



Kiel University  
Christian-Albrechts-Universität zu Kiel

International Center

Graduate Center

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starting your doctoral studies  
essential information for your stay in kiel  
and at kiel university

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#### Packing your bags

- ▶ Valid passport
- ▶ Visa (if applicable)
- ▶ Proof of health insurance (if applicable)
- ▶ Proof of financial resources
- ▶ Acceptance letter from Kiel University
- ▶ Declaration of enrollment for doctoral studies
- ▶ Secondary school transcripts\*
- ▶ University qualifying examination\* (if applicable)
- ▶ University degree or qualification\*
- ▶ University transcript of records\*
- ▶ Language proficiency proof
- ▶ International driving permit
- ▶ Doctor's letter for prescribed medicine
- ▶ Some cash in euros for your arrival
- ▶ Passport with biometric photos (see p. 9)
- ▶ Contact details of the International Center
- ▶ Contact details of your accommodation
- ▶ Electrical adapter (220 V, plug types C and F)

\* Original document, notarised copy and certified English or German translation

## **Congratulations!**

You have been accepted as a doctoral candidate at Kiel University. We are pleased that you have chosen to pursue your doctoral research with us. We would like to help you on your way by preparing you for your arrival in Germany and getting you oriented during the first weeks of your stay. In this brochure you will find answers to some of your questions, such as:

- **What do I need to do before leaving to Kiel?**
- **How do I find a place to live?**
- **What formalities must I attend to?**
- **Who might be able to assist me?**

In this brochure you will find the contact information of people to whom you can turn for assistance. Should you have any further questions, please do not hesitate to contact us.

You can download the pdf version of this brochure from

[www.gz.uni-kiel.de/de/doc/starting-your-doctoral-studies/view](http://www.gz.uni-kiel.de/de/doc/starting-your-doctoral-studies/view)

You can also download the pdf version of the flyer about the application, admission and enrollment to doctoral studies at

[www.gz.uni-kiel.de/de/doc/application-admission-enrollment/view](http://www.gz.uni-kiel.de/de/doc/application-admission-enrollment/view)

**We are looking forward to meeting you when you arrive in Kiel!**

**The International Center and the Graduate Center**



## THE UNIVERSITY ON THE BALTIC SEA

The Christian-Albrechts-Universität Kiel was founded in 1665 with the faculties of Humanities, Theology, Law and Medicine. Since then, four additional faculties have been established: Mathematics and Natural Sciences, Business, Economics and Social Sciences, Engineering as well as Agricultural and Nutritional Sciences. Kiel University offers 185 degree programs in approximately 80 different areas ranging from Agricultural Science to Zoology.

A broad network of international relationships connects Kiel University worldwide to science and research. It has established approximately 40 close partnerships with universities across Europe, Asia and America, as well as nearly 200 Erasmus program partnerships. Kiel attracts the best minds: more than 1,600 international students, young scientists and scholars are currently enrolled at the university and enjoy extensive funding and networking opportunities. Kiel University is happy to meet the international challenges of the 21st Century. Read more about our partnerships on [www.international.uni-kiel.de/en/international-cooperations](http://www.international.uni-kiel.de/en/international-cooperations)

The university's forward-looking strategy promotes interdisciplinary cooperation both internally among its faculties as well as externally with partners in science and industry, which makes Kiel an outstanding environment for education and research. We build on our strength and proven excellence in four dynamically evolving research foci of great international relevance, namely: »Kiel Marine Science«, »Kiel Life Sciences«, »Kiel Nano, Surface and Interface Science« and »Societal, Environmental and Cultural Change«.

Kiel University receives funding from the Excellence Initiative funded by the German federal and state governments for three major projects: the Clusters of Excellence »Future Ocean« and »Inflammation at Interfaces« and the Graduate School »Human Development in Landscapes«.

