

Universität
Rostock



Traditio et Innovatio

Orientation Week

Information for Incoming Guest Students
Winter Term 2017/18

ROSTOCK INTERNATIONAL HOUSE (RIH)



Welcome



Michael Paulus

Director

**Rostock International House
University of Rostock**

Dear students,

I would like to welcome you at the University of Rostock as guest students for the winter term 2017/18!

The many opportunities on offer at the University and in the City of Rostock give you the chance to make wonderful experiences and to find a lot of new friends quickly. The manageable size of Rostock and its university will enable you to get to know and come to cherish the cultural and social life of a student city in a short space of time.

In cooperation with our local partners, the Rostock International House (RIH) organises a series of international events every semester. Our Tandem-Programme, which brings together students to proactively improve their language skills, is especially popular. We would be glad for you to join us!

The Rostock International House is always there for you to answer any questions you may have. Please do not hesitate to share any thoughts and ideas with us about your time spent here in Rostock before you return home.

Michael Paulus

Director of the Rostock International House



To dos after your arrival

Rostock International House

- We highly recommend to take part in the events of the orientation weeks. If you cannot manage to join we would be glad if you visit us in the Rostock International House.
- Please visit the Rostock International House right after your arrival in Rostock. We would like to welcome you personally and give you additional information and valuable hints that will make your first days in Rostock easier.

Our office hours:

Tuesday 2 p.a. - 4 p.m.

Thursday 2 p.a. - 4 p.m.

And by prior appointment

Opening a bank account/ Paying the semester fee

- You will need a German bank account for paying the rent in the dormitory and, if applicable, your health insurance fees. Some banks offer student accounts free of charge. You will receive all related information at the Rostock International House.
- After opening your account, you will have the opportunity to transfer your semester fee of **176,- Euro** to the university account. Please, state your, **last name and first name** and „**Wintersemester 2017/18**“ on the transfer form.

University of Rostock

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Commerzbank Rostock

Arriving at your accommodation

- You should sign the rental contract for your dormitory room within the first three days at the Studentenwerk if possible. The following documents have to be submitted:
 1. signed rental offer,
 2. letter of admission,
 3. identity card or passport and
 4. account data of your German bank account.

- The room keys are handed over to you by the dormitory tutor or caretaker of the respective dormitory directly at the site. You'll get as well the landlord's confirmation of residence „Wohnungsgeberbestätigung“ which you need for the registration with the city of Rostock
- In case your accommodation is not available on the day of your arrival yet, we recommend you to use the inexpensive hostels or youth guest houses in Rostock.

For further information please visit:

<https://www.uni-rostock.de/en/study/habitat-university/student-living-in-rostock/>



Health insurance

- Either for a university enrolment or for prolonging your stay (residence permit) in Germany, sufficient health insurance has to be proven.
- **All international students** have to take out a health insurance. Our advice is to enter Germany simply with a travel insurance card and to obtain a proper health insurance only after arrival. In addition, we recommend all students to contract a personal liability insurance and an accident insurance, which includes return transport to your home country (in case of illness or worse). Do not hesitate to contact the Rostock International House regarding this matter.
- **EU-students:** Your european health insurance card (EHIC) is not sufficient for the enrolment. Please get a confirmation from a public health insurance here in Rostock.
- If you hold a foreign private health insurance card, you need to have it checked by a German insurance company for sufficient coverage (c.f. additional information)

Matriculation/ Enrolment

- Please, visit the Student's Office (Studierendensekretariat, Parkstr. 6) for enrolment and bring the following documents:
 1. admission letter from the Rostock International House,
 2. proof of health insurance,
 3. proof of deposit for semester fee,
 4. current term address
 5. passport/ identity card or residence permit/ visa.
- Please, ask for the student ID with semester ticket for public transport. If you did not have a chance to transfer or deposit the semester fee until that point, you will receive a temporary student certificate. After the transfer of the semester fee, the permanent student ID will be sent to the address in Rostock you provide.
- In addition, you will receive your personal user identification (user ID), a preliminary password and an e-mail address to use the network services of the University of Rostock. This data will enable your internet access at all university facilities.
- Students of Computational Science and Engineering and Electrical Engineering do the enrolment with Ms. Zorn (Email: cse.ief@uni-rostock.de und ee.ief@uni-rostock.de)

Registration with the City and Migration Office

- **All students** have to be registered at first with the City Residents' Office („Ortsamt “). You have to choose the one in the area or quarter where you live. On this website you'll find the addresses of different residents' offices: <http://rathaus.rostock.de> (choose menu item „Rathau“ and „Ortsämter“).



