



Karlsruhe Institute of Technology

ERASMUS+ student handbook



International Affairs

International Students Office (IStO)

Adenauerring 2, Geb. 50.20, 76131 Karlsruhe, Germany

erasmus-in@intl.kit.edu

www.intl.kit.edu/istudies/3171.php

Picture courtesy of T.S., Incoming ERASMUS student 2013/14

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1. Studying at the Karlsruhe Institute of Technology (KIT)

1.1. KIT: Facts and Figures

Currently, about 24,000 students are enrolled at KIT. With approximately 9,200 employees and an annual budget of more than 780 million €, the Karlsruhe Institute of Technology (KIT) is one of the world's largest research and teaching facilities. The institution's focus is on technical education, more specifically engineering, physical and natural sciences. However, KIT also offers humanities and social science courses, teacher training and technology-oriented business courses.

KIT was established on October 1st, 2009 as the merger of the University of Karlsruhe and the Helmholtz Research Centre Karlsruhe. KIT is therefore an institution with two missions: the mission of a university with responsibilities in research and teaching, and the mission of a major research institution, the Helmholtz Association, with the programmed precautionary research on behalf of the state. Students benefit from the close connection of research and teaching. For more information, please see: www.kit.edu/kit/english.

KIT Departments

KIT has eleven departments in charge of teaching. On the departmental websites you can find detailed information about study courses, lectures and contacts etc.

- Architecture
- Civil Engineering, Geo- and Environmental Sciences
- Chemistry and Biosciences
- Chemical and Process Engineering
- Electrical Engineering and Information Technology
- Humanities and Social Sciences (incl. Sports Sciences and German studies)
- Informatics
- Mechanical Engineering
- Mathematics
- Physics
- Economics and Management

1.2. The City of Karlsruhe

Founded in 1715 by the Duke of Baden-Durlach, Karlsruhe ("Karl's Retreat") is the second-largest city in the Federal State of Baden-Württemberg.

The city is situated in Southwest Germany, close to both the French and Swiss borders, and has a population of about 300,000, of which more than 30,000 are students. Bordered to the south by the beautiful Black Forest and to the West by the famous River Rhine, the city's landscape offers attractive woods, parks and lush meadows, which all serve as excellent destinations for leisure trips. Karlsruhe is also proximal to a number of major European cities: Paris, Munich and Zurich are all only

three hours away by train. Plane travel is also easy from Karlsruhe: less than an hour and a half away is the Frankfurt Airport, which is a major international hub and the main airport for the German airline Lufthansa.

In Karlsruhe you'll find a diverse array of leisure, culture and sports activities, which offer something for everyone. The city boasts a wide variety of cultural attractions, including the Baden State Theatre, numerous private theatres, cinemas, museums, and art galleries. Student discounts are frequently available, and on Friday afternoons the city's museums offer free entrance when you show your student ID card. Every summer one of Germany's largest open-air festivals, "Das Fest," takes place in Karlsruhe, and people travel from all over Germany to attend.

The nickname "Fan City" was given to Karlsruhe due to its unusual urban design. From an aerial view, the city can be seen as a fan-like composition of buildings and open spaces. The Palace, the centre of cultural activity during the Baroque period, has 32 roads extending outwards from its central point in a star-like formation.

Karlsruhe is also known as the "Residence of Justice," being the seat of Germany's two supreme courts (the Federal Constitutional Court and the Federal Supreme Court). Currently, the city has earned another nickname as the "Capital of Traffic Construction" due to the building of a new underground rail system in the city centre. You have to see it for yourself to believe it; there are even postcards about it!

The local economy is based on a well-developed structure of medium-sized businesses, particularly in future-oriented technologies such as computer science, multimedia, control systems, energy technology and environmental science as well as nanotechnology. Several major companies, among them Bosch, Siemens, Daimler AG and Michelin, have production facilities in the region. Major research and development institutions (e.g. Fraunhofer Institute, Intel research campus) contribute to the city's and region's worldwide reputation as a center for innovation and new technologies.

Cost of Living

To get an idea about the cost of student life in Karlsruhe, you can check our website at <http://www.intl.kit.edu/istudies/3294.php>.

1.3. Dates and Deadlines

Calendar of the academic year	1st semester	October 1 st – March 31 st
	2nd semester	April 1 st – September 30 th
Christmas break		December 24 th – January 6 th
Nomination deadline	1st semester	May 15 th
	2nd semester	November 15 th
Application deadline	1st semester	June 1 st

	2nd semester	December 1 st
Decision time		Students will receive notice within 6 weeks after the application deadline
Re-enrollment for second semester (Rückmeldung)	2nd semester	January 15 th – February 15 th
Transcript of records		A transcript of records (academic transcript) will be issued by the department after the end of the period of exams at KIT [ca. 8 weeks after the last exams date]
Future academic calendars: http://www.sle.kit.edu/english/imstudium/697.php		
Academic year 2016-17		
Lecture period	1st semester	October 17 th , 2016 – February 11 th , 2017
	2nd semester	April 24 th , 2017 – July 29 th , 2017
Exam period	1st semester	February 2017 – May 12 th , 2017
	2nd semester	July 2017 – November 13 th , 2017
Orientation week	1st semester	September 12 th , 2016 – September 16 th , 2016
	2nd semester	approx. 4 to 5 weeks before the start of lectures
Pre-semester German language course	1st semester	September 19 st , 2016 – October 7 th , 2016
	2nd semester	approx. 4 weeks before the start of lectures
Academic year 2017-18		
Lecture period	1st semester	October 16 th , 2017 – February 10 th , 2018
	2nd semester	April 16 th , 2018 – July 21 th , 2018
Exam period	1st semester	February 2018 – May 14 th , 2018
	2nd semester	July 2018 – November 12 th , 2018
Orientation week	1st semester	approx. 4 to 5 weeks before the start of lectures
	2nd semester	approx. 4 to 5 weeks before the start of lectures
Pre-semester German language course	1st semester	approx. 4 weeks before the start of lectures
	2nd semester	approx. 4 weeks before the start of lectures

1.4. Public holidays in Baden-Württemberg

In Germany both, public holidays and school holidays, differ from one Federal State to the next.

Since KIT is in Baden-Württemberg, the Baden-Württemberg regulations apply:

- 2015 <http://www.feiertagskalender.ch/index.php?geo=3060&jahr=2015&hl=en&klasse=3>
- 2016 <http://www.feiertagskalender.ch/index.php?geo=3060&jahr=2016&hl=en&klasse=3>
- 2017 <http://www.feiertagskalender.ch/index.php?geo=3060&jahr=2017&klasse=3&hl=en>

In addition to these public holidays, there is also a **Christmas break** that generally lasts from December 24th till January 6th. There are also no lectures during the “semester holidays”/lecture-free period, but there might be exams.

School holidays DO NOT apply to universities, but only to primary and secondary education institutions

1.5. Administrative & Academic contacts for ERASMUS+ students at KIT

International Students Office (IStO)

Karlsruhe Institute of Technology (KIT)

Campus South, Bldg.: 50.20

Adenauerring 2

76131 Karlsruhe

Phone +49 (0)721 608-44911

Fax +49 (0)721 608-44907

Mail: student@intl.kit.edu

Opening hours

Mo. - Fr. 9:00 am - 12:00 am (**Closed on Tuesdays!!**)

Erasmus Incoming Coordinator

Mia Tjandisaka

Office hours: Wednesday, Thursday 09:30 am to 11:30 am

Building: 50.20

Phone: +49 (0)721 608-44927

erasmus-in@intl.kit.edu

<https://www.facebook.com/groups/erasmus.incoming.kit/?fref=ts>

Department Coordinators (Academic Contacts)

Please contact your responsible Department Coordinator for all study specific questions like registration for exams, grades, certificates, Transcript of Records and so forth.

Architecture

Departmental coordinator: Dr.-Ing. Judith Reeh
 Direct contact for Incomings: Lena-Marika Herbich
 lena-marika.herbich@kit.edu
 +49 (0)721 608-42160
 Englerstrasse 7, Bld. 20.40, Room 222
 Office hours: on appointment
 Website: <http://www.arch.kit.edu/english/internationales/254.php>

Biology

Departmental coordinator: Dr. Joachim Bentrop
 Direct contact for Incomings: Dr. Joachim Bentrop
 joachim.bentrop@kit.edu
 +49 (0)721 608-43353
 Haid- und Neu-Str. 9, Bld. 07.21
 Office hours: on appointment
 Website: <http://www.biologie.kit.edu/244.php>

Chemical Engineering

Departmental coordinator: Prof. Dr. Steffen Grohmann
 Direct contact for Incomings: Marion Benoit
 marion.benoit@kit.edu
 +49 (0)721 608-42961
 Engler-Bunte-Ring 21, Building 40.32, Room 132
 Office hours: Tuesdays, 2:00 pm - 3:30 pm
 Website: <http://www.ciw.kit.edu/auslandsstudium.php>

Chemistry

Departmental coordinator: Dr. Axel Gbureck
 Direct contact for Incomings: Dr. Axel Gbureck
 axel.gbureck@kit.edu
 +49 (0)721 608-48368
 Building 30.45, Room 125
 Office hours: Tuesdays, 3:00 pm - 4:00 pm or on appointment

Civil Engineering

Departmental coordinator: Prof. Dr. Olivier Eiff
 Direct contact for Incomings: Prof. Dr. Olivier Eiff
 erasmus-civil@bgu.kit.edu
 +49 (0)721 608-42201
 Otto-Ammann-Platz 1, Bld. 10.81, R. 128
 Office hours: on appointment

Applied Geosciences

Departmental coordinator: Prof. Dr. Philipp Blum
 Direct contact for Incomings: Prof. Dr. Philipp Blum
 philipp.blum@kit.edu
 +49 (0)721 608-47612
 Kaiserstraße 12, Bld. 50.40, R. 017
 Office hours: Monday 11:00 - 12:00 (throughout the year)
 Wednesday 11:00 - 12:00 (only during lecture period)

Geography and Geoecology

Departmental coordinator: Prof. Dr. Sebastian Schmidlein
 Direct contact for Incomings: Prof. Dr. Sebastian Schmidlein
 christophe.neff@kit.edu
 +49 (0)721 608-43481
 Kaiserstraße 12, Bld. 10.50, R. 807
 Office hours: on appointment

Geodesy and Geoinformatics

Departmental coordinator: Dr.-Ing. Thomas Vögtle
 Direct contact for Incomings: Dr.-Ing. Thomas Vögtle
 thomas.voegtle@kit.edu
 +49 (0)721 608-42316
 Bld. 20.40, R. 024
 Office hours: on appointment

Economics & Management

Director of International Relations: Prof. Dr. Philipp Reiss

Departmental coordinator: Lorene Pioch

Direct contact for Incomings: Lorene Pioch
 international.relations@wiwi.kit.edu
 +49 (0)721 608-48582
 Schlossbezirk 12, Bld. 20.21, Room 109

Office hours: Tuesdays, 2:00 pm - 3:00 pm or later on appointment

Website: <https://www.wiwi.kit.edu/english/IncomingStudents.php>

Electrical Engineering and Information Technology

Departmental coordinator: Heiko Gulan & Jochen Schäfer

Direct contact for Incomings: Heiko Gulan & Jochen Schäfer
 erasmus@etit.kit.edu
 +49 (0)721 608-46252/-45100
 Engesserstr. 5, Bld. 30.10, Room 1.29