If you wish to learn more about the Excellence Initiative, please visit [www.exzellenz-in-kiel.de/en/excellence-projects](http://www.exzellenz-in-kiel.de/en/excellence-projects)

## LIVING IN KIEL

Blue sky, blue water: Kiel is a unique city. It is the seat of the federal state government and the biggest city in Schleswig-Holstein. Not only the long tradition as a seaport gives Kiel a maritime flair, but also today's reputation as the »Sailing City«. Every year in June millions of visitors come to the »Kiel week«, the world's biggest sailing event. Life in the city on the fjord takes place outdoors – whether sunbathing at the beach, windsurfing, sailing or barbecuing in the park. Inexpensive overnight cruises to Oslo in Norway and Gothenburg in Sweden are available almost daily, all year round. The proximity to Scandinavia makes it possible.

Many well-developed bicycle paths make it easy for you to get around in Kiel without car or bus. It is also the best way to get to know the city and the surroundings. We recommend you purchase a bike upon arrival. Second-hand bicycles are cheaper. Check out notice boards at student canteens, newspaper ads, internet or visit flea markets and bike repair shops.

There are several cycling routes and tours in Kiel and in Schleswig-Holstein, which you can find here: [www.kiel.de/touristik/kiel\\_erkunden/radtouren](http://www.kiel.de/touristik/kiel_erkunden/radtouren) (in German only); [www.sh-tourismus.de/en/cycling-in-schleswig-holstein](http://www.sh-tourismus.de/en/cycling-in-schleswig-holstein)

#### **Safety**

Kiel is a very safe city. Crime rates are low so people move freely during day or night without taking special safety precautions. However, you shouldn't take any unnecessary risks – like walking alone through dark streets at night time. The police are trustworthy and offer help whenever they are needed – not only in emergencies. All you have to do is call 110.

## **WHO CAN HELP ME?**

#### **International Center (IC)**

The International Center assists international students with everything, starting with the application to the enrollment at Kiel University. The IC is also the main contact for non-academic matters before and after arriving in Kiel, such as applying for a visa or finding accommodation. Doctoral candidates from abroad are invited to the Orientation program hosted by the IC at the beginning of each semester (see pg 22).

**Mr Jan Bensien** Advisor for International Students  
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fax: +49 431 880-1666

**Ms Veronika Langner** Admission and Enrollment of International Students

e-mail: [vlangner@uv.uni-kiel.de](mailto:vlangner@uv.uni-kiel.de)  
phone: +49 431 880-3718

[www.international.uni-kiel.de/en](http://www.international.uni-kiel.de/en)

#### **Graduate Center (GZ)**

The Graduate Center supports doctoral candidates throughout their studies by offering information about the doctorate and consulting about funding. The GZ also offers advice, interdisciplinary qualifications free of charge, such as language courses, presentation skills and scientific writing workshops, as well as cultural activities and excursions. If you are interested in making use of these offers you have to register here:

[www.gz.uni-kiel.de/en/organisational-structure/online-registration](http://www.gz.uni-kiel.de/en/organisational-structure/online-registration)

#### **Ms Sabine Milde (Dr)**

The Graduate Center's Managing Director  
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phone: +49 431 880-3218

#### **Ms Claudia Oražem (Dr)**

Consultant for the Humanities and Social Sciences  
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phone: +49 431 880-1712

[www.gz.uni-kiel.de/en](http://www.gz.uni-kiel.de/en)

#### **The Doc Pilot**

The Doc Pilots are tutors who can assist you personally with bureaucratic issues, the search for accommodation or help you solve everyday problems.  
e-mail: [doc-pilot@uv.uni-kiel.de](mailto:doc-pilot@uv.uni-kiel.de)

[www.gz.uni-kiel.de/en/docs-build-bridges/endocpilots](http://www.gz.uni-kiel.de/en/docs-build-bridges/endocpilots)

#### **The Studentenwerk**

The Student Services Organisation of Schleswig-Holstein »Studentenwerk« operates dormitories and cafeterias and provides various advising and support services for students and enrolled doctoral

candidates. The Student Advice Center organises specially for international students and doctoral candidates the »Study Buddy Programme«, in which an international student is matched with a German student who serves as a personal contact at the beginning of the semester. In addition, the Student Advice Center offers a wide range of cultural events, integration projects and mentoring programs at Kiel University.