- For the registration you need a confirmation of your landlord („Wohnungsgeberbestätigung“) and your passport/identity card.
- The City of Rostock awards a welcome payment of 150 € for students who transfer their residence due to their studies to Rostock. Ask for it at the residence registration office (Ortsamt)!
- **Non-EU-Students:** have to register as well after that at the **migration office**. During the orientation week, the Rostock International House offers support with administrative procedures. Please have a look at the programme for the exact date.
- You need the following documents for registration:
 1. rental contract,
 2. health insurance proof,
 3. admission letter,
 4. proof of financing,
 5. passport/ identity card, application form for a residence permit
 6. biometrical photos.
- You are recommended to ask for a registration confirmation and for a working permission for foreign students in case you intend to work during your stay in Germany.

Organising your studies

- In case you have some time left before the lectures start because you arrived earlier, you may get information on introductory events, preparatory or foundation courses at the Student's Offices of the respective faculties.
- Students who come to the University of Rostock via the ERASMUS+ programme should contact their departmental ERASMUS+ coordinator to clarify questions regarding their study organisation as soon as possible. You find the list of coordinators on the website of the Rostock International House:
<https://www.uni-rostock.de/en/international-affairs/incoming/visiting-students-erasmus-university-partnerships-etc/exchange-possibilities/>
- Please verify your courses as soon as possible and update your Learning Agreement if necessary. Remember to have it signed by all relevant persons, first by the departmental coordinator and then by the Rostock International House.



Transcript of Records

- The Transcript of Records is a certificate that lists all of the courses and exams you took during your guest studies. This document is not automatically generated, you need to do this yourself.
- Please discuss what exams you need to take and how you receive credits ("Leistungsscheine") for your courses with your professors and lecturers right at the beginning of the semester. You receive your Leistungsscheine at the end of the semester from your lecturers or professors. You can download the template for the Transcript of Records from our website or pick one up directly at the Rostock International House. Then please fill in all of your exam results.
- Arrange an appointment with your departmental ERASMUS+ coordinator, present your „Leistungsscheine“ and your Transcript of Records and ask your coordinator to sign it. You do not need to have your Transcript of Records signed by the RIH.

University Library

- The main library of the university is located in the Südstadt district, next to the main re-rectory. However, a few departmental libraries are located adjacent to various faculties.
- In addition to borrowing textbooks and other types of media, you can also use the library's facilities for group work or for individual exam revision. Furthermore, books can be ordered from other university libraries or read online.
- During the orientation week, the library offers an introductory tour especially for new guest students, please see the orientation week programme for details.

Language centre

- The university language centre offers courses in German and many other languages on various levels. To determine your level according to the course system, you must take a computer based placement test.
- The language centre holds an information meeting for all new guest students during the orientation week.

Re-registration

- Regardless of whether you planned to stay for two semesters originally or decide during your first semester to extend your stay, you need to re-register with the university. This means letting the administration know that you will be here the upcoming semester.
- Near the end of the lecture period, the Student's Office will send out an e-mail with the bank details of the University of Rostock and a payment deadline. Simply transfer the semester fee to the bank account stated in that e-mail. Once you have done that, you have successfully re-registered. Please do not miss the deadline stated in the e-mail.
- Mails will be send to your university mail account. Don't forget to check regularly.

De-registration with the university/ Exmatriculation

- If you plan to become a full-degree student at a German university in the future, you will need to present a certificate of exmatriculation. This is a certificate stating that you officially de-registered with the University of Rostock. You can only exmatriculate in person, so please go to the Student's Office in Parkstraße 6 about a month before you leave and ask for details.

Terminating your rental contract with the Studentenwerk

- The dormitory rental contract with the Studentenwerk does not terminate on its own at the end of the semester. You have to hand in your termination notice to the Studentenwerk six weeks before your moving out date the very latest. Otherwise the Studentenwerk will charge you for another month. Please visit the Studentenwerk offices and ask for the form ("Kündigungsformular"). After you have filled it in, come to the Rostock International House to get our stamp and signature on the document. We can also help you with filling it in if there are any questions. Afterwards hand the form in to the Studentenwerk.



Forms

The Student's Office requires your address in Rostock in order to send you the final student ID. Please fill in the form ("Adressänderung") and hand it in when you visit the Student's Office to enrol. If you live in a students' dorm, please do not forget to state your dorm room number and, if applicable, your dormitory building number, so that the letter from the Student's Office can be delivered to you.

To help you with filling in the forms, we have provided an overview of all dormitories of the Studentenwerk in Rostock.

