



## Information Sheet for Student Exchange

<b>Address</b>	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
<b>E-Mail</b>	<a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>
<b>Internet Address</b>	<a href="http://www.uni-jena.de/international">www.uni-jena.de/international</a>
<b>Fax</b>	+49 3641 931147 or 931168
<b>Erasmus Code</b>	D JENA01

### Contact Persons at the FSU International Office

<b>Head of the International Office</b>	Dr. Claudia Hillinger <a href="mailto:claudia.hillinger@uni-jena.de">claudia.hillinger@uni-jena.de</a>	+49 3641 931160
<b>Incoming Student Admission and Student Data Management</b>	Mathias Kirchner <a href="mailto:mathias.kirchner@uni-jena.de">mathias.kirchner@uni-jena.de</a>	+49 3641 931145
<b>Enrolment/Support</b>	Dr. Britta Salheiser <a href="mailto:britta.Salheiser@uni-jena.de">britta.Salheiser@uni-jena.de</a>	+49 3641 931146
<b>Mentoring Programme</b>	Britta Möbius <a href="mailto:Britta.moebius@uni-jena.de">Britta.moebius@uni-jena.de</a>	+49 3641 931148
<b>Transcripts/Course Schedule</b>	Stefanie Müller <a href="mailto:mueller.stefanie@uni-jena.de">mueller.stefanie@uni-jena.de</a>	+49 3641 931149
<b>Bilateral Agreements (and outgoing students)</b>	Jana Blumenstein <a href="mailto:jana.blumenstein@uni-jena.de">jana.blumenstein@uni-jena.de</a>	+49 3641 931165
<b>Erasmus+ worldwide (scholarships)</b>	Stefanie Waterstradt <a href="mailto:Erasmusplus_international@uni-jena.de">Erasmusplus_international@uni-jena.de</a>	+49 3641 931169

### Academic Calendar

<b>Winter Semester</b>	1 October – 31 March lecture period mid-October – mid-February
<b>Summer Semester</b>	1 April – 30 September lecture period early April – mid-July

For details, please see: <https://www.uni-jena.de/Semestertermine.html>



## Nomination and Application Procedure

<b>Nomination Period for Coordinators</b>	Winter Semester and full-year stays	May – June
	Summer Semester	November – December
<b>Application Deadline for Students</b>	Winter Semester and full-year stays	15 July
	Summer Semester	15 January
<b>Nomination</b>	<p>The partner university nominates students for the upcoming exchange semester or year. Nominations should contain (you may use our <a href="#">list</a>):</p> <ul style="list-style-type: none"> <li>• all the students' names</li> <li>• sex</li> <li>• date of birth</li> <li>• place of birth/country (if different from citizenship)</li> <li>• citizenship</li> <li>• email</li> <li>• planned study period at Jena University</li> <li>• planned study programme at Jena University (subjects)</li> <li>• study programme at the home university (subjects, Bachelor/Master/PhD)</li> <li>• Erasmus code / name of home university</li> </ul> <p>and should be sent by email to <a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a></p>	
<b>Nomination Requirements</b>	<p>Applicants, at the time of application, should be at least in their third semester of university education and must remain enrolled at their home university while studying in Jena.</p>	
<b>Language Proficiency</b>	<p>Sending institutions should ensure their students meet the language requirements. We do not ask for any test certificates. We strongly recommend guest students to prepare for their studies in Jena by learning enough German to be able to follow the instructions and successfully pass exams. Only few courses are taught in English. The minimum level required for either language is B2 according to the Common European Framework of Reference.</p>	
<b>Application</b>	<p>1. Students must apply online after being nominated by their home university.</p>	
	<p>➤ <b>The link is sent by email to nominated students in June/December.</b></p>	
	<p>2. Print the application. Mark planned period of stay on page 1. Sign your application on the last page.</p> <p>3. Have it signed by the home university exchange coordinator (page 1).</p> <p>4. Send the application form with</p> <ul style="list-style-type: none"> <li>- one passport photo attached to the thoska form (last page)</li> <li>- a copy of the personal data page in the passport/personal ID card to Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany</li> </ul> <p>Please note the <b>deadlines 15 January/July</b>.</p>	