Office hours: On appointment

Website: <http://www.ihe.kit.edu/erasmus.php>

Humanities and Social Sciences

Departmental coordinator: Asst. Prof. Dr. des. Ulrich Arnswald

Direct contact for Incomings: Asst. Prof. Dr. des. Ulrich Arnswald
 ulrich.arnswald@kit.edu
 +49 (0)721 608-42149
 Schlossbezirk 14, Building 20.14

Office hours: on appointment

Website: <http://www.geistsoz.kit.edu/institute.php>

Informatics/Computer Sciences

Departmental coordinator: Prof. Dr. Bernhard Beckert

Direct contact for Incomings: Melina Metzиг
 erasmus@informatik.kit.edu
 +49 (0)721 608-44314

Am Fasanengarten 5, Building 50.34, Room 125

Office hours: Tuesdays, 10:00 pm - 12:00 pm

Website: <http://www.informatik.kit.edu/2379.php>

Mathematics

Departmental coordinator: Dr. Daniel Weiss

Direct contact for Incomings: Dr. Daniel Weiss

daniel.weiss@kit.edu

+49 (0)721 608-43840

Englerstrasse 2, Building 20.30, Room 3.043

Office hours: Mondays, 2:00 pm

Mechanical Engineering

Departmental coordinator: Prof. Dr. Carsten Proppe

Direct contact for Incomings: Andrea Morlock-Scherm

andrea.morlock-scherm@kit.edu

+49 (0)721 608-47716

Kaiserstrasse 12, Bld. 10.23, Room 706

Office hours: Mondays, 2:00 pm - 3:00 pm

Website: <http://www.mach.kit.edu/isim>

Physics

Departmental coordinator: Prof. Dr. Bernd Pilawa

Direct contact for Incomings: Prof. Dr. Bernd Pilawa

bernd.pilawa@kit.edu

+49 (0)721 608-43452

Wolfgang-Gaede-Str. 1, Bld. 30.23, Room 1/15

Office hours: on appointment

Website: http://www.physik.kit.edu/Studium/Austauschprogramme/Erasmus_incomer

Sports

Departmental coordinator: Dr. Rainer Neumann

Direct contact for Incomings: Dr. Rainer Neumann

rainer.neumann@kit.edu

+49 (0)721 608-45438

Engler-Bunte-Ring 15, Bld. 40.40, Room 114

Office hours: Tuesdays, 1:00 pm - 2:00 pm or on appointment

Website: <http://www.sport.kit.edu>

1.6. AK ERASMUS

AK Erasmus was founded in 1990 as a student work group of KIT's Economics Department. It has developed since then into an official university club for all departments. Its members are students from different study fields and semesters, who enjoy providing support to international students studying at KIT within an exchange program.

The idea is to ease the transition of international students as they settle in at KIT and in Karlsruhe. For this reason, AK Erasmus organizes exciting and affordable parties, city trips and other events, which are offered on a regular basis to make sure students will experience an unforgettable time in Germany.

More information about AK ERASMUS and its services is available at <http://www.ak-erasmus.de/en>.

1.7. Fachschaften / Student bodies

A „Fachschaft“ is an independent student organization run by the students of a faculty. These groups are responsible for helping students navigate their academic careers; they are the ideal persons to contact if you have questions regarding your faculty's courses, facilities, or professors. They also plan parties, sell lecture notes and previous exams for studying, and much more.

Name	Büro / Office	E-Mail
Architektur/Architecture http://www.fsarchkit.de/wordpress/	Englerstr. 7, Geb. 20.40, Raum 009	fachschaftarchitektur@yahoo.de
Bauingenieurwesen/Civil Engineering http://www.fs-bau.kit.edu/index.php/	Geb. 10.81, Raum 317.1 (3.OG)	fsbau@lists.uni-karlsruhe.de
Geowissenschaften/Geosciences http://www.fs-geo.usta.de/	Geb. 10.50, Raum 702.1	mail@fs-geo.usta.de
Chemie und Biowissenschaften/Chemistry and Biosciences http://www.fachschaft-chemie-karlsruhe.de/	Geb. 30.41, 1. OG, Raum 112	fschembio@lists.uni-karlsruhe.de
Elektrotechnik und Informationstechnik/Electrical Engineering and Information Technologies	Geb. 11.10, EG, links	info@fachschaft.etec.uni-karlsruhe.de

http://fachschaft.etec.uni-karlsruhe.de/		
Geistes- und Sozialwissenschaften/Humanities and Social Sciences http://www.geistsoz.de/	Geb. 30.91, Raum 007	mail@geistsoz.de
Informatik/Computer Sciences http://www.fsmi.uni-karlsruhe.de/	Fasanengarten, Geb. 50.34, Raum-124 (UG)	info@fsmi.uni-karlsruhe.de
Maschinenbau, Chemieingenieurwesen und Verfahrenstechnik/Mechanical Engineering, Chemical and Process Engineering http://www.fmc.uni-karlsruhe.de/	Geb. 10.50, Raum 603.1	fachschaft@fmc.uni-karlsruhe.de
Mathematik/Mathematics http://www.fsmi.uni-karlsruhe.de/	Geb. 05.20, Raum 1C-03.2	mathe@fsmi.uni-karlsruhe.de
Physik/Physics http://fachschaft.physik.uni-karlsruhe.de/	Engesserstr. 7, Geb. 30.22, EG, Raum FE 16	fachschaft@physik.uni-karlsruhe.de
Wirtschaftswissenschaften/ economics and Business Engineering http://www.fachschaft.org/	Geb. 20.12, Raum 001	info@fachschaft.org

1.8. Facilities (Mensa, Cafeteria, Library, IT Services)

Cafeteria/Refectory (in German: Mensa)

The “Mensa” is a student restaurant offering a variety of affordable dishes each day, including many vegetarian options. A meal with a main plate and two side dishes costs between €1.60 and €5, while a few more expensive meals cost between €5 and €7. The Mensa in KIT-Campus South is located at Adenauerring 7, directly opposite of the library. Lunch is offered on weekdays between 11:00 am and 2:00 pm.

For more information, including weekly menus, check <http://www.sw-ka.de/en/essen/?page=1>.

Café (in German: Cafeteria)

The “cafeteria” offers different coffees and teas at low prices, as well as cold beverages and a variety of sandwiches, pastries, cakes, sweets and other snacks, fruit and yogurt.

It is open Monday to Thursday from 7:30 am until 7:30 pm and Fridays from 7:30 am until 4:00 pm, and is located in the same building as the Mensa.

For more information check http://www.sw-ka.de/en/essen/cafeteria/caf_teria_adenauerring.

Library

The KIT main library is open 24/7. For full accessibility the student card has to be registered and a personal library account must be created. This can be done at the information desk in the library lobby, from Monday to Friday between 9:00 am and 7:00 pm and on Saturdays between 9:00 am and 12:00 pm.

Once you have an active library account, you will be able to borrow books and enter the building after its regular opening hours. The library is situated at the Straße am Forum 2.

Other, more specific libraries are located all over the campus. For more information check <http://www.bibliothek.kit.edu/cms/english/free-learning-places.php>.

IT-Services

The KIT provides every student with WLAN access, university specific e-mail account, printing facilities, computer pools, assistance with software or hardware problems etc. through the MicroBIT office. The services will become available to you approximately 2 weeks after completing your enrollment. Further information and instructions on how to use these services are available via <http://www.scc.kit.edu/hotline/microbit.php>.

MicroBIT

Zirkel 2, 76131 Karlsruhe

Building 20.21, room -113 (basement)

Tel. 0721-608-42997

microbit@scc.kit.edu

Mo. – Fr. 10:00 am – 5:00 pm

In case you lose your password or log-in details, please contact the SCC Service Desk.

Zirkel 2, 76131 Karlsruhe

Building 20.21

Tel. 0721-608-8000

servicedesk@scc.kit.edu

Mo. – Thu. 9:00 am – 6:00 pm; Fr. 9:00 am – 5:00 pm

1.9. Services for Incoming ERASMUS+ students

The pre-semester language course

For a good start to the semester, all exchange students are given the opportunity to participate in a **three-week long German language course (beginner and intermediate A2-B2) before the semester begins**. You can find the exact dates of the German course at the start of our brochure under “Date and Deadlines” or on our webpages.

You can enroll for the course directly during the online application process. If you have changed your mind, you can contact erasmus-in@intl.kit.edu to cancel your registration for the course. If you have not registered for the course, you can simply do so by paying the course fee on time. The three-week-long course costs **75 €**. You will receive information on how to pay with your admission letter.

Upon arrival in Germany, registered students will undergo an assessment to assign them to the appropriate class according to their German level. The exact date and time of the test can be found in the O-Week program.

The course does not replace any language certificates necessary for application. 3 ECTS points will be awarded after passing the written exam, provided for at least 80% course participation/attendance.

The O-Week

Before the beginning of each semester, the International Students Office and the “AK-ERASMUS” organize an Orientation-Week (O-Week) to welcome all exchange students and to introduce you to academic life at KIT as well as social life in Karlsruhe.

It is designed to help you with all the administrative steps you will have to take in order to settle in at KIT, but will also give you the opportunity to meet fellow exchange students and German students and have a lot of fun.

The O-Week includes:

- Official reception
- Picking up your KIT student card and your KIT email account data
- Assistance for registration as a resident of Karlsruhe
- Electronic grading test for the pre-semester German language course
- Opening a German bank account (if necessary)
- Assistance to extension of your residence permit/visa (for non-EU/non-EEA students)

You can find the exact dates of the O-Week at the start of our brochure under “Date and Deadlines” or on our webpages. For more information see www.ak-erasmus.de/ophase/en.

2. Applying at KIT as an Erasmus exchange students

2.1. Application Requirements

In order to apply as an ERASMUS+ exchange student at KIT,

- you must be enrolled at one of KIT's partner institutions¹,
- you must be nominated by your home university to study at KIT
- you need to have successfully reached **A2/B1-level in German** (recommended: B1²) at the time of application (i.e. **on June 1st / December 1st**)
 - **For the KIT Departments for Architecture, Chemistry and Biosciences as well as Mechanical Engineering it is mandatory to have B1-level in German.**
- additionally you need to prove a good level in English (recommended B2) if you wish to attend English taught lectures or write your final thesis in English.

Language requirements

To have successfully reached A2 level in German (way stage/elementary) means that you have successfully followed an A2 level German course (i.e. you are already studying for B1 - intermediary level).

We accept most types of German language certificates except for simple language course attendance certificates that do not state whether you completed the course successfully or not.

In exceptional cases (it means: after approval by our KIT departmental coordinator), you might be allowed to study at KIT only with proof of English knowledge, for example if:

- you have chosen only English-taught lectures on your Learning Agreement.
- you are writing a project or final thesis at KIT and your supervisor at KIT has agreed to accept you without proof of German knowledge.

Again, without proof of German language we might reject your application and we highly recommend you to learn German in order to be able to master your daily life in Karlsruhe.

For more information check <http://www.intl.kit.edu/istudies/3172.php>.

2.2. Planning your learning agreement/course schedule

At KIT you can find information on lectures in the general course catalogue (<https://campus.studium.kit.edu/events/catalog.php>) as well as in the module handbooks for each study course.

¹ Should you not be enrolled at a partner institution of KIT, but still aspire to a study stay here, there is still the opportunity to come as a **Free Mover**. For more information about the necessary requirements and the application process, please contact Erasmus-in@intl.kit.edu.