To learn more about the »Study Buddy Programme« and register online, please visit [www.studentenwerk.sh/en/international/study-buddy-programm](http://www.studentenwerk.sh/en/international/study-buddy-programm)

**Ms Johanna Müller** Student Adviser

e-mail: [mueller@studentenwerk.sh](mailto:mueller@studentenwerk.sh)

phone: +49 431 8816-154

[www.studentenwerk.sh/en/international](http://www.studentenwerk.sh/en/international)

#### **Family Service**

The Family Service of Kiel University provides assistance with any queries concerning services for families and children. Through the Family Service enrolled doctoral candidates can place their children under three years in a child care facility of Kiel University free of charge. If you have children older than three years you can apply for a place in kindergarten through the child care facilities offered by the city or town council of your place of residence.

**Ms Bettina Bolterauer**

phone: +49 431 880-2019

**Mr Artur Shageev**

phone: +49 431 880-5221

e-mail: [familienservice@uv.uni-kiel.de](mailto:familienservice@uv.uni-kiel.de)

[www.familienservice.uni-kiel.de/en](http://www.familienservice.uni-kiel.de/en)

#### **ASTA**

The General Student Committee »Allgemeiner Studierendenausschuss« or ASTA is elected by both students and doctoral candidates to represent their interests before the university, society and politics. The ASTA is responsible for organising sport, cultural and recreational programs at the university. In their offices you can find a variety of information including accommodation, second-hand ads, job offers, tax reporting or even get legal advice. The ASTA also provides counselling for doctoral students with regard to funding, continuing education, difficulties during the doctorate and good scientific practices.

**Ms Anke Boockmeyer**

e-mail: [promovierende@asta.uni-kiel.de](mailto:promovierende@asta.uni-kiel.de)

phone: +49 431 880-2647

#### **Students with disabilities**

Kiel University aims to enable students with disabilities or long-term health conditions an equal participation in the university life. This includes the compensation for disadvantages during admission, examinations or coursework. In addition, the University Library offers a double loan period for students with disabilities. You can find the application forms at the Central Library and the specialized libraries or download it from:

[www.ub.uni-kiel.de/english/service/forms](http://www.ub.uni-kiel.de/english/service/forms)

The University of Kiel is not easily accessible in all areas for students with wheelchairs or reduced mobility. You can apply for access to the limited parking places by presenting an ID for disabled persons, level »aG«. The map of the university with

barrier-free access to the buildings as well as wheelchair accessible toilets can be found at:

[www.uni-kiel.de/ps/lageplan](http://www.uni-kiel.de/ps/lageplan) (in German only)

e-mail: [studium-mit-behinderung@uv.uni-kiel.de](mailto:studium-mit-behinderung@uv.uni-kiel.de)

phone: +49 431 880-5885

[www.studium.uni-kiel.de/de/kontakt-](http://www.studium.uni-kiel.de/de/kontakt-beratung/studium-handicap)

[beratung/studium-handicap](http://www.studium.uni-kiel.de/de/kontakt-beratung/studium-handicap) (in German only)

The Studying with Disability Information and Advice Centre provides comprehensive information about studying with disabilities in Germany. A great deal of information is so far only available in German.

[www.studentenwerke.de/en/content/studying-disabilities](http://www.studentenwerke.de/en/content/studying-disabilities)

The city of Kiel provides relevant information on recreational and cultural activities, as well as sport offers for people with disabilities.

[www.kiel.de/leben/menschen\\_mit\\_behinderung/](http://www.kiel.de/leben/menschen_mit_behinderung/)  
(in German only)

## PREPARING FOR MY STAY

Before travelling to Kiel there are several things you have to arrange to ensure a smooth start to your doctoral studies.

### Do I need a visa?

- a) Citizens of the European Union (EU), the European Economic Area (EEA) or Switzerland can enter Germany without a visa.
- b) Nationals from Australia, Canada, Israel, Japan, New Zealand, South Korea and the United States of America may travel to Germany without a visa and apply for a residency permit after entering the country.
- c) Citizens from all other countries need to apply for a visa before traveling.

Bear in mind that it is your responsibility to start the application early enough because the process can take several weeks.