<b>Credit System</b>	FSU Jena works with the ECTS system. Students may earn ECTS-Credits in all courses, provided that they take part regularly and fulfil the course and exam requirements. The number of credits earned depends on the type of course and workload. The EU standard is 30 credits per semester. ↳ <a href="http://www.uni-jena.de/en/gueststudies_courses.html">http://www.uni-jena.de/en/gueststudies_courses.html</a>
<b>Course/Programme Catalogue</b>	Guest students should choose courses from their academic field but may also choose freely from the courses offered in all fields (except Medicine, Dentistry and Pharmacy). They may take part in individual courses as well as in modules (course units). View the courses offered at Jena University. If you have any questions about a specific course, ask the instructor with whom you have to register for the course. Please note that not all courses are offered every semester. Having made your choice, make sure your home university agrees to your plans. ↳ <a href="http://friedolin.uni-jena.de">http://friedolin.uni-jena.de</a>
<b>Learning Agreement and Course Schedule</b>	Students should ask their home university which and how many courses they should take (EU standard is 30 credits per semester). After arriving in Jena, students will create their final timetable and take part in the information sessions for guest studies.
<b>Final Theses/ Research Projects</b>	Students not taking part in regular courses but pursuing an individual project or research, for example for their Master thesis, are expected to find an academic supervisor at FSU Jena able and willing to supervise their research/project work by themselves. They should prepare a <a href="#">Supervision Agreement for Guest Students</a> . Arrange to regularly meet and discuss the project's progress and work load with that supervisor. The supervisor's final evaluation is the basis for the Transcript of Records and Confirmation of Stay.
<b>Academic Transcript</b>	The FSU Jena International Office issues a Transcript of Records to all guest students taking part in regular courses after each semester.
<b>Support Programme</b>	All students who request it may get a mentor from Jena who helps them to deal with the bureaucracy after arrival. Students will be invited by email to register for the mentoring programme.

## Accommodation

General Information	Jena is a medium-sized city popular with students. Student housing is in high demand. Finding appropriate accommodation may be difficult, especially in the winter semester. We therefore highly recommend applying for student accommodation in dormitories.	
Application	Apply online at the Studierendenwerk accommodation service: ↳ <a href="http://www.stw-thueringen.de/english/housing/index.html">www.stw-thueringen.de/english/housing/index.html</a>	
Application Deadlines	winter semester and full year	15 July
	summer semester	15 January



## Arrival and Enrolment

<b>Enrolment</b>	The exact date, time and place of the enrolment at FSU Jena will be communicated in the admission letter.
<b>Orientation Week, Welcome Days</b>	<p>Before lectures start, FSU Jena offers an Orientation Week in order to introduce new students to each other, to the city and the university. Information about the Orientation Week is sent by email about one month before the semester begins.</p> <p>The Welcome Days, a five week series of events, help to introduce new students to the university and region, to other students and student life.</p> <p>➤ <a href="http://www.uni-jena.de/en/startstudying_international.html">http://www.uni-jena.de/en/startstudying_international.html</a></p>

## Estimated Costs of Living (per Semester)

<b>Tuition Fee</b>	0 €
<b>Semester Contribution</b>	222 € incl. regional public transportation ticket
<b>Accommodation</b>	2.700 €
<b>Learning Materials</b>	150 €
<b>Health Insurance</b>	500 € for non-EU students
<b>Visa</b>	110 € for non-EU students
<b>Other Expenses</b>	300 € depending on individual needs
<b>In general...</b>	It is recommended that students bring at least 700 € cash for the expenses of the first month. Students may open a German bank account for free. It is necessary for paying rent, health insurance fees and regular debits.