Studentenwerk dormitories	Post code	District
Gerhart-Hauptmann-Str. 16 St.-Georg-Straße 101 St.-Georg-Straße 104-107	18055	Stadtmitte
Ulmenstraße 22 - Ulmenhof	18057	Kröpeliner Tor Vorstadt (KTV)
Albert-Einstein-Straße 28/29 Erich-Schlesinger-Straße 19 Max-Planck-Straße 1-5	18059	Südstadt
Möllner Straße 11, Haus 1-2	18109	Lichtenhagen
Frierich-Barnewitz-Str. 12	18119	Warnemünde
Am Moorweg 28	18190	Sanitz (Rostock Groß Lusewitz)

Leisure time-activities

- The **Tandem-Programme** unites new international students with those who are already longer in Rostock. If you would like to meet other international and German students, gain intercultural experience and finally improve your German and foreign language skills, the Tandem-Programme is the right thing for you!

For further information please visit:

[facebook.com/tandem.rostock](https://www.facebook.com/tandem.rostock)

<https://www.uni-rostock.de/en/international-affairs/events/tandem-programm/>

- During the Orientation Week of the Rostock International House, you will get information on the course offerings of the **language centre** and the **university sports** and, if applicable, may register for a chosen course.
- The **Local ERASMUS Initiative (LEI)** is a group of Rostock students who help international students with organisational matters. They also offer lots of activities. Do not forget to get in touch with LEI early on and to sign up to their mailing list to get regular updates on get-togethers, parties, trips and much more:

For further information please visit:

www.lei-rostock.org

[facebook.com/LEI.in.Rostock](https://www.facebook.com/LEI.in.Rostock)

18051 Rostock - Tel. (0381) 498 1230

Hausanschrift: Parkstraße 6, 18057 Rostock

Sprechzeiten: Dienstag und Donnerstag
Freitag

9 – 12 Uhr und 14 – 17 Uhr
9 – 12 Uhr

ADRESSÄNDERUNG

Korrespondenzanschrift soll sein: ☐ Heimatanschrift ☒ Semesteranschrift

Matrikelnummer: _____

Name, Vorname: _____

Geburtsdatum: _____

Heimatanschrift

Straße

Postzusatz

PLZ/Ort

Land

Tel.-Nr.

Semesteranschrift

Straße

Postzusatz

PLZ/Ort

Land

Tel.-Nr.

Ort, Datum

Unterschrift



Your notes

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Impressum

Angaben gemäß § 5 TMG

Universität Rostock
Universitätsplatz 1
18055 Rostock

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Prof. Dr. Wolfgang Schareck

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E-Mail: [pressestelle\(at\)uni-rostock.de](mailto:pressestelle(at)uni-rostock.de)

Important places

1

University of Rostock, Rostock International House
 Kröpeliner Straße 29
 18055 Rostock
 Website: www.uni-rostock.de/internationales
 e-mail: info.rth@uni-rostock.de
 Tuesday and Wednesday:
 9.00 a.m. – 12.00 p.m.
 Tuesday and Thursday:
 2.00 p.m. – 4.00 p.m.
 and after arrangement

4

University of Rostock, Student's Office
 Parkstraße 6
 18057 Rostock
 Website: www.uni-rostock.de/studium/kontakte/stud-sekrf
 e-mail: studierendensekretariat@uni-rostock.de
 Tuesday, Thursday, Friday:
 9.00 a.m. – 12.00 p.m.
 Tuesday and Thursday:
 2.00 p.m. – 5.00 p.m.

2

Commerzbank
 Lange Straße 1
 18055 Rostock
 Website: www.commerzbank.de
 Monday – Friday:
 9.00 a.m. – 1.00 p.m.
 Monday, Tuesday, Thursday:
 2.00 p.m. – 6.00 p.m.

5

City and Migration Office
 Please note: choose the „Ortsamt“ of the area where you live - search the rathaus-website!
 Neuer Markt 3
 18055 Rostock
 Monday:
 9.00 a.m. -12.00 p.m.
 Tuesday:
 9.00 a.m. – 12.00 p.m. and
 1.30 p.m. – 5.30 p.m.
 Thursday:
 9.00 a.m. – 12.00 p.m. and
 1.30 p.m. – 4.00 p.m.
 Friday: (only Ortsamt)
 9.00 a.m. - 12.00 p.m.

3

Student Service Organisation (Studentenwerk)
 St.-Georg-Straße 104-107
 18055 Rostock
 Website: www.studentenwerk-rostock.de
 Tuesday:
 9.00 a.m. – 12.00 p.m. and
 2.00 p.m. – 5.00 p.m.
 Thursday:
 9.00 a.m. – 12.00 p.m. and
 2.00 p.m. – 4.00 p.m.

Website: rathaus.rostock.de/migrationsamt@rostock.de



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www.uni-rostock.de/en/international