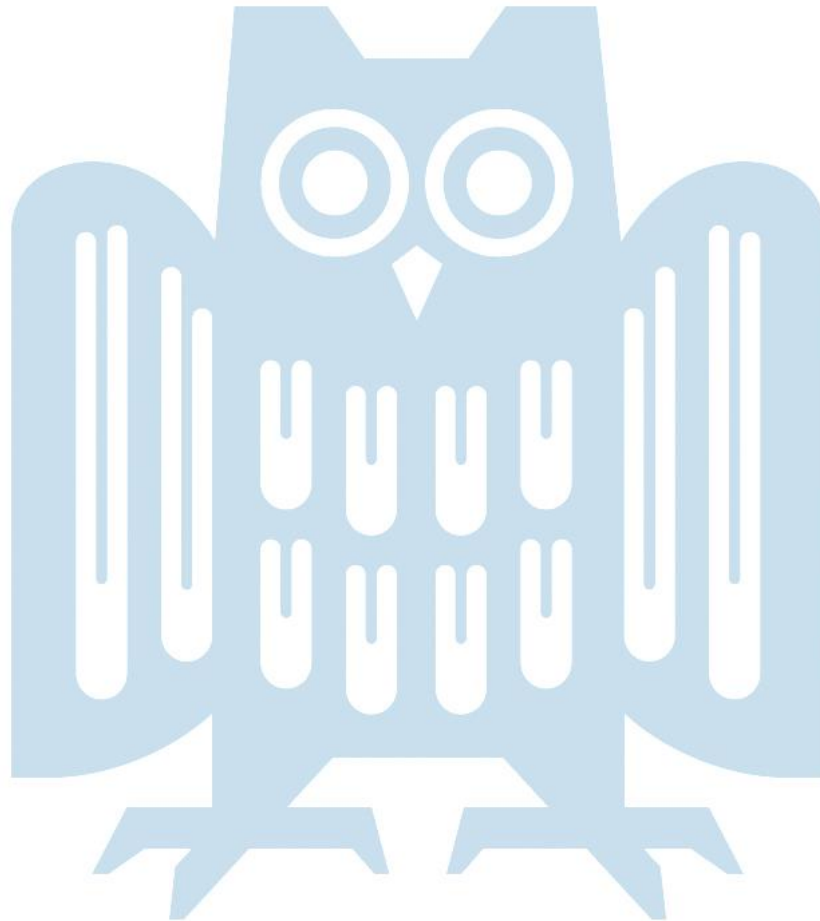


Welcome to Saarland University



Handbook for Overseas Exchange Students and Overseas Students

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Welcome to Saarbrücken!

Soon you will be arriving in Germany ready to experience a new exciting culture and way of life. This handbook is designed to assist you in your preparations and give you some background knowledge of your host country. Below you will find an outline of helpful tip and suggestions, which we recommend you read carefully. We look forward to your arrival!

I. Before Arriving in Germany

➤ Departure

Please make sure that you have confirmed your flight with your airlines prior to your departure. (Please be vigilant of any last minute changes.) You must do the same for your return flight home. Check the restrictions on the number and weight of pieces of luggage set by your airline. Please be aware that oversized bags and multiple checked bags carry high additional fees. Please arrive to the airport early, allowing for baggage and security checks and finding your gate.

➤ Important Reminders

○ Important Documents

Always keep all your important personal documents with you in a safe and secure place. Do not put them in the luggage you will check in. We suggest putting them in a carry-on. Don't forget pictures of or items from your country and a few personal photos.

○ Extra Passport Photos

You will need approximately 6 passport photos for your visa, enrollment, and other administrative purposes. These pictures are essential for your enrollment.

○ Weather and Clothing

Saarbrücken is located in a temperate climate zone. From June to August the average temperature is 16.9 °C (63° F) and from December to February 0.8 °C (34° F). Although most buildings have central heating, we suggest that you dress in layers during the winter months. During the summer, it can get quite humid; therefore, cotton clothing is generally more comfortable. More information about the weather in Saarbrücken ist available on the following website: [www.saarbruecken.de/de/leben_in_saarbruecken/umwelt_und_klima/_und_wetterdaten](http://www.saarbruecken.de/de/leben_in_saarbruecken/umwelt_und_klima/klima-_und_wetterdaten)

○ Phone Numbers and Addresses

Don't forget a list of the phone numbers and addresses of your family and friends. Calling home, mailing a letter, or sending an email often helps a lot if you become homesick. A list of emergency phone numbers is also very important (e.g. if you lose your credit card, then you need to cancel it immediately)!