## Visa Requirements and Residence Permit

<b>Entering Germany</b>	<p>EU-citizen or citizen of Australia, Brazil, Canada, El Salvador, Honduras, Iceland, Israel, Japan, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, South Korea, USA may enter Germany without a visa.</p> <p><b>Everybody else</b> must apply for a visa for study purposes at the German diplomatic representation in their country of residence about 6-8 weeks before leaving, using the FSU Jena letter of admission. Students must not enter Germany for study purposes with a tourist or Schengen visa under any circumstances.</p>
<b>Residence Permit and Study Visa</b>	<p>After arrival, all international students have to register at their local resident registration office. All non-EU-citizens also have to go to their local immigration office. They will receive an electronic visa card (fees: €100). All international students must be able to submit a proof of funding for their stay in Germany. They must submit this document („Finanzierungsbescheinigung“) to the local immigration office on demand</p>



(this also applies to EU citizens). This document may be a scholarship/ grant certificate, a letter of their home university or a letter from their parents.

## Health Insurance

<b>General Remarks</b>	<p>Before registering at the University, students have to contact their health insurance provider to obtain a certificate of health insurance. The insurance providers supply a certificate to declare that the student is either insured with them or some other health insurance provider. Every student should have a sufficient vaccination.</p> <p>Students receiving one of the DAAD scholarships usually are provided with a <i>Continental</i> insurance which FSU recognizes.</p> <p>Everyone else must have a contract with one of the German public health insurance providers for students. Currently, the insurance fee amounts to €90 per month (2018) for all students younger than 30.</p> <p>All student who are older than 30 years should opt for a one of the following German private health insurance providers <i>Educare24</i>, <i>Hanse Merkur</i>, <i>Mawista</i> or <i>Würzburger</i>.</p> <p>Please note that the University does not consider any international travel or emergency medical insurances a sufficient coverage. This insurance coverage may be required when applying for visa and travelling to and from Germany. However, they do not suffice as a student health insurance.</p>
<b>European Health Insurance Cards</b>	<p>EU citizens who have got a European Health Insurance Card or an insurance based on a bilateral agreement, may submit a copy of the E111 form (or equivalent) to the International Office on enrollment. The following countries issue the respective forms: Bosnia-Herzegovina (BH 6), Serbia/Montenegro (JU 6), Croatia (D/HR 111), Macedonia (JU 6), Turkey (A/T 11).</p> <p>The insurance (card or form) must be valid for throughout a student's stay.</p>

## Miscellaneous

<b>Language Centre</b>	<p>The University Language Centre offers courses in several modern languages with special regard to scientific terminology. During their studies, foreign students may attend a German course to improve their German skills. Classes in various languages are available for 20€ per semester. The courses range from those for beginners to courses at intermediate and advanced level.</p>
<b>Sports Centre</b>	<p>The Sports Centre at the FSU offers a gym, swimming pool, several sports facilities for outdoor sports, and courses ranging from American football to Zumba. Participation fee and accident insurance usually cost 20€ per semester. Registration for courses starts ca. 1-2 weeks before the beginning of the lecture period.</p>
<b>Student Groups</b>	<p>Student life of international students at the University is a diverse one. Numerous intercultural groups, for example, the International Room and Erasmus Student Network, and many more. They organize parties,</p>



	excursions and trips, visits to the theatre or museum, the International Food Fair, the International Poetry Reading, and the International Concert as well as language courses and language tandems. The student choir, university orchestra, theatre groups, and political parties welcome everyone.
<b>Jobs, Career Service</b>	Employment usually requires a good command of German. Non-EU-students should take into consideration that they are only allowed to work for up to 120 days per year. EU citizens are equal in law with German students so that they do not require any work permission. The Career & Welcome Point of the University gives advice regarding internships and career planning.
<b>Support and Advice</b>	The International Office is a student's first contact whenever they have any questions or problems. There are also many other institutions in the city that give support or legal and psychological advice to international students.
<b>More Information</b>	<ul style="list-style-type: none"><li>➤ <a href="http://www.uni-jena.de/en/guest_studies">www.uni-jena.de/en/guest_studies</a></li><li>➤ <a href="http://www.uni-jena.de/en/enrolmentguide.html">http://www.uni-jena.de/en/enrolmentguide.html</a></li><li>➤ <a href="https://www.facebook.com/UniJena">www.facebook.com/UniJena</a></li><li>➤ <a href="https://www.youtube.com/user/UniJena">https://www.youtube.com/user/UniJena</a></li></ul>