116117
 - Telephone counselling: 08001110111
- If a doctor's visit is necessary during your time in Bayreuth, this [platform](#) informs you about different medical practices. **Only use the telephone number 112 in case of emergency!**
- The [StudyDrive](#) platform offers students the opportunity to exchange transcripts, old exams and solutions in order to prepare for the individual courses.

Contact

International Office
ZUV Building
Universitätsstraße 30
95447 Bayreuth
Germany



Welcome Services:

international-students@uni-bayreuth.de

Mobility Team:

incoming-exchange@uni-bayreuth.de



www.ino.uni-bayreuth.de



University of Bayreuth (@Bayreuth.University)



@welcomeibt

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