Look up for your nearest German embassy or consulate at

[www.auswaertiges-amt.de/EN/](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

[Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

Kiel University is a registered research institution with the German Federal Office for Migration and Refugees. This simplifies the situation for academics and researchers from non-EU nations who would like to enter and reside in Germany.

### General visa requirements:

- Valid passport
- Acceptance letter from Kiel University
- Proof of financial resources
- (Travel) health insurance
- 3 biometric photos

Currently, foreign students must prove they have at least 8,000 euros per year at their disposal. As proof, you may present: a financial statement, an employment contract, proof of fellowship or scholarship or a certificate of obligation from a bondsmen or sponsor.

Be aware that depending on the individual case, additional documentation may be requested by the Embassy, among others: proof of academic degree, proof of German language skills, etc.

You can find more information about the visa regulations and photo requirements on [www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html) [www.bundesdruckerei.de/sites/default/files/sample\\_photos\\_for\\_id-documents.pdf](http://www.bundesdruckerei.de/sites/default/files/sample_photos_for_id-documents.pdf)

Visas are usually issued for only **three months**. Within this period of time you must apply for a residence permit at the Immigration Office in Kiel (see p. 21).

**You have to apply for a student visa or study applicant visa before travelling to Germany.** If you enter Germany without a visa or with a tourist visa, you will be asked to return to your home country at your own expense and re-apply!

#### **Is my health insurance valid in Germany?**

Germany has a social security agreement with countries from the European Union, the European Economic Area and others. However, it is essential to confirm with your insurance provider that you will have coverage in Germany. Moreover, clarify which services are you entitled to and which documentation should you take with you. If your insurance policy is not valid in Germany, you will have to insure yourself when you get to Kiel (see p. 10). Here you can find more information on Germany's social security agreements

[ec.europa.eu/social/main.jsp?catId=559&langId=en](http://ec.europa.eu/social/main.jsp?catId=559&langId=en)  
[www.bmas.de/EN/Our-Topics/Social-Europe-and-international-Affairs/International/bilateral-social-security-agreements.html](http://www.bmas.de/EN/Our-Topics/Social-Europe-and-international-Affairs/International/bilateral-social-security-agreements.html)

#### **Where can I live in Kiel?**

Finding accommodation can be difficult and time-consuming. Therefore we recommend to start looking as soon as possible, even before traveling to Kiel. There are essentially two types of accommodation, either in a **dormitory** or on the private **market**.

#### **University housing**

The »Studentenwerk« runs several low-priced dormitories. However, because of an increasing demand for rooms these are reserved for bachelor and master students. Only doctoral candidates from the **following categories** can apply through the International Center:

- Erasmus Program participants
- Scholarship holders of partner universities
- Scholarship holders of the City of Kiel
- Scholarship holders of the DAAD
- Scholarship holders of the DNSZ
- Scholarship holders of the North Church

Rent in the various dormitories ranges from 200 to 230 euros per month. In addition, you have to pay in advance a 300 euros deposit. **Rental contracts are valid for six-month periods**, always from 1 September to 28 February (winter semester) and from 1 March to 31 August (summer semester). The application deadline for the winter semester is 15 June and for the summer semester 15 January. Early departures are permitted only in exceptional cases. You should take into account that you are obliged to **pay for the full lease**; therefore, you might have to pay rent even if you are not yet or no longer residing in the dormitory.

If you qualify for a room and wish to apply, you should **submit your application as early as possible**. Please download the application form, fill it out and send it to the International Center via mail, email or fax. You will be notified if your application was successful.

[www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel)





### Private housing

When looking for accommodation in the private market it is important to consider the length of your stay and whether you are coming alone, with your partner or with your family. If you are planning to bring your family, we recommend you to come alone first and then send for them when you have found a suitable place to live.

Single people can rent a room in a **shared flat**, the so-called »Wohngemeinschaft« or WG. In a WG, several people live together and share the costs of the flat. Each person has a bedroom, but shares the kitchen and bathroom. It is very popular among students and a great opportunity to connect to university life more quickly. You can also make friends and improve your German faster.