² http://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages

The course catalogue allows a general overview, whereas the module handbooks provide more detailed information (credits points, ECTS, descriptions) for each lecture.

For more information check <http://www.intl.kit.edu/istudies/3377.php>.

To plan your course schedule at KIT, we recommend starting with having a look the module handbook of your degree/studies. If you cannot find an exact match for your degree at home, you can try combining lectures from different degree courses.

The module handbook will give you information about the semester each course will take place, the teaching language, the course number and the ECTS points (“Leistungspunkte”/LP). With the help of these details, you will be able to fill in your Learning Agreement – your tentative study plan that you have to send in with your application at KIT.

After your arrival at KIT, approx. 2 weeks before the start of the semester, the actual course schedule will be published in the general course catalogue. By checking the availability of the courses you chose in your Learning Agreement and their times, you will be able to finalize your schedule.

If you have specific questions about which courses to take etc. please contact your academic contact at the department (cf. contact section). The International Students Office cannot answer academic questions.

Module handbooks (or other sources for detailed lecture descriptions)

Architecture

<http://www.arch.kit.edu/studium-und-lehre/modulhandbuecher.php>

Biology

<http://www.biologie.kit.edu/244.php>

Chemical Engineering

www.ciw.kit.edu/auslandsstudium.php (at the bottom of the page)

Chemistry

http://www.chem-bio.kit.edu/Fakultaet/Modulverzeichnis_BA_Chemie.pdf,

http://www.chem-bio.kit.edu/Fakultaet/Modulverzeichnis_MA_Chemie.pdf

Civil Engineering

<https://www.bgu.kit.edu/17.php>

Economics & Management

<http://www.wiwi.kit.edu/lehreMHB.php#aktModHB>

Electrical Engineering and Information Technology

www.etit.kit.edu/1151.php#dblock05

Humanities and Social Sciences

<http://www.philosophie.kit.edu/187.php> (European studies and Philosophy)

www.geistsoz.kit.edu/institute.php (German studies)

Informatics/Computer Sciences

<https://www.informatik.kit.edu/formulare.php#block1933>

Mathematics

<http://www.math.kit.edu/lehre/page/modulhandb/de>

Mechanical Engineering

<http://www.mach.kit.edu/english/1439.php>

Physics

<http://www.physik.kit.edu/Studium/Studienplaene/>

2.3. Application Procedure

1. Normally you will have to go through the application process at your home university that eventually leads to your selection and nomination for a stay at KIT. After we receive your nomination by your home university coordinator, you will get an e-mail with the link to our online application portal.
2. You will have to fill in the online application and print it out twice.
3. The **two hard copies** of the online application form and your learning agreement have to be **signed by your home coordinator**.

4. These documents as well as a copy of your **German Language Certificate** (obligatory and if applicable English language certificate) should be sent via ordinary mail to the following address and should arrive **prior June 1st / December 1st**:

**KIT – International Students Office
ERASMUS+
Adenauerring 2
D-76131 Karlsruhe
Germany**

Please note that

- you should make copies of all documents that you send in, just in case.

2.4. Selection and Admission

Once we have received your application, we will inform you and send it on to our departmental coordinators for evaluation. About a month after the application deadline, the results of the selection process will be known and we will inform you, if you have been accepted at KIT.

You will receive **an email** with instructions on how to download your admission letter and information letter.

Generally the selection results are sent out in July for the winter term and in January for the summer term. Please check your email inbox as well as your spam/junk mail folder.

3. Preparing your arrival at KIT

3.1. Registering for the Orientation Week

To register online for the orientation week after your admission to KIT, please follow the link that you will find in the information letter.

3.2. Paperwork and Payments before coming to Karlsruhe

Once you have been accepted at KIT, we will need you to pay the semester contribution and the fee for the pre-semester German language course (if you would like to participate). You will also have to send us several documents, so that we can prepare your enrollment documents before your arrival.

Paying the semester contribution

All students who would like to study at KIT have to pay the semester contribution (Semesterbeitrag) of **77.70 €** before enrollment. Please note that this is not a tuition fee, but an administrative and social contribution for the university services. For more information check <http://www.studentenwerk-karlsruhe.de/en/finanzen/semesterbeitraege/>

You will receive the exact account details in the information letter you will be able to download along with your admission letter. Please pay the contribution **by August 15th for the winter term and February 15th for the summer term.**

Paying the fee for the pre-semester language course

The exact language course dates can be found at the start of this brochure or online.

If you participate in the pre-semester German language class, you should also pay the course fee before your arrival. You will find more detailed information on how to pay in the letter you will receive with your admission letter.

Please pay the fee **by August 10th for the winter term and January 10th for the summer term.**

If you have not registered for the course, you can simply do so by paying the course fee on time.

Sending the enrollment documents

Upon your arrival, you can pick up your KIT and we will help you with enrolling at KIT, **registering as a Karlsruhe resident and extending your visa/residence permit.**

In order to help you with these administrative steps, you should send the following documents **via ordinary mail by August 15th for the winter term and January 15th for the summer term** to:

KIT – International Students Office
ERASMUS+
Adenauerring 2
D-76131 Karlsruhe
Germany

All exchange students should send in:

- Filled-out registration form
(www.intl.kit.edu/download/Antrag_auf_Einschreibung_fuer_Zeitstudierenden.pdf)
- Passport photograph (ca. 35 mm x 45 mm, with your name and birthdate on the reverse side)
- Copy of your remittance slip/account statement proving that you paid the semester contribution (the payment ID must appear on the slip)
- Copy of your remittance slip/account statement proving that you paid the fee for the pre-semester German language course (the payment ID must appear on the slip)
- Copy of your identity card (for the registration as a resident of Karlsruhe)
- Print-out of your admission letter

EU/EEA students should also send in:

- Copy of your EHIC (European Health Insurance Card) that must be valid during your entire study time in Germany

Non-EU/non-EEA students should also send in:

- Proof of health insurance (your health insurance should cover at least 100,000 €)
- Copy of your passport with a valid student visa

Please note that:

- Students, who have not sent in the required documents on time, will not receive their student card and KIT account upon arrival and will have to register at the city council on their own.
- Students, who have not sent in the required documents on time, should bring all necessary documents with them to the enrollment.
- Students, who have not found permanent housing at Karlsruhe at the time of enrollment, will not be able to register as a resident of Karlsruhe during O-Week.

3.3. Visa and residence permit

In order to enter and stay in Germany during your studies, you may require an entry visa and/or a residence permit³ depending on your citizenship. **Please do not enter Germany with a tourist visa under any circumstances - it cannot be converted into a residence permit.**

³ You can only file for a residence permit after your arrival in Germany.

<p>Students who are citizens of EU countries or citizens of Liechtenstein, Norway, Iceland, Switzerland and other countries (http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)</p>	<p>Citizens of these countries can enter Germany with a valid passport or ID card. No visa or residence permit is required.</p>
<p>Students who are citizens of Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, South Korea, New Zealand, the US or of certain other countries (http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html)</p>	<p>Because of special visa regulation agreements for those countries, these students can enter Germany without a visa and apply for their Aufenthaltserlaubnis (residence permit) at the Ausländerbehörde of the city of Karlsruhe (Foreigners Authority) after arrival. No visa + residence permit Please see below for more information.</p>
<p>Students who are citizens of non-EU countries (apart from those mentioned above)</p>	<p>These students must apply for an entry visa at the German Embassy or a German Consulate in their home country prior to departure. This should be done as early as possible because the processing time for such visas can be very long, i.e. up to six months. Once you have arrived in Karlsruhe, you have to apply for a residence permit at the Foreigners Authority. Visa + residence permit Please see below for more information.</p>

Residence permit (for NON-EU citizens)

As a **Non-EU citizen** you will most definitely have to file for a residence permit upon your arrival, whether you were able to enter Germany with or without a visa.

We will be happy to help you with it but would like to point out that this is a government process that KIT cannot influence.

On the day of the enrollment (you do not need to send any documents in advance), please bring along the following documents (**original and copy**):

- Valid passport
- Confirmation of your registration as a resident of Karlsruhe
- Biometric picture

- Proof of sufficient funds to cover all expenses during your stay in Germany (at least 670.00 € monthly). Such proof includes: bank statement, official statement of your scholarship or a “Verpflichtungserklärung”
- “Zulassungsbescheid” (Letter of Admission)
- Health insurance certificate (and International Insurance Card, if applicable)
- Rental contract
- Visa fees (ca. 110€)

We will then assist you with the filling out of the necessary paperwork.

For more information about the procedure, please check the chapter “After your arrival”.

3.4. Accommodation

Housing is a difficult subject for all students in Karlsruhe. We are doing our best to secure rooms for our incoming exchange students, but due to the recent rise in Karlsruhe student numbers it is a nearly impossible task. Hence, we cannot guarantee a room upon your arrival, but have to ask you to take action on your own as well.

For more information please go to www.intl.kit.edu/istudies/6166.php, where you can find tips and tricks regarding housing. You can also register for a waiting list and contact our KIT housing service via this site.

Please note! If you are planning to rent private rooms additional cost might include a TV licence (GEZ), internet and telephone connection and so forth.

3.5. Insurance

Health insurance

It is mandatory to have health insurance coverage to be enrolled and study at a German university. This means that you will have to provide a certificate of health insurance or a health insurance waiver in order to enroll at KIT.

We recommend checking with your health insurance in your home country whether you have coverage in Germany for the time of your studies at KIT.

Also, assistance with this topic will be offered for exchange students during the Orientation Week.

Students from EU countries (EEC and EEA)

For students who hold a European Health Insurance Card (EHIC), no further insurance in Germany is necessary.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students from countries who have entered a social security agreement with Germany (e.g. Switzerland, Turkey)

If you have a statutory health insurance in your home country, please inquire at your health insurance provider to get a form that proves that you have health insurance coverage abroad. The forms have different names depending on your country of origin, e.g. E-111, AT 11, ATN11 or BH6. This form is sufficient for enrollment at a German university.

In general, you will not need to pay for treatments in Germany, e.g. when you go to a doctor, if you show your EHIC.

Students who have a private health insurance

If you are covered by a private health insurance in your home country that is also valid in Germany, you need to obtain a written confirmation of your health insurance provider (either in German or English) in your home country that states that

- you have a health insurance
- it is valid in Germany
- it provides you with sufficient insurance coverage (minimum insurance sum: 100,000€)

Please note that **regular travel health insurance cannot be accepted**, since it does not cover your study stay of at least one semester!

If you have a private health insurance, you will have to pay for any necessary health treatment yourself and claim the money back from the health insurance provider in your home country. Please note that your health insurance might only reimburse the costs according to common treatment rates in your home country. In that case, if the treatment is more expensive in Germany, you will have to pay the difference yourself.

For students who need an insurance in Germany

You have the choice between taking out statutory or private health insurance. If you are younger than 30 and/or if you have not studied for longer than 14 semesters (7 years), a statutory health insurance for students will cost around 80 € at any of the German health insurance companies. Private health insurance is usually more expensive and you have to pay treatments in advance before being reimbursed.

Please note:

As soon as you have taken out private health insurance in Germany, you will not be allowed to change to a statutory health insurance.

It is not until the start of the semester that the student health insurance becomes valid. If your stay begins earlier (i.e. before October 1st for the winter term and before April 1st for the summer term), we recommend to take out an additional ordinary travel health insurance in your home country to cover the first weeks of your stay in Germany.