○ Medication

If you have to take any medication, please make sure all bottles are labeled and that you have a letter from your doctor that states your medical condition in order to prevent difficulties with Customs. If you have any known allergies to medication you should carry an allergy bracelet or passport with you.

○ **Travel Pack**

In the event you would like to do some travelling while being in Germany, we recommend you either bring a durable back pack with you or buy one once in Germany.

○ **Vaccinations**

For all travelers, it is a good idea to be vaccinated against Tetanus, Diphtheria, Polio and different strains of Hepatitis. To know more about vaccinations and inoculations, please contact the German embassy or consulate in your home country or online.

➤ **Important Contacts Abroad**

Please feel free to contact the coordinators below if you have any questions. Visit the websites listed below for further information.

Universität des Saarlandes

Universität des Saarlandes
Campus
66123 Saarbrücken
www.uni-saarland.de

International Office/Coordinator of Overseas Students

Universität des Saarlandes
International Office
Wolfgang Heintz
Campus A4 4, room 2.31
66123 Saarbrücken
Tel: + + 49 681 302 71105
Fax: + + 49 681 302 71119
e-mail: ***w.heintz@io.uni-saarland.de***
www.uni-saarland.de/overseas

Welcome Center/Accommodation

Universität des Saarlandes
Welcome Center
Sina Krauss
Campus A4 4
66123 Saarbrücken
Tel: + + 49 681 302-71122
Fax: + + 49 681 / 302-71101
e-mail: ***welcome@io.uni-saarland.de***
www.uni-saarland.de/accommodation.html

Extracurricular Activities

Universität des Saarlandes
International Office - ZiS

Beate Meinck

Tel: + + 49 681 302 71113

Fax: + + 49 681 302 71102

e-mail: b.meinck@io.uni-saarland.de

www.uni-saarland.de/zis

➤ Preparations for Documentation of Your Stay in Germany

To prepare for your stay at Saarland University there is some paperwork to be completed and handed in. Most of the information you need has already been sent to you via email. Please familiarize yourself with the letter accompanying your admission letter and along with the roadmap.

Residence Permit/Visa/Enrollment

After your arrival in Saarbrücken you will be asked to provide proof of residence and that you have enrolled at the university. In registering with the Immigration Office („Ausländerbehörde“) you will be required to bring the following documents with you:

Documents from home:

1. Your passport
2. Proof of financial assistance (Sperrkonto)
3. 6 passport photos
4. Certificate of admission (Zulassungsbestätigung)

Documents from Saarbrücken:

5. Proof that you have paid for your semester ticket (upon arrival)
6. Copy of your registration with the local government („Bürgeramt“)

The International Office will assist you to obtain your visa. But we ask that you make sure that upon arrival you have all the necessary documents from home.

➤ Accommodations

All international and exchange students have two options.

You can either rent a room in a student residence or you can find your own private accommodation. Student accommodation provides either fully furnished rooms with shared bathrooms and kitchens **or** single/shared apartments with a bathroom and small kitchenette. More details about accommodation including the updated application forms are available on the website: www.uni-saarland.de/accommodation.

Please make sure that you have sent back the completed form by the appropriate due date. The cut-off date for winter semester is July 15th and for summer semester is December 15th. Please note that these rooms fill up very fast so the earlier you send back your application the better chance you have of obtaining a room. A room is guaranteed for exchange students from **partner universities!**

Student rooms range in price from 220 - 350 € per month. Prior to your departure you will be expected to pay the first month's rent in advance. In addition, you will have to pay a deposit („Kautions“) and a processing fee („Bearbeitungsgebühr“).

Please note that the deposit is designated for breakages and damages that occur on your behalf. The amount of deposit is determined by the type of room you rent.

Departure: You have to clean your room before departure. If your accommodation is not left in the same condition in which you found it, your deposit may not be returned.

Approximately 8 weeks after you return home you will receive back your deposit.

For more information concerning the residence halls please visit:
www.studentenwerk-saarland.de “**Wohnen**”

Health Insurance

Health insurance is considered top priority for students who wish to stay in Germany. Without it you will not be able to enroll at the university.

In case you obtain health insurance from your home country, please make sure that it is recognized and accepted within Germany. If not, you will be expected to pay approximately 480 € per semester. You will then be covered for costs like hospital emergencies and dentistry treatments, seeing a doctor if you are sick, and some specialist treatments. Please note that treatments such as cosmetic surgery and acupuncture will not be covered.