If you are staying in Kiel only for a couple of months, consider a sublet room. This type of arrangement, called »Zwischenmiete«, is very common when people go abroad and rent their furnished rooms or flats during a limited period of time.

However, if you rather rent a flat, you should take into account that landlords usually like to meet their future tenants in person before signing the

contract. So you might have to wait until you arrive in Kiel to secure the accommodation.

General guidelines for renting in Germany:

- You only have to pay a real estate agent if you hire him.
- The number of rooms or »Zimmer« advertised refers not only to bedrooms, but to living room and dining room as well. Kitchen, bathroom and toilet are mentioned separately.
- Be aware that "unfurnished" means completely empty, without lamps or even a kitchen sink.
- The rental price advertised usually does not include the cost of utilities, it is called »**Kaltmiete**«. Keep in mind that you still have to pay the costs of utilities or »**Nebenkosten**«, which include electricity, water, heating and waste disposal.
- Expect to pay a **refundable deposit** »Kautions« in range of one to three months' rent »Kaltmiete« to cover any damages to the property.
- There is a **three-month notice** period to terminate lease or rental contracts.
- **Be extremely cautious when asked to transfer money in advance!**

Please check the links to other dormitories and private accommodation on our website

[www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel](http://www.international.uni-kiel.de/en/advising-activities-services/service-information/accomodation-in-kiel)

Here you will find a glossary of abbreviations commonly found in classified ads for housing [german.about.com/library/blvoc\\_wohn3.htm](http://german.about.com/library/blvoc_wohn3.htm)

Do not hesitate contacting our **Doc-Pilot** if you have any questions regarding accommodation.

### What else is there to do?

Some people experience a culture shock when travelling abroad, because many things are different from what they are used to. To help prevent this, we suggest that you learn as much as you can

about German culture. Below we provide links where you will find information about life in Germany:

[www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Uebersicht_node.html)

[www.make-it-in-germany.com/en/for-qualified-professionals/discover-germany](http://www.make-it-in-germany.com/en/for-qualified-professionals/discover-germany)

Be sure to bring warm clothing. Kiel is located on the Baltic Sea and can be quite breezy and cold. Rain gear is absolutely necessary, even during the summer months. Nevertheless, the beautiful beach days at the peak of summer will compensate for any bad weather. You can find out more about Schleswig-Holstein, the land between the seas, at [www.schleswig-holstein.de/EN/Home/home\\_node.html](http://www.schleswig-holstein.de/EN/Home/home_node.html)

Consider having sufficient funds available (around 1,000 euros) during the first weeks in Kiel to cover start-up costs, such as accommodation deposit, rent, health insurance and enrollment. These expenses are usually due before you receive your first grant payment.

#### **How can I get to Kiel?**

##### **By airplane and bus**

The nearest airport is Hamburg Airport. From there you can take the shuttle bus »Kielius«, which operates from 6 am to 12 pm. The shuttle leaves from the bus terminal outside Terminal 1, Section B once every hour. It takes approximately 90 minutes to get to Kiel Central Bus Station (ZOB). A one-way fare is 20 euros and a round-trip fare 35 euros. Enrolled students with valid CAU Card pay only 7 euros for a single trip and 12 euros for a two-way trip.

##### **Payment can be only done in cash.**

Further details and timetables can be found at [www.bahn.de/autokraft/view/angebot/kielius\\_en/kielius-ueb.shtml](http://www.bahn.de/autokraft/view/angebot/kielius_en/kielius-ueb.shtml)

You can also travel with the minibus »KielExx«. The ride takes about 70 minutes and you will be

dropped off at your residence in Kiel. Reservations must be made at least 50 minutes prior to travel. One-way fares are around 35 euros. To make a reservation call +49 431 770-80.

More information is found at [www.vineta.net/airport/kiellex.php](http://www.vineta.net/airport/kiellex.php) (only in German)

##### **By train**

You can buy a train ticket to Kiel Central Train Station »Kiel Hauptbahnhof (Hbf)«.

[www.bahn.com/i/view/overseas/en](http://www.bahn.com/i/view/overseas/en)

##### **By ferry**

If you arrive by sea at one of the city ports in Kiel (Norwegenkai, Schwedenkai or Ostuferhafen), you can take a bus or taxi to your destination. Taxis are usually waiting there; if you plan to take the bus, plan your route in advance.