For students who are 30 years or older, students who are beyond the 14th semester (7 years) and for PhD students

You are no longer entitled to student insurance rates from statutory health insurance companies, so you will have to compare various companies and decide which insurance company is best for you.

A list of the health insurance agencies in Karlsruhe can be found at the Portal of the City of Karlsruhe: <http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>.

The German Academic Exchange Service (DAAD) offers more information about health insurance in Germany (<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance>) or you can check <http://www.1a.net/versicherung/krankenversicherung/en>.

Private liability insurance

As an international student in Germany you must also have a liability insurance taken out from your home country, which is valid in Germany as well, or a German one. This kind of insurance covers the responsibility for damage caused to persons, objects or assets up to a certain amount. The higher this amount is, the higher the annual fee will be.

For students from Europe the liability insurance taken out in the home country is valid.

Household/property insurance

Household insurance covers damage caused by nature, e.g. thunder- or hailstorms, fire, explosions, as well as burglary, robbery or vandalism. For an additional charge, cycle theft insurance is included. It is, however, only possible for whole apartments and not for single rooms.

The costs depend on the size and location of the flat. There are often special rates for students under 26. Commonly, the landlords ask for it.

Casualty insurance

Under normal circumstance, you do not need such insurance because even students with a foreign passport are automatically insured against accidents during the course of their studies by the state accident insurance fund. The only condition is to be enrolled in a German institution of higher education.

In Germany, employers must take out an insurance against occupational accidents for all their employees.

Whether an additional private casualty insurance against accidents during free time is necessary remains a personal decision.

After your arrival

In order to make your start as easy as possible, on the following pages we have brought together information about enrollment at KIT, necessary visits to local authorities, insurance etc. Should you have any questions or queries, do not hesitate to get in touch with us. Make a phone call or come over to the International Students Office (<http://www.intl.kit.edu/istudies/3193.php>).

We highly recommend that you take part in the orientation week so that we can directly assist you with the necessary administrative steps.

If you cannot participate in the O-Week ensure to get an appointment with your ERASMUS Incoming Coordinator shortly after your arrival to receive assistance.

3.6. Your Orientation Week

If you are participating in the O-Week, you will not have to worry about the following points. IStO staff and AK ERASMUS tutors will assist you with all necessary steps after your arrival. Just check out the O-Week schedule and show up on time to the different appointments and you will be enrolled and settled in in Karlsruhe in no time.

3.7. Administrative procedures for students not participating in the Orientation Week



3.8. Enrollment at KIT

If you are not participating in the Orientation Week, you will have to enroll at KIT after your arrival.

After you have arrived in Karlsruhe and before you can commence your studies at KIT, you must take the necessary administrative steps for enrollment at the International Students Office. **Please contact your ERASMUS Incoming Coordinator at the International Students Office to make an appointment upon your arrival.**

Do not forget to pay the semester contribution and send the enrollment documents on time!

For more information see <http://www.intl.kit.edu/istudies/3368.php>.

3.9. Registration at the City of Karlsruhe

You have to register at the Residents Registration Office (Einwohnermeldeamt) within two weeks after having found and moved into your flat/room.

For registering, you will need

- your passport/ID card
- a copy of your rental contract
- Filled-in and signed registration form
- KIT enrollment certificate

Check the multilingual form generator of the city of Karlsruhe that helps you to fill out your registration form: <https://pdf.form-solutions.net/metaform/Form-Solutions/sid/assistant/510ba19f0cf2d2499ac076c2>.

You can register at one of the following “Bürgerbüros”:

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20Mitte

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20K8

Opening Hours

Monday – Friday: 8:30 am – 12:30 pm

Thursday: 2:00 pm – 5:00 pm

To make an appointment online: <http://otv.karlsruhe.de>

3.10. Student Welcome Package

The city of Karlsruhe offers a welcome package to all students that register as Karlsruhe residents. It includes, for example, a voucher for a free public transportation pass for the entire network and several shopping vouchers.

To receive the package you need to go to one of the Bürgerbüros in Karlsruhe (cf. list at the end of the handbook) and show them your city registration confirmation and your KIT enrollment certificate (downloadable at the student portal).

3.11. Opening a bank account

It might be useful to open a bank account in Germany, for instance for transferring rent and other fees. However, with the introduction of the European-wide SEPA transfer scheme (same prices for national and cross-border transfers) it might not be necessary anymore – so please check with your bank at home first.

To open a bank account in Germany, you will need:

- Your Passport/ID Card
- A permanent address in Karlsruhe
- Your Student ID or enrolment certificate

You can open an account at one of the online banks or in one of the local branches of different banks at Karlsruhe. Nevertheless, before you do that, you should compare costs.

Exchange students have the possibility to open up a bank account during orientation week.

3.12. Residency Permit (only for Non-EU citizens)

After your arrival in Germany, Non-EU citizens should apply for a residence permit for studying purposes at the Foreigners Registration Office, if the visa in your passport is not valid for the whole duration of your stay or if you were able to enter without a visa.

Please note that it is mandatory in Germany to carry an ID as well as, if applicable, your residence permit card (eAT) at all times.

Also, please remember to notify the Foreigners Office immediately if anything about your student/intern status changes.

For the application at the Foreigners Registration Office or the International Students Office during the orientation week, you should bring the **following documents (original and copy)**:

- Filled-in form available at <https://pdf.form-solutions.net/forms/frm/2M7GHvvpdrgQdrnCMqQN1fXHJCX38C9n>
- Biometric picture
- Copy of your passport including your current visa for Germany if applicable
- Confirmation of your registration as a resident of Karlsruhe
- Copy of your rental application form/rental contract
- Proof of sufficient funds to cover all expenses during your stay in Germany (at least 670.00 € monthly). Such proof includes: bank statement, official statement of your scholarship or a "Verpflichtungserklärung"
- "Zulassungsbescheid" (Letter of Admission)
- Rental contract
- Proof of health insurance including a copy of your health insurance policy

To hand in the documents, please:

- Go to <https://otv.karlsruhe.de/terminmodul/live/index/index/dienststelle/38>
- Choose the appropriate Bürgerbüro
- Tick „Antragsabgabe und eAT-Bestellung“
- Personenzahl "1"
- Click "Weiter: Terminauswahl"
- Choose one of the green boxes in the calendar (Termin frei=slot available)
- Write down your personal details (first name, surname and e-mail address)
- Click "Weiter: Zusammenfassung"
- Check the summary and correct any mistakes by clicking „Zurück“; otherwise click "Weiter: Reservieren"
- A confirmation will be sent to you by email
- Be on time at the appointment and bring along your documents

If you are participating in the orientation week, you can get help with these documents during your enrollment appointment. If not, you should contact the Foreigner's Office if you have questions:

Ausländerbehörde Karlsruhe

Kaiserallee 8

76124 Karlsruhe

Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Internet: http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=628 (only in German)

Online appointments: <http://otv.karlsruhe.de>

3.13. Changing your Learning Agreement

In case you would like to make changes to your Learning Agreement, for example because certain lectures are not offered at KIT or overlap with other lectures you have chosen, this should not be a problem.

The Learning Agreement form offers a second page entitled “changes” for exactly this purpose.

You should check with your home university coordinator first regarding your changes, secondly with your KIT departmental coordinator.

The International Students Office at KIT can only accept your changes, when at least your KIT departmental coordinator has approved the changes. In most cases, your home university will even accept the change with only the departmental coordinator’s signature.

3.14. Free Wi-Fi in Karlsruhe

Below you can find a short list of coffee bars and restaurants with Wi-Fi access here in Karlsruhe. For using the free internet an order is usually necessary. You'll get the access data on the spot. Ask the waiter.

Coffee Boxx	→ Kronenplatz	www.coffee-boxx.de
Dr. Kaffee	→ Kaiserstr. 9	www.dr-kaffee.com
Kaffeebar Schiller	→ Kronenstr. 30	www.kaffeebar-schiller.de
Feinraum	→ Ritterstr. 10	www.fein-web.de
Gelbe Seiten	→ Rondellplatz	www.gelbeseitencafe.de
Gold	→ Ludwig-Wilhelm-Str. 12	www.gold-ka.de
L'incontro	→ Leopoldstr. 3	www.lincontro.de
Starbucks	→ Ettlinger Tor Center → Kaiserstr. 185	www.starbucks.de
Vanguard	→ Hardtstr. 37a	www.vanguar.de
Vogelbräu	→ Kapellenstr. 50	www.vogelbraeu.de

3.15. Getting a bike

The easiest means of locomotion in Karlsruhe is a bike.

One way to find one is to search in Facebook groups like:

- <https://www.facebook.com/groups/Verkaufe.Suche.Karlsruhe/?ref=ts&fref=ts>
- <https://www.facebook.com/groups/342859669155392/?fref=ts>
- <https://www.facebook.com/groups/kit.karlsruhe.flohmarkt>

Otherwise you can check the local version of ebay <http://kleinanzeigen.ebay.de/anzeigen/> or www.quoka.de.

Another option is to go to an auction sale offered by the city of Karlsruhe. More information and further dates are available at http://www1.karlsruhe.de/Service/d115/detail.php?prod_id=454.

In case your bike needs repair and you want to save money, these shops might provide you with the necessary tools for a small charge. From time to time they sell used bikes as well.

Madame Velo

Georg-Friedrich-Straße 11

76131 Karlsruhe

www.madamevelo.de

Mo. – Fr. 10.00 – 12.00, 14.00 – 18.00

Sa. 10.00 – 13.00

Radler-Martin

Im Gewerbehof

Steinstraße 23

76133 Karlsruhe

www.radler-martin.de

Mo. – Sa. 8.00 – 13.00 and 15.00 – 19.00

The last option is to sign up for „call-a-bike“, a service provided by Deutsche Bahn. The idea is that you do not buy a bike but borrow it instead. You pay **24€ as a student for a one year membership**. This allows you to borrow **up to two available “DB bike” at the same time** and use them for the next 30 minutes for free. Every minute extending the 30th minute will cost an additional 8 cents. To search for available bikes, there is a mobile app for Android and iOS available. After you finish using the bike you can simply park the bike on any crossing and lock it. You can find further information and register via this page <https://www.callabike-interaktiv.de/index.php?id=89&f=500&start=oa>

Please note! According to German law your bicycle must be equipped with two brakes, a bell, a white light in front and a red light at the back. If something is missing and you get stopped by police you will most probably get fined.

4. During your stay

4.1. The Grading system at KIT

Grade	German	English
1.0 – 1.3	Sehr gut	Very good
1.7 – 2.3	Gut	Good
2.7 – 3.3	Befriedigend	Satisfactory
3.7 – 4.0	Ausreichend	Sufficient
4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail

Exams may also be evaluated as “bestanden“ (passed) or ”nicht bestanden“ (failed) without grade.

Further information on the statistical distribution of grades according to the descriptions in the ECTS users’ guide can be found in the individual module handbooks of each degree course and on request at the KIT registrar’s office.

4.2. The “Campus Management Portal für Studierende”, the “Studierendenportal” and your KIT account

Please note that KIT is currently undergoing a transition phase as far as the online student services are concerned. Therefore services are currently available either on the old “Studierendenportal” (studium.kit.edu) or on the new “Campus Management Portal” (campus.studium.kit.edu) depending on the service that you are looking for.

The “Studierendenportal” is the OLD information and administration platform for all students at KIT. The address is studium.kit.edu. The “Campus Management Portal für Studierende” is the NEW platform for all students at KIT. The address is <https://campus.studium.kit.edu/>.

To access them you will need your **KIT account**

On the old “Studierendenportal” you can

1. activate your KIT-account
2. download your transcripts (if your department uses this system - for more information ask your departmental coordinator)

On the “Campus Management Portal” you can

1. inform KIT about contact and address changes
2. pay your semester contribution and do the re-registration every semester

3. download your KVV public transport pass, certificates (confirmation of enrollment/"Immatrikulationsbescheinigung") etc.
4. register for exams (only for the students of the Department of Economics and Management; students of the other departments have to register at the "Prüfungsamt")

Your KIT Account



KIT
Karlsruher Institut für Technologie

Studierendportal

Karlsruher Institut für Technologie
KIT – Universität des Landes Baden-Württemberg
und nationales Forschungszentrum in der Helmholtz-Gemeinschaft

Studierende melden sich mit ihrem Stud-Account (z.B. uXXXX) und ihrem Passwort an.

Dozenten melden sich bitte mit ihrem KIT-Account oder ihrer KIT-E-Mailadresse (vorname.nachname@kit.edu) als Benutzerkennung und ihrem Passwort an.

Benutzerkennung:

Passwort:

You will receive your account data (username and password) soon after your KIT-card or at the same time. The account data also allows you to log into the KIT wifi (wkit).

Your account consists of three parts:

- Your Email-Address: u****@student.kit.edu
- Your account token (u-Account) starting with a "u" often referred to as "RZ-Account"
- Your Password

Please keep the password safe since it is the access key to a lot of **KIT's online services**:

- Access to the "Studierendenportal" and the "Campus Management Portal"
- Access to the PC-pool computers at the SCC building
- Access to ILIAS, KIT's online learning platform
- Access to your KIT email at owa.kit.edu
- Access to the KIT wifi network (wkit)
- Remote access to KIT online services via VPN

If you have not received your KIT account 14 days after your official enrollment, please contact the SCC Servicedesk at Zirkel 2, 76131 Karlsruhe, Gebäude 20.21 (<http://www.scc.kit.edu/hotline/index.php>).

Please log into the Studierendportal soon after you have received your account data or at the latest 3 days after.

Once you have logged in, you should change your password. You will also be able to activate the forwarding of email from your KIT address to your private email address.

To do so, click on "Meine Benutzerdaten" and

- "Passwortänderung" for changing your password
- "E-Mail-Weiterleitung" for email forwarding

Don't forget to click on "Speichern" (save) once you are done.

KIT
Karlsruher Institut für Technologie

Studierendenportal

Startseite
FAQ für Studierende
› Universität
› Campus
› Mein Studium
› Mein Semester
› Meine Studienakte
▼ **Meine Benutzerdaten**
Passwortänderung
Anzeige im GAB
Account Informationen
De- / Pseudonymisierung
E-Mail-Weiterleitung
Anzeige im GAB neu
Abmelden

E-Mail-Weiterleitung

Mit dieser Einstellung können Sie E-Mails, die an Ihr KIT-Postfach adressiert sind, an eine beliebige E-Mail-Adresse umleiten. Eingehende E-Mails werden dann **nicht** mehr an das KIT-Postfach ausgeliefert.

Status
Sie haben keine E-Mail-Weiterleitung eingerichtet.

E-Mail-Weiterleitung verwalten

Weiterleitungsadresse *

Hiermit stimme ich der Speicherung meiner Weiterleitungsadresse in den zentralen Verzeichnis- und Authentifizierungsdiensten des KIT zu. Mir ist bewusst, dass die Weiterleitungsadresse von am KIT tätigen Personen gelesen werden kann. Bei Verwendung einer namensbezogenen Weiterleitungsadresse ist daher die Pseudonymität nicht mehr gewährleistet.*

Speichern

Inform KIT about contact and address changes

When you log into the “Campus Management Portal” at campus.studium.kit.edu for the first time or when you change your address in Karlsruhe, you have to update your profile on the portal. Otherwise, important mail (information about grades, exams...) will be sent to the wrong address and may not reach you.

1. Click “Persönliche Daten” on the left-hand side, then on “Anschrift”:

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Campus Management für Studierende

Startseite
FAQ
› Prüfungen
› Rückmeldung
› Bescheinigungen
▼ **Persönliche Daten**
Anschrift
Telefonnummer
Kontakt

Persönliche Daten

Hier besteht die Möglichkeit, die am Studierendenservice hinterlegten Adressdaten zu ändern.
Bitte beachten Sie, dass diese Daten nicht an andere Einrichtungen des KIT, wie beispielsweise die Bibliothek oder Fakultätseinrichtungen automatisch weitergegeben werden. Dort müssen Sie gegebenenfalls die Änderung ebenfalls veranlassen.

[Anschrift](#)
Auf dieser Seite können Sie Ihre aktuelle Anschrift ändern.

[Telefonnummer](#)
Hier können Sie die vom Studierendenservice erfassten Telefonnummern ändern.

2. Fill in the form with your current address where KIT administration can reach you.

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Adressen - Heimatadresse

Hilfetext
Diese Adresse ist Ihre aktuelle Korrespondenzadresse.

Bearbeiten

* Strasse
Zusatzstrasse
c/o oder Zimmer-Nr.
* PLZ
* Ort
Zusatzort
* Länderkennzeichen Deutschland

Speichern

3. Click “Speichern” to save the changes.
4. You can also register a phone number. To do so, you have to click on “Telefonnummer”, enter your number into the form and click on “Speichern” to save it.

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Telefon- und Faxnummern

Neu Ausw. * Telefonart * Telefon
Festnetz

Speichern

Re-enrollment “Rückmeldung”

IMPORTANT: If you stay for another semester at KIT, you have to re-enroll (rückmelden). Please be aware that this function is only active during the re-registration period! If you miss to re-enroll during this period, you will not be permitted to pursue any further studies at KIT!

The re-registration is done online at the “Campus Management Portal”.

In the menu on the left choose “Rückmeldung”. Then go to “Rückmelden and then “Rückmeldung”.

The amount you have to pay for the “Rückmeldung” is shown next to “Zu zahlender Betrag (Differenz”) in the table on the top of the page.

Now you have the choice between paying by bank transfer (“SEPA-Überweisung”) and a payment mandate (“SEPA-Lastschrift”).

For the **bank transfer** you simply use the account data shown underneath “SEPA-Überweisung”, including the “Verwendungszweck” (very important, otherwise the administration will not be able to identify your payment) to make a bank transfer (for example via online banking).

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Bezahlen und Rückmelden – Sommersemester 2014

Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	67,70

SEPA-Lastschrift
Es liegt kein gültiges Lastschriftmandat vor. Bitte wechseln Sie zur Funktion [Mandatsverwaltung](#), um ein neues Mandat anzulegen.

SEPA-Überweisung
Falls Sie keinen Lastschriftauftrag erteilen wollen, können Sie den Betrag von € 67,70 auch überweisen:

Empfänger Karlsruher Institut für Technologie
Bank Deutsche Bundesbank Filiale Karlsruhe
IBAN DE 0756 0000 0000 6600 1535
BIC MARKDEF1660
Verwendungszweck 1 1141015636241
Verwendungszweck 2

Bitte geben Sie unbedingt die Kennung **1141015636241** und Ihren Namen beim Verwendungszweck Ihrer Überweisung an. Überweisungen ohne diese Kennung können wir nicht bearbeiten. Ihre Rückmeldung erfolgt erst mit der Buchung Ihrer Zahlung im [Studierendenservice](#).

Wir weisen darauf hin, dass für den Fall, dass Sie innerhalb der ersten sechs Wochen des Folgesemesters Ihre letzte Prüfung für den Abschluss Ihres Studiums ablegen, eine Rückmeldung für das kommende Semester nicht zwingend erforderlich ist.

For the payment mandate you have to go to “Mandatsverwaltung” and register a new payment mandate.

First, you need to put your IBAN number into the form, then click on “Daten speichern” to save the number.

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Mandatsverwaltung

Neues Mandat anlegen

IBAN *

Nach Anlegen eines neuen Mandates müssen Sie für eine vollständige Rückmeldung die Funktion [“Bezahlen und Rückmelden”](#) aufrufen. Die Mandatserteilung alleine reicht nicht für eine erfolgreiche Rückmeldung aus.

Ein bereits erstelltes SEPA-Mandat kann für den aktuellen Rückmeldezeitraum nicht mehr online zurückgezogen werden. Wenn Sie eine falsche IBAN eingegeben haben oder das Lastschriftverfahren doch nicht nutzen möchten wenden Sie sich bitte an den [Studierendenservice](#).

When you have filled in all the necessary data about your account, an overview is shown.

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Mandatsverwaltung

Name (Kontoinhaber)	[REDACTED]
IBAN	[REDACTED]
Kreditinstitut (Name)	[REDACTED]
Kreditinstitut (BIC)	[REDACTED]
Gläubiger-Identifikationsnummer	[REDACTED]
Mandatsreferenz	[REDACTED]
Status des Mandats	active

Nach Anlegen eines neuen Mandates müssen Sie für eine vollständige Rückmeldung die Funktion [“Bezahlen und Rückmelden”](#) aufrufen. Die Mandatserteilung alleine reicht nicht für eine erfolgreiche Rückmeldung aus.

Ein bereits erstelltes SEPA-Mandat kann für den aktuellen Rückmeldezeitraum nicht mehr online zurückgezogen werden. Wenn Sie eine falsche IBAN eingegeben haben oder das Lastschriftverfahren doch nicht nutzen möchten wenden Sie sich bitte an den [Studierendenservice](#).

Then you should go back to „Bezahlen and Rückmelden“.

There you can see an additional option underneath “SEPA-Lastschrift” where you have to tick a box to confirm that you agree with the automatic payment of 67,70€ from your account on the date shown in the box.

Tick the box, then click on “Weiter” to continue.

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Bezahlen und Rückmelden – Sommersemester 2014

Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	67,70

SEPA-Lastschrift

Es liegt ein gültiges Lastschriftmandat vor. Wenn Sie die Abbuchung unten bestätigen wird Ihr Konto am 28.01.2014 in Höhe von € 67,70 belastet. **Mit der Erteilung des Lastschriftauftrages sind Sie vorläufig rückgemeldet.** Die endgültige Rückmeldung erfolgt automatisch nach erfolgreicher Abbuchung. Wir empfehlen Ihnen das Lastschriftverfahren.

Hiermit bestätige ich die Abbuchung vom Konto mit der IBAN [REDACTED] am 28.01.2014 in Höhe von € 67,70.

SEPA-Überweisung

Falls Sie keinen Lastschriftauftrag erteilen wollen, können Sie den Betrag von € 67,70 auch überweisen:

Empfänger: Karlsruher Institut für Technologie
Bank: Deutsche Bundesbank Filiale Karlsruhe
IBAN: DE 0766 0000 0000 6600 1535
BIC: MARKDEF1660
Verwendungszweck 1: 1141015636241
Verwendungszweck 2:

Bitte geben Sie unbedingt die Kennung **1141015636241** und Ihren Namen beim Verwendungszweck Ihrer Überweisung an. Überweisungen ohne diese Kennung können wir nicht bearbeiten. Ihre Rückmeldung erfolgt erst mit der Buchung Ihrer Zahlung im **Studierendenservice**.