##### **By car**

When coming from the north (Denmark/Flensburg), drive southwards on the A7 motorway and exit onto the motorway A210 to Kiel at the junction »Rendsburg«. When coming from the south, drive northwards on the motorway A7 via Hamburg, and at the junction »Dreieck Bordesholm« switch onto the motorway A215 to Kiel.

##### **How to plan my journey in advance?**

You can plan ahead how to get to your destination in Kiel by using an online route planner. Routes, connections, schedules and fares of local public transportation are available from the Schleswig-Holstein transport alliance:

[nah.sh.hafas.de/bin/query.exe/en](http://nah.sh.hafas.de/bin/query.exe/en)

and the KVG: [www.kvg-kiel.de/en](http://www.kvg-kiel.de/en)

Simply enter the departure location (airport, train or bus station) and destination address, set the date and time, and different routes will be displayed. We suggest printing different schedules so you can have an alternative in case there are delays on your journey.



#### How to get to my accommodation?

Leave the Central Train Station »Kiel Hbf« through the main exit (north) to take a taxi. Taxis are available 24 hours a day. All taxis accept cash and most accept EC (EuroCheque) and credit cards. A fare from the train station to the university (about 3.5 km) starts from 10.00 euros.

If you wish to take a bus or ask for information, take the left exit (west). Just outside the station is the Service Centre »Umsteiger - Servicezentrale und Radstation« with a modern transfer service. In the »Servicezentrale«, Kiel's public transport company »KVG« provides information on different transport options in the city, either by train, bus, ship, taxi, bicycle, car-sharing or by foot.

#### Service Centre

Monday to Friday 06:30 – 19:00 h

Saturday 08:45 – 16:00 h

phone: +49 431 2203-2203

In Kiel, a single ticket (one-way fare) for the bus costs 2.50 euros. If you need to make several rides, consider buying a day ticket for 8 euros, a multiple ticket (for 6 rides) for 13.40 euros or a weekly ticket 20.20 euros. Remember that a few days after enrolling at Kiel University, you will receive your stu-

dent ID card, which allows you to use public transportation for free (see p. 23).

The »Radstation« comprises a monitored and weather-protected bicycle parking station, bicycle repair service and rentals. The parking station is open 24 hours and charges from 0.70 euros per day. The rate for renting a high-quality bicycle starts at 7.50 euros per day.

#### Bicycle Service and Rental

Monday to Friday 06:30 – 19:00 h

Saturday 08:45 – 16:00 h

phone: +49 431 237-7790

Additional bicycle rental locations are found here:  
[www.campusrad.uni-kiel.de/de](http://www.campusrad.uni-kiel.de/de) (in German only, but a pdf-flyer in English is available)  
[www.fahrradverleih-kiel.de](http://www.fahrradverleih-kiel.de) (in German only)  
[www.gelbeseiten.de/fahrrad-leihen/kiel](http://www.gelbeseiten.de/fahrrad-leihen/kiel) (in German only)

## FIRST STEPS IN KIEL

#### What do I need to do after I arrive?

The most important tasks you have to complete within days of your arrival in Kiel:

- Move into your accommodation
- Register with your faculty
- Enroll at Kiel University
- Register your residence
- Open a German bank account
- Sign up for health insurance (if necessary)
- Apply for a residence permit (if necessary)

Although this seems like a great deal to do you can rest assured that it is not so complicated. Should you encounter any difficulties or should you have any questions, please do not hesitate to contact the **International Center** and the **Doc-Pilot**.

**Moving in**

First of all you should go to your accommodation. Keep in mind to bring with you the most important information on your pre-arranged housing, such as contact person details, address and room number.

**Registering with your faculty**

Depending on the department, institute or doctoral programme, you might be required to make a formless application to the Dean's Office in order to be formally admitted by the faculty as a doctoral candidate. After registering you will have access to courses and to facilities reserved for members of the department.