Wir weisen darauf hin, dass für den Fall, dass Sie innerhalb der ersten sechs Wochen des Folgesemesters Ihre letzte Prüfung für den Abschluss Ihres Studiums ablegen, eine Rückmeldung für das kommende Semester nicht zwingend erforderlich ist.

If your payment order has been registered successfully, the next screen should show „Lastschriftauftrag erfolgt“.

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Lastschriftauftrag erfolgt.

Sie sind vorläufig zum Sommersemester 2014 zurückgemeldet. Ihre endgültige Rückmeldung erfolgt erst nach Geldeingang im Studierendenservice. Dies erfolgt automatisch.

Im Fall einer Lastschrift Rückgabe (z.B. Konto nicht gedeckt) kann keine Rückmeldung durchgeführt werden. In diesem Fall erhalten Sie zunächst ein Mahnschreiben, mit dem Ihnen eine letzte Nachfrist eingeräumt wird. Außerdem werden Ihrem Studierendenkonto zusätzliche Bearbeitungsgebühren der Bank belastet. Sämtliche Bescheinigungen gelten vorbehaltlich der endgültigen Rückmeldung: [Bescheinigungen](#)

Der Betrag von € 67,70 wird zum bestätigten Belastungsdatum von Ihrem Konto abgebucht.

Also, under „Gebührenkonto“ the amount due („Zu zahlender Betrag (Differenz)“) should have reduced to „0,00“.

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Gebühren-Konto

Ihr aktueller Status: Rückgemeldet im Sommersemester 2014

Gebührenaufstellung für Sommersemester 2014

Studentenwerksbeitrag	€	67,70
Soll-Betrag	€	67,70
Vorhandenes Guthaben (Ist)	€	67,70
Zu zahlender Betrag (Differenz)	€	0,00

Gebührenaufstellung für Wintersemester 2014/15

Studentenwerksbeitrag	€	67,70
Verwaltungskostenbeitrag	€	60,00
Soll-Betrag	€	127,70
Vorhandenes Guthaben (Ist)	€	0,00
Zu zahlender Betrag (Differenz)	€	127,70

Download Certificates and Public Transport Pass

You can also download and print out some useful documents at the “Campus Management Portal”, for example:

1. “Studienbescheinigung (engl.)”, also “Immatrikulationsbescheinigung” in German i.e. your certificate of enrollment/confirmation of enrolment
2. “KVV-Bescheinigung” (for free public transport from Monday - Friday from 6 p.m.- 3 a.m. and the whole weekend)

Just click “Bescheinigungen” on the left-hand side, then “Studienbescheinigungen”.

The screenshot shows the KIT Campus Management für Studierende website. The left navigation menu is expanded to 'Bescheinigungen', which includes sub-items like 'Studienbescheinigungen', 'Notenspiegel', 'Studienverlauf', 'Bescheinigungen für alle Semester', and 'Verifikation von Bescheinigungen'. The main content area is titled 'Bescheinigungen' and contains the following text:

Im Bereich "Bescheinigungen" haben Sie die Möglichkeit verschiedene Bescheinigungen als PDF zu öffnen bzw. zu speichern.

[Studienbescheinigungen](#)
Hier finden Sie alle relevanten Studienbescheinigungen (u.a. KVV- und BAföG-Bescheinigungen) für das Semester, zu welchem Sie momentan rückgemeldet sind.

[Notenspiegel](#)
Auf dieser Seite finden Sie den Notenspiegel für Ihre Studiengänge.

[Studienverlauf](#)
Hier kann der aktuelle Studienverlauf für Ihre Studiengänge angesehen werden.

[Bescheinigungen für alle Semester](#)
Hier finden Sie Studienbescheinigungen für das aktuelle und auch für vergangene Semester.

[Verifikation von Bescheinigungen](#)
Vorliegende Bescheinigungen können Sie anhand des aufgedruckten Verifikationsschlüssels auf Gültigkeit prüfen. Diese Funktion ist auch ohne vorherige Anmeldung verfügbar.

You can download the documents you need:

The screenshot shows the same website but with the 'Studienbescheinigungen' section selected in the navigation menu. The main content area is titled 'Studienbescheinigungen' and contains the following text:

Hilfetext
Hier können Sie sich Ihre Studienbescheinigungen als PDF ausdrucken. Die erstellten Bescheinigungen sind [verifizierbar](#).

A list of downloadable documents is provided:

- Studienbescheinigung
- Studienbescheinigung ohne Matrikelnummer
- Studienbescheinigung (engl.)
- Studienbescheinigung ohne Matrikelnummer (engl.)
- Bescheinigung nach § 9 BAföG
- Datenkontrollblatt
- KVV - Bescheinigung
- Studienzeitbescheinigung
- Semesterquittung
- Beitragsübersicht (alle Zahlungen)

Zum Öffnen und Drucken von PDF-Dateien benötigen Sie einen "PDF-Reader", wie den kostenlosen [Adobe Reader](#).

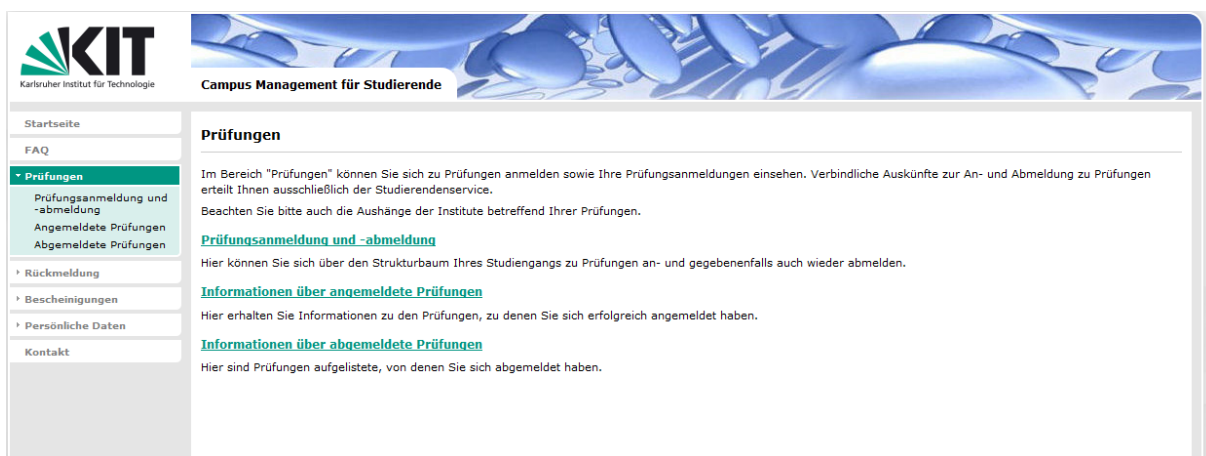
Download your transcript

Only the students of the Department of Economics and Management are able to download their transcript of records at the “Studierendenportal”. Students of the other departments will have to go to the “Prüfungsamt” to receive their transcript of records.

Go to “Meine Studienakte” in the left navigation, then “Notenauszug” or “Bachelor/Master Notenauszug” to see whether it works for you. If not, you should contact the “Prüfungsamt” at your department to find out about how to obtain your transcript.



Register for exams



Only the students of the Department of Economics and Management are able to register at the Campus Management Portal for their exams. Students of the other departments can register at the “Prüfungsamt”.

To start the exam registration via Campus Management Portal go to „Prüfungen“ and choose „Prüfungsan- und Prüfungsabmeldung“

Afterwards, accept the „wichtige Information zur Prüfungsanmeldung“.

Then click on the studies you are currently pursuing and choose the exam you are planning to take.

4.3. Re-enrollment for the second semester

The re-enrollment for the second semester simply consists in paying the semester contribution for the second semester. For instructions on how to pay, please see the chapter “Campus Management Portal für Studierende”.

4.4. Cultural differences

Punctuality at the university: In Germany it is important to arrive on time! The defined start time on the schedule is the actual start time for a lecture or lesson. The lecturer will not wait for any late arrival.

How to address a professor: The relation between student and professor/lecturer is very formal. It is important to keep a certain distance and address the professor accordingly. Therefore the professor is addressed with the German formal version "Sie". An exemplary beginning of a letter/e-mail for Professor (Prof.) Max Mustermann would be "Sehr geehrter Herr Professor Mustermann," or in English "Dear Professor Mustermann,".

Office hours and services: Keep strictly to the office hours; you will not receive any service after the official opening hours. If you made an appointment, it is very important to arrive on time!

Lecture style: The lectures might differ quite a lot from what you are used to from back home. Generally the bigger the class room the fewer the questions. For more detailed information, check point the chapter "KIT Slang".

Shop opening hours: On Sundays all shops are closed in Germany! From Monday to Saturday supermarkets are mostly open between 8 am and 10 pm. Other shops are normally open between 10 am and 7 pm. Generally you can say the bigger the shop the longer the opening hours.

Red traffic light: It is forbidden to cross a street as long as the traffic light is red. If you get caught by the police you will have to pay a fine.

4.5. Sports at KIT

Courses

The "HochschulSport" (university sports) offers a variety of sports courses and classes that nearly includes every sport you can imagine: Aerobic, Basketball, Juggling, Karate, Yoga etc.

To participate in the courses, you will need to enroll:

1. **Choosing courses:** First, go to <http://www.sport.kit.edu/hochschulSport> click "Sportangebot" on the left, then "Sportkurse" (left). There you will find the KIT sports offer. Follow the links for a description and information about times and locations of the different courses. To book a course, click on "buchen" (booking) on the right side.
2. **Booking:** Complete the form (including your bank-account), then click "verbindliche Anmeldung" to send it. You will receive a personal confirmation via email which entitles you to attend the course. Please take the printed email with you to the lessons.
3. **Waiting-list:** In case there are no free places left, you get a second chance by registering for the waiting-list (Warteliste). You will be informed about places that become available later.

Charges/fees: Each student participating in the KIT sports offer has to pay a basic fee of 10 € independent of the courses taken. In addition, some offers might have an additional fee.

Cancelling a sports course: For cancelling, please write an email to hochschulSport@sport.kit.edu. However, after having properly registered for a course, you will not get back the full amount of what you paid during registration. The amount that is kept depends on when you cancel:

- 25% of the fees after up to two weeks since the beginning of courses
- 50% of the fees after up to four weeks since the beginning of courses
- 100% of the fees after more than four weeks since the beginning of courses

In case of injuries or illness special arrangements are possible. See a doctor for a certificate/note!

Gym

KIT has its very own gym. It offers a cardio area, various strengthening machines and a free weight area. Additionally you are allowed to use the pool and sauna next door. Furthermore they offer several fitness courses, e.g. Zumba. For prices and more information please check <http://www.sport.kit.edu/walk-in/index.php>.

KIT SC

If you are interested in basketball, soccer, handball, volleyball, lacrosse, tennis, American football or athletics and you are willing to train multiple times a week and have competitions on weekends, you can become a member of the KIT SC. Please check <http://www.kit.sc.de/> for more information.

4.6. Learning languages at KIT

German

KIT offers a limited number of German courses during the semester. You can register at the Studienkolleg Karlsruhe (<http://www.stk.kit.edu/english/index.php>). The German courses cost a small fee.

On http://www.stk.kit.edu/studienbegleitende_Kurse.php you can find more detailed information.

As there are not enough places for all interested students, you cannot simply go to the course you want to take. For registration see this webpage: <http://www.stk.kit.edu/deutsch-kurse.php>.

Please keep in mind that courses are very popular and you should register very early (same day as registration opens), if you would like participate.

All other languages

You can register for **“foreign” language courses** (English, French, Spanish, Arabic, Italian, Polish, Latin, Russian, Chinese, Japanese, Portuguese, Turkish, Dutch, Swedish) with the Sprachenzentrum Karlsruhe. To find information about courses for other languages, please go to this webpage: <http://www.spz.kit.edu>.

Please keep in mind that courses are very popular and you should register very early (same day as registration opens), if you would like participate.

Language exchange

Another great opportunity to deepen your language knowledge is to engage in a language exchange (Sprachtandem) with other students. The idea is to bring together two students, who will communicate in two different languages and teach each other new vocabulary. For more information visit <http://www.studentenwerk-karlsruhe.de/de/internationales/tandem/?cpage=1>

4.7. Public Transportation in Karlsruhe and in Germany

Local Transportation via KVV

The “Karlsruher Verkehrsverbund“ (KVV) organizes the public transport in Karlsruhe and the region.

For a pedestrian-friendlier inner city, the railway lines of the Kaiserstrasse are being partially transferred underground. The project’s name is “**Kombilösung**”. This explains the temporary construction sites and route diversions in the inner city.

For more information check www.kvv.de or <http://en.kvv.de/>.

What special offers are there?

There is a **vast choice of special offers and travel cards**. The best idea is to ask at one of the KVV customer care centers e.g. at the main railway station (Hauptbahnhof) or at Marktplatz.

However, here is a **short overview of the most important tickets**:

- *Time-restricted tickets*: from 24-hours tickets through summer to yearly cards for one person or groups up to 5 people
- The „Baden-Württemberg-Ticket“ and the „Schönes-Wochenende-Ticket“ are suitable for short excursions in the region.
- The “Studikarte”: a special offer for student. For more information see below.

How much does a ticket cost and where can I buy it?

The KVV network is divided in certain zones, the so called „Waben“. The price of each ticket is based on this system – the more Waben one crosses, the more expensive becomes the travel. A ticket valid only in the City of Karlsruhe has always two Waben. If someone wants, for example, to travel from Stutensee to the inner city of Karlsruhe, he or she needs a ticket with three Waben.

At almost all stations and on most trams there is a ticket vending machine. However, you should always have some pocket change as the machines do not always take banknotes. If they are out of order, it is always possible to buy your ticket from the driver. You can also get tickets from the customer centers of KVV, at the main railway station (Hauptbahnhof) and in a couple of stationery stores.

The “Studikarte”

As a student enrolled at KIT, you automatically receive a semester ticket that allows you to use the KVV network for free Mondays to Fridays between 6pm and 5am and during the weekend. The “ticket” (KVV-Bescheinigung) can be downloaded and printed out via the “Campus Management Portal für Studierende” (cf. chapter about the “Campus Management Portal für Studierende”). Please be aware that you need both your KIT card and your “ticket” to use this offer.

In addition, if you would like to use the KVV network 24/7, you should consider the so called “Studikarte”. It allows you to use all means of public transport on the whole KVV network and is valid for six months. It costs around 130€ and is available upon presentation of proof of enrollment at most KVV customer care centers or at the International Student Center of the Studentenwerk.

BahnCard

If you are planning to travel throughout Germany, the “Deutsche Bahn” can be a cheap and easy way. It might be worth buying a BahnCard, which gives you a discount on every ticket price you pay. There are various kinds of BahnCards available. The cheapest version (BahnCard 25) is available for students for 41€ and gives you a 25% discount on every ticket price. You can read more about it here: <http://www.bahn.de/p/view/bahncard/bahncard.shtml>.

Additionally a BahnCard gives you a discount on one-way single tickets from KVV.

4.8. Medical Care in Germany & Emergency Contacts

Medical care in Germany is generally very good with a dense network of high-qualified specialists.

IMPORTANT: If you feel sick, but it is not an emergency, you must go to a “Hausarzt” (family doctor/GP) NOT to the hospital. The hospital is only responsible for emergencies like severe injuries and acute pain.

Index of physicians/doctors

An index of the physicians in Karlsruhe can be found in the “Yellow Pages” (www.gelbeseiten.de/arzt/karlsruhe). A list of foreign-language doctors can be found in the “Glossary”.

Emergencies

For emergencies, the toll free number 112 operates day and night. One can call an emergency doctor and an ambulance. These services are free of charge for people with health insurance.

There is an emergency medical service on weekends as well in case you do not need an ambulance but are still able to go see a doctor on your own. Information about this can be obtained in the newspapers under the column “Ärztlicher Notdienst” or on the pages of city Karlsruhe (<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>) (in German).

Medication

In Germany, medication is only sold in pharmacies. Some medicines, e.g. antibiotics, must additionally be prescribed by a doctor.

4.9. Counselling

Studies do not always run smoothly and without problems.

Therefore, KIT has different counseling offers for students with academic and/or personal problems.

- The psychotherapeutic counselling office of the Studentenwerk (<http://www.studentenwerk-karlsruhe.de/en/beratung/>) is open to students with personal problems, including depression, psychosomatic complaints, dependency problems etc.
- The International Student Center (<http://www.studentenwerk-karlsruhe.de/en/internationales/?page=1>) offers mainly help with administrative problems.

- Of course, the **International Students Office** provides assistance for all international students as well.

All these services are offered in German as well as in English on request.

4.10. Driving in Germany

If you want to drive in Germany with a driver's license from another country, it must be exchanged for a German driver's license if you stay in Germany for longer than six months. Sometimes you might even have to take your driving test again (depending on your country of origin). Holders of an EU driving license are not affected by this.

For more information check http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=440 and <https://www.study-in.de/en/--12035>.

If you want to buy a car in Germany, you should take into account the additional costs (insurance, taxes, fuel price). A convenient alternative is Stadtmobil (<http://karlsruhe.stadtmobil.de>) (only in German), a car-sharing solution.

Car-sharing with “Mitfahrgelegenheit”

Car-sharing is a widely used means of transportation for students in Germany. Passengers or drivers can be found, for example, on www.mitfahrgelegenheit.de or www.mitfahrzentrale.de (only in German).

4.11. Working while studying

Many students depend on one or even several jobs to make ends meet despite scholarships and student financial assistance schemes. However, you should not take on a job before it is clarified what is permitted by law to prevent problems with immigration.

The employment regulations for Non-EU students are very strict. You can even be **extradited from Germany**, if you break them.

The regulations are very complex. Therefore please check the DAAD homepage <https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-earning-money/> for trustworthy information.

Where can I find a job?

There are many ways to search for jobs.

- At the office of your institute, you can find out about student or research assistant and tutor positions. This has the advantage that you can work directly at the university and gain relevant knowledge for your studies. However, these occupations are very popular and are usually long-term jobs. Please check the KIT-Kleinanzeigenmarkt <http://www.kit.edu/markt/showinsertion.php?catid=1>
- Many listings can be found in local daily and weekly newspapers, but also on the Internet.
- Furthermore, a stroll down the center of Karlsruhe can be useful because many **shops and restaurants advertise** their job offers directly at the door.

- Many jobs are obtained through word-of-mouth advertising. Ask around in your circle of friends and acquaintances.

4.12. Travelling in the Schengen States

There is freedom of travel within the European Union: most member countries of the EU are part of the "Schengen area", in which border controls are abolished.

For EU citizens

According to the "Schengen Convention", which is part of EU law, there are no longer any border controls at the borders between the Schengen member states. All EU countries are member states except Bulgaria, Ireland, Romania, United Kingdom and Cyprus. Iceland, Switzerland and Norway do not belong to the European Union, but are members of Schengen.

You only have to obtain an additional visa when travelling outside the EU's external borders and to the non-Schengen countries. If you are traveling within the EU you do not need a visa. However, you should always carry a valid identity card or passport with you.

For Non-EU citizens

Citizens of certain countries can enter the EU without a visa for a stay up to three months. Travelers of other Non- EU countries, however, might require a visa of one of the Schengen states. Please check the chapter "Before your arrival at KIT" for more information.

Nationals of Non-EU countries, who have a residence permit from one of the "Schengen States", may also move freely within the other member states. **The freedom of travel is valid only for stays of up to three months.** Each member state has own regulations for longer stays.

Warning: Ireland, Great Britain and some other EU Member States do not belong to the Schengen states. In these countries there are special regulations.

5. Before you leave KIT and Karlsruhe

Your stay at KIT is unfortunately coming to an end. Soon you will return to your home university. Before we send you on your way, we want to give you some tips so that you won't encounter any unresolved issues, once you are back home.

5.1. Unenrolling („Exmatrikulation“) at KIT

Before you leave KIT, you should unenroll. In order to do so, you should come by the International Students Office and pick up your “Antrag auf Exmatrikulation”. This request form has to be stamped by the library, the International Students Office and the Students Office (Studierendenservice).

You should also get your **confirmation of departure** from the International Students Office. In case your home university needs further forms stamped, this is the time as well for this to be done. Please contact your home university if you are unsure about the documents to be filled out – your ERASMUS+ grant depends on it!!!

It is advisable to make an appointment with your ERASMUS Incoming Coordinator for this.

5.2. Transcript of Records

In order to transfer the credits you have achieved at KIT to your home university, you should obtain a transcript of records. You should go and see your departmental coordinator or your department's “Prüfungsamt” for a last time and ask them how to obtain the transcript (the process differs from department to department). You should also give them your address in your home country, just in case.

Do not leave KIT without requesting your transcript of records, since you cannot request it from back home!

5.3. Notifying the city of Karlsruhe

Before you leave Karlsruhe, you should notify the city of Karlsruhe of your departure. You can do this easily at the “Bürgerbüro” responsible for the district you live in. Detailed information about the services of Karlsruhe's public authorities can be obtained at 115, Karlsruhe's public authorities' hotline 115.

5.4. Memories of KIT

A KIT collection is available at the KIT-Webshop (www.kit-shop.de). This way you can buy something that will remind you of your good times at KIT.

5.5. Keep in touch

If you want to stay in touch with us even after your studies at KIT, you can become a KIT alumnus/alumna. Just log onto our Alumni Network and register. You will then receive regular KIT news and you can become a member in one of 18 Alumni Clubs worldwide (or found a new one in your home country). For more information, visit the alumni website: www.rsm.kit.edu/alumni.php.

6. Glossary

6.1. KIT Slang

AKK: Student group that organizes different social activities and runs a small pub on campus directly opposite of the main library offering coffee, soda and beer at a low price.

ASta/USa: abbreviation of "Allgemeiner Studierendenausschuss" and „Unabhängige Studierendenschaft“. They offer a wide field of services and counselling, for example you can use a fully equipped workshop or a photo laboratory for free. More information here: <http://www.usta.de/service/>.

Audimax: biggest lecture hall on campus

Bib: short version of Bibliothek (=library)

Dekan: faculty director

Exmatrikulation: unenrollment. Removal from the register of students for any reason including graduation or end of exchange.

Fachkoordinator: Department coordinator. The contact person of every department in case of study specific questions. You can find the list of department coordinators in the chapter "Administrative Contacts"

Fachschaft: student bodies. Student organization under self-management, responsible for helping students, planning parties, selling lecture notes and much more.

Hochschulsport: term to describe all sports offered at KIT, including gym, team sports and courses.