**Enrolling at Kiel University**

The enrollment period is quite short, therefore you should travel to Kiel in good time. On your acceptance letter you find the **pre-appointed** time for enrollment and the **list of documents** you have to present at the International Center to get enrolled. The IC will explain how to proceed. To complete your enrollment, you are required to pay the **semester fee** of about 125 euro either by cash or bank transfer.

A couple of days after enrolling you will receive by mail the written confirmation of enrollment, your student ID card »**CAU Card**« and the access data for your account on the university server. All students and doctoral candidates are required to re-enroll each semester and to pay the corresponding semester fee. Keep in mind the **enrollment deadlines**: for the summer semester (3 December – 15 January) and for the winter semester (1 June – 15 July).

For additional information on re-enrollment, please visit [www.international.uni-kiel.de/en/application-admission/student-services](http://www.international.uni-kiel.de/en/application-admission/student-services)

Doctoral candidates enrolled in Kiel University benefit in several ways:

- Personal email address from the university
- Use of university libraries

- Free access to wireless internet on the campus
- Access to PCs in libraries and computer labs
- Access to the Studentenwerk's services
- Free access to lectures and courses
- Free or reduced fees for sport courses
- Free or reduced fees for IT courses and software
- Grant applications
- Free public transportation »Semesterticket«
- Applications for private dormitories
- Discounts at cultural events, museums and cinemas

**Residence registration**

In Germany it is **mandatory** for every new resident (including family members) to register with the Residents Registration Office **within two weeks of finding accommodation**. Furthermore, each subsequent change of address must also be reported to the registration office. We recommend not to exceed this period of time, since fines can apply. The registration document »Anmeldung« provides confirmation that you live at the indicated place. This document is essential for other processes, such as opening a bank account and signing up for insurance.

You need the following documents to register:

- Passport with visa or residence permit
- Landlord's confirmation of residence
- Registration form

The forms can be downloaded from [www.kiel.de/rathaus/service/\\_leistung.php?id=8967090](http://www.kiel.de/rathaus/service/_leistung.php?id=8967090) (only in German)

**Citizens' Registration and Public Order Office**

»**Bürger- und Ordnungsamt**«

Fleethörn 9, 24103 Kiel

phone: +49 431 901-904

Monday to Thursday 07:30 – 12:00 h

Friday 07:00 – 12:00 h



#### Opening a German bank account

In Germany, many of the regular payments, such as rent or health insurance, are automatically deducted by standing order from your bank account »Girokonto«. After opening an account, you will receive an EC card, which allows you to withdraw cash without charge from any of your bank's cash machines. In most banks, accounts for students up to 30 years old are free of charge.

You need the following documents to open an account:

- Passport with visa or residence permit
- Confirmation of registration from the Residents Registration Office
- Proof of enrollment or acceptance letter from Kiel University

Here you can compare bank accounts from different banks

[www.modern-banking.de/girokonto-vergleich-22.php](http://www.modern-banking.de/girokonto-vergleich-22.php)  
(in German only)

#### Signing up for health insurance

In Germany health insurance is mandatory for everyone. There are basically two types of health insurance: public and private. Public health insurance and offers students special rates (about 85 eu-

ros per month). However, students older than 30 years are required to pay higher rates (starting from 160 euros per month). If you have a private insurance you will be required to pay the bills upfront and then be reimbursed by the insurance company. Terms, conditions and benefits vary from one provider to another (rates start from 35 euros per month).

You need the following documents to take out health insurance:

- Passport with visa or residence permit
- Confirmation of registration from the Residents Registration Office
- Proof of enrollment or acceptance letter from Kiel University
- Bank account details

#### Applying for a residence permit

In general, non-European citizens receive a temporary visa valid for three months. To apply for a residence permit, you **must make an appointment** with the Immigration Office in Kiel **eight weeks before your visa expires**. Please note that visa applicants without an appointment will not be accepted. A mandatory fee is charged for issuing residence permits, ranging from 60 to 110 euros (only EC-cards are accepted). The following documents are usually required:

- Proof of enrollment at Kiel University
- Confirmation of registration from the Residents Registration Office
- Proof of health insurance
- Proof of sufficient financial resources
- Valid passport
- Biometric photo
- Filled-in application for the residence permit