Immatrikulation: enrolment. The formal process of entering a university.

LP or Leistungspunkte: German expression for ECTS points

Mensa: Cafeteria/refectory. A massive student restaurant offering a variety of more than 6 dishes each day at very cheap prices.

Modulhandbuch: study guidelines including all possible lectures and explaining the specific structure of each degree and study path.

Prüfungsamt: examination office. Responsible for collecting, managing and saving exam results and make out certificates.

Rückmeldung: re-registration. You reply to the university that you are going to continue your studies in the next semester and pay a small fee. You have to do this if you are staying on for a second semester.

Sprachenzentrum: the institution responsible for all non-German language courses.

SCC: abbreviation of „Steinbuch Centre of Computing“. The SCC is the information technology centre of KIT and one of the most powerful computing centres in Europe.

Studententicket/KVV-Bescheinigung: The combination of your KITCard and the KVV-Bescheinigung (public transportation permit) allows you to use public transportation on the weekend and weekdays

between 6pm and 5 am for free. Please see the chapter “Campus Management Portal für Studierende” for instructions on how to print your transportation permit.

Studentenwerk: The Studentenwerk is responsible for running the “Mensa” and the “Cafeteria”. Furthermore they offer social counselling and can help you with finding jobs or housing.

Studienkolleg: The Studienkolleg is a preparatory course for foreign students from different countries and of different religious, political and educational backgrounds. They also offer German language courses for KIT students.

Studierendenportal: student portal. The online platform for students to download their transcript of records. Please check the chapter about the “Studierendenportal” for further instructions.

Studierendenservice: students registrar office.

SWS or Semesterwochenstunden: the number of hours/week for a lecture/course

Vorlesungsverzeichnis: course catalogue. The overview of all lectures offered at KIT.

Walk-in: KIT’s own gym exclusively for students and employees.

Arten von Veranstaltungen

Vorlesung: lecture. Lecturer speaks in front of whole class using lecture notes or PowerPoint slides, very little interaction with students.

Seminar: seminar. Small groups aim to write an essay about a specific topic and prepare presentations.

Übung: exercise. Exercise instructor explains problems on the board or does exemplary calculations. Mostly in front of whole class, eventually class gets split up.

Tutorium: tutorial. Exercise in small groups conducted by older students.

Praktikum: practical course. Exercise in small groups with a practical focus.

6.2. Abbreviations for accommodation searching

Abkürzung/ Abbreviation	German	English
O (Pr)	ohne Provision	without estate agent’s fee
+ (Pr)	mit Provision	with estate agent’s fee
AB	Altbau	old building
App.	Appartment	apartment
Ausst.	Ausstattung	furnishings
Balk./Blk.	Balkon	balcony
Bek/BK	Betriebskosten	overheads
Bd./BZ	Bad/Bäder	bath/baths
Bj.	Baujahr	Year of construction

DG	Dachgeschoss	top floor
DHH	Doppelhaushälfte	semidetached house
Di	Diele	hall
DT	Dachterrasse	roof top terrace
Du	Dusche	shower
EBK	Einbauküche	kitchenette
EFH	Einfamilienhaus	single-family house
EG	Erdgeschoss	ground floor
FbH	Fussbodenheizung	under floor heating
G-WC/ Gä.-WC	Gäste-WC	guest toilet
Ga.	Garten	garden
Gge.	Garage	garage
gfl.	gefliest	tiled
GH	Gasheizung	gas heating
HH	Hinterhaus	part of a tenement house accessible only through a courtyard
Hob.	Hobbyraum	hobby room/ workroom
Hzg.	Heizung	room heating
Imm.	Immobilie	real estate
inkl.	inklusive	inclusive
Ka.	Kamin	an open fireplace
Kl.	Keller	cellar
KDB	Küche Dusche Bad	kitchen shower bath
KM	Kaltmiete	basic rental charge
kpl.	komplett	complete
KT	Kaution	Deposit/bond
Kü	Küche	kitchen
Lg.	Loggia	loggia
MFH	Mehrfamilienhaus	house for several families
MM	Monatsmiete	monthly rent
Mn.	Maisonette	maisonette
NB	Neubau	new house
Nfl.	Nutzfläche	usable floorspace/living room

NK	Nebenkosten	utility costs
NM	Nachmieter	next tenant
NR	Nichtraucher	non-smoker
OG	Obergeschoss	upper floor
Pk.	Parkettboden	parquet floor
prov.fr.	provisionsfrei	without estate agent's fee
qm, m ²	Quadratmeter	square meter
ren.	renoviert	renovated
renbed.	renovierungsbedürftig	needs renovating
rest.	restauriert	restored
rhg. gel.	ruhig gelegen	quiet location
RH	Reihenhaus	terraced (town) house
SZ	Schlafzimmer	sleeping room
Tel.	Telefonnummer	phone/-number
t-möb.	teilmöbliert	partly furnished
Tep.	Teppichboden	carpeting
Terr.	Terrasse	terrace
TG	Tiefgaragenstellplatz	underground parking garage
UM	Untermieter	subletter, subtenant
VB	Verhandlungsbasis	negotiable
v-möb	vollmöbliert	fully furnished
WC	Toilette	lavatory
Wfl	Wohnfläche	living area
WG	Wohngemeinschaft	apartment-sharing community
Whg.	Wohnung	flat/apartment
WLAN	Drahtloses Netzwerk	wireless network
WM	Warmmiete	overall rent
WZ	Wohnzimmer	living room
ZH	Zentralheizung	central heating
Zi.	Zimmer	room
ZKB	Zimmer Küche Bad	room kitchen bath
Zzgl.	zuzüglich	additionally

6.3. Public Authorities in Karlsruhe

For both Bürgerbüro and Ausländerbehörde you can save a lot of time (and not wait in a queue) if you make an appointment online via the links given below.

Bürgerbüro Karlsruhe Mitte

Karl-Friedrich-Str. 10

Rathaus am Marktplatz

76124 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20Mitte

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

To make an appointment online: <http://otv.karlsruhe.de>

Bürgerbüro Karlsruhe K8

Kaiserallee 8

76133 Karlsruhe

http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=407#B%C3%BCrgerb%C3%BCro%20K8

Opening Hours

Monday – Friday: 8.30am – 12.30pm

Thursday: 2pm – 5pm

To make an appointment online: <http://otv.karlsruhe.de>

Ausländerbehörde Karlsruhe

Kaiserallee 8

76124 Karlsruhe

Tel.: 0721-133 3388

E-mail: auslaenderbehoerde@oa.karlsruhe.de

Internet: http://web1.karlsruhe.de/Service/d115/detail.php?prod_id=628 (only in German)

Online appointments: <http://otv.karlsruhe.de>

Lost and Found

Fundbüro des Studentenwerks Karlsruhe

Adenauerring 7

76131 Karlsruhe

Tel. 0721 6909-0

promo@studentenwerk-karlsruhe.de

Mo. – Thu. 8.00 – 12.30 and 13.30 – 15.30

Fr. 8.00 -12.30 and 13.30 – 15.00

Fundbüro der Stadt Karlsruhe

Kaiserallee 8

76133 Karlsruhe

Tel. 0721 133-3270

fundbuero@bus.karlsruhe.de

Mo. and Wed. 8.00 – 15.00

Tue. and Fr. 8.00 – 12.00

Thu. 8.00 – 12.00 and 14.00 – 17.45

Fundbüro Karlsruher Verkehrsverbund

Tullastraße 71

76131 Karlsruhe

Tel. 0721 6107-5890

fundbuero@vbk.karlsruhe.de

Mo. – Fr. 8.00 – 16.00 Thu. 8.00 – 17.00

6.4. Foreign-language doctors (GP)

Below we collected a list of foreign-language doctors here in Karlsruhe. To make an appointment you simply call the doctor's practice. At the appointment you have to bring your insurance card (or another proof of insurance).

English:

Dr. Aras	Pfinztalstr. 56 a, KA-Durlach	0721/ 418 91
Dr. Aschoff	Mannheimerstr. 12	0721/ 623 7654
Dr. Bartlewski	Lötzener-Str. 12	0721/ 568 6839
Dr. Breban	Durlacher Allee 4	0721/ 697 913
Dr. Brückner & Leist	Kronenstr. 28	0721/ 937 810
Dr. Colopi-Glage & Koll	Ebertstr. 7	0721/ 305 31
Dr. Dulisch	Kaiserstr. 18	0721/ 389 834
Dr. Göser	Essenweinstr. 6	0721/ 697 611

Dr. Lorenz Amalienstr. 93 0721/ 848 746

French:

Dr. Aras Pfinztalstr. 56 a, KA-Durlach 0721/ 418 91
Dr. Aschoff Mannheimerstr. 12 0721/ 623 7654
Dr. Brad Ettlinger-Str. 2 c 0721/ 378 037
Dr. Breban Durlacher Allee 4 0721/ 697 913
Dr. Dulisch Kaiserstr. 18 0721/ 389 834
Dr. Göser Essenweinstr. 6 0721/ 697 611

Italian:

Dr. Breban Durlacher Allee 4 0721/ 697 913
Dr. Colopi-Glage & Koll Ebertstr. 7 0721/ 305 31

Romanian:

Dr. Breban Durlacher Allee 4 0721/ 697 913
Dr. Brad Ettlinger-Str. 2 c 0721/ 378 037

Russian:

Dr. Brückner & Leist Kronenstr. 28 0721/ 937 810

Spanish:

Dr. Aschoff Mannheimerstr. 12 0721/ 623 7654
Dr. Colopi-Glage & Koll Ebertstr. 7 0721/ 305 31
Dr. Dulisch Kaiserstr. 18 0721/ 389 834

Turkish:

Dr. Aras Pfinztalstr. 56 a, KA-Durlach 0721/ 418 91
Dr. Brad Ettlinger-Str. 2 c 0721/ 378 037

International pharmacy:

Kaiserstr. 80 Mo-Fr: 9-19 Uhr, Sa: 10-18 Uhr 0721/ 224 38

6.5. Campus plan

A downloadable pdf version of the campus plan can be found here
<http://www.kit.edu/downloads/Campus-Sued.pdf>



6.6. Useful links

- ERASMUS Incoming Webpage: <http://www.intl.kit.edu/istudies/3171.php>
- ERASMUS Incoming Facebook Group: www.facebook.com/groups/erasmus.incoming.kit
- Citizens' services Karlsruhe
<http://www.karlsruhe.de/b4/buergerdienste.de>
- Doctors - Emergency Services (during the night and on weekends)
<http://www.karlsruhe.de/b3/gesundheit/notdienste.de>
- KIT Hochschulsport
<http://www.sport.kit.edu/hochschulsport/>
- KIT IT Services: SCC
<http://www.scc.kit.edu>
- KIT language center: Sprachenzentrum
<http://www.spz.kit.edu>
- KIT Preparatory College: Studienkolleg
<http://www.stk.kit.edu/english/index.php>
- List of public health insurance agencies in Karlsruhe
<http://www.karlsruhe.de/b3/gesundheit/krankenkassen.de>
- Pharmacies – Emergency Services (during the night and on weekends)
<http://www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/76133.html>
- Social services for students: Studentenwerk
<http://www.studentenwerk-karlsruhe.de/en/>
- Stadtwiki – a Wikipedia website for Karlsruhe
http://en.ka.stadtwiki.net/Main_Page
<http://ka.stadtwiki.net/Hauptseite>



Erasmus+