**Immigration Office »Zuwanderungsabteilung«**

Fabrikstr. 8-10, 24103 Kiel

e-mail: [zuwanderungsabteilung@kiel.de](mailto:zuwanderungsabteilung@kiel.de)

phone: +49 431 901-4299

## RELEVANT INFORMATION

### The Orientation program

Right before the lecture period starts the International Center invites all newly enrolled international students and doctoral candidates to a multi-day Orientation program. The program covers important topics including life in Germany, information on Schleswig-Holstein, organisation of the academic program at Kiel University and student life in Kiel. It includes a variety of activities such as a walking tour in the university, a guided city tour in Kiel and an excursion. During this program you will have the opportunity to raise questions and concerns and to connect with other students.

Please visit the following link for further details:  
[www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program)

### The CAU Card

The CAU Card is Kiel University's official identification card for enrolled students and doctoral candidates. The CAU Card has several functions: official ID card, semester ticket for public transportation, access card to library and sports services and debit card that can be used for purchases in university canteens and cafeterias. In the near future it can also be used for copying, printing and scanning documents. The card is re-activated every semester after the student has paid the enrolment fee. Make sure to upload your photo.

You can find more information on the CAU Card on [www.studium.uni-kiel.de/en/cau-card](http://www.studium.uni-kiel.de/en/cau-card)



### The Semester Ticket

All doctoral candidates enrolled at Kiel University are entitled to use public transportation for free in Kiel and the surrounding area. Please note that you must carry your valid CAU Card while using public transportation. The ticket is valid for the current semester: in the summer semester from 1 April to 30 September and in the winter semester from 1 October to 31 March. Passengers travelling without a valid ticket are required to pay a fine of 60 euros.

Here you can download a map of the area where you can travel for free

[www.kvg-kiel.de/pdf/2015-02-01\\_VRK\\_Semesterticket-plan.pdf](http://www.kvg-kiel.de/pdf/2015-02-01_VRK_Semesterticket-plan.pdf)

For more information about the semester ticket visit [www.semesterticket-kiel.de](http://www.semesterticket-kiel.de) (only in German)

### Kiel University Library

The Central Library is open to everyone interested in scientific literature. To borrow books you need to activate your CAU Card at the library.

For more information on the services and opening hours [www.ub.uni-kiel.de/english](http://www.ub.uni-kiel.de/english)

To access the library online catalogue go to [kiopc4.ub.uni-kiel.de:8080/DB=1/LNG=EN/](http://kiopc4.ub.uni-kiel.de:8080/DB=1/LNG=EN/)

**University Sports Centre**

The University Sports Centre offers more than 130 different types of sports and training courses, e.g. fitness, sailing, dancing or martial arts. Fees vary in accordance with your course choice; however, enrolled students pay lower contributions.

You can find an overview of the course offer, costs and registration dates on [www.sportzentrum.uni-kiel.de/en](http://www.sportzentrum.uni-kiel.de/en)

**The online lecture directory: UnivIS**

UnivIS is the information system of Kiel University, which provides different kinds of information. Here you can find the online timetable of lectures, seminars and courses including the date, time, place, lecturer and a short description of the contents. Additionally, you can find a directory of Kiel University's staff and their contact information.

Please use the following link to access UnivIS [www.univis.uni-kiel.de/form](http://www.univis.uni-kiel.de/form)

A campus map of Kiel University is available here [www.uni-kiel.de/lageplan](http://www.uni-kiel.de/lageplan) (in German only)

**Wireless Internet**

In many buildings on campus you can access wireless internet via the CAUx network. You need your student identification number »stu-Kennung« and password that you received after enrolling at Kiel University.

[www.rz.uni-kiel.de/en/hints-howtos/wlan](http://www.rz.uni-kiel.de/en/hints-howtos/wlan)

A map with the location of WiFi access points is found here

[www.rz.uni-kiel.de/en/our-portfolio/wifi-networking/access-points-on-campus/access-points-on-campus](http://www.rz.uni-kiel.de/en/our-portfolio/wifi-networking/access-points-on-campus/access-points-on-campus)