All costs for medical treatment should be covered by either your home or German health insurance plan. If you are not sure whether the costs for your treatment will be covered, we recommend you to ask your insurance provider in advance.

II. Arriving in Germany

➤ Frankfurt or Luxembourg

The direct trip from Frankfurt Airport to Saarbrücken Central station takes approximately two and a half hours by train. The airport's train station is situated in Terminal 1, Concourse B, Level 0. For more information on schedules and fares please visit either **www.bahn.de** or **www.saarfahrplan.de**. There is also an app for the bus and train schedules: **www.vgs-online.de/fahrplanauskunft-2012/**

The ticket from Luxembourg is cheap, and there is an express bus service from there to Main Station (Hauptbahnhof) in Saarbrücken that takes an hour and fifteen minutes. For more information on tickets and timetable please visit:

www.saarland.de/dokumente/thema_kultur/Bus-Fahrplan_SB_Lux.pdf

The shuttle buses from Luxembourg Airport to Luxembourg Main Station run frequently, and they take anywhere from thirty to thirty-five minutes. For more information, please visit:

www.lux-airport.lu/de/Anreise--parken/Mit-dem-bus.4.html

Upon arrival all at Main Station students should go directly to the university by taking bus line 124 or 112. (Please note that bus number 112 only runs during the semester).

For your orientation refer to the roadmap of Saarbrücken: **www.saarbruecken.de/tourismus/infos_und_reiseplanung/stadtplan_saarbruecken**

Another option is to take the Saarbahn to Johanneskirche (2 stops). Across the street is the Rathaus/Johanneskirche where you will be able to take bus lines 101, 102, 109, 111 or 150, which all go directly to the university (the ride is approximately 15 minutes).

If you are alone or in a group with a fair amount of luggage, there are taxis directly in front of the train station that can assist you. In order to avoid paying more than twenty Euros, ask the driver to take the most direct route to the university.

If you are wondering how punctual public transportation is in Germany, know busses are usually no more than five minutes late or five minutes early; therefore, you should always be a bit earlier to the bus stop.

Once you reach campus, you should go immediately to the Welcome Center (Campus Center - building A4 4). Here you will receive more information that will assist you in the first few weeks. If you have been assigned a room you will receive your keys. A guided tour will also be scheduled acquaint you with the campus. For more details please speak with your in-country studies coordinator, Wolfgang Heintz.

For those who have not arranged accommodation, there is a youth hostel within walking distance of the university. From the train station, take Bus 112 or 124 to "Prinzenweiher" and from "Rathaus" take 101 or 150 to "Prinzenweiher". For more information, please visit:

www.jugendherberge.de/de-de/jugendherbergen/saarbruecken420/portraet

➤ **History of the City of Saarbrücken**

Saarbrücken is the capital of the Saarland, situated in the southwestern region of Germany. In 1920, it became part of Germany only to be placed under the administration of the League of Nations after the World War I. In 1935, a plebiscite voted to remain part of Germany, a scenario that was repeated after World War II (1955).

Saarland was traditionally a heavy industrial center. It contained a vast amount of coal, and this led to a substantial iron industry and the establishment of the world-famous ceramic company, Villeroy & Boch. The Saar River divides the city of Saarbrücken into two parts. Until 1908 Saarbrücken consisted of five separate municipalities controlled by two administrative units, which explains the two town halls, major churches, and similar names on either side of the river. Some of the old parts were destroyed in the World War II, but fortunately there was enough left to ensure that Saarbrücken remains an interesting place. The university, however, stands on its own property (originally the German barracks built in 1938) outside the city center in the direction of Dudweiler. Further information is available on the following websites:

www.saarbruecken.de/en/home

➤ **Safety**

The first few months of living in any new country can be quite a challenge. A new environment, culture and way of life are just a few factors one should consider when going abroad. For most, meeting new people and making friends is an important factor in adjusting to one's new environment. Please be advised to be careful of the company you keep. If at any time you feel uncomfortable in a situation, don't hesitate in approaching either your home coordinator or your international studies coordinator (Wolfgang Heintz). Below are just a few points you may also wish to take into consideration.

- Keep your doors locked at night
- Keep all valuables in a safe and secure place
- Tell someone if you are going away and when you expect to be back
- Try and obtain a mobile/cell phone for emergencies
- For help dial **110 (Police)** or **112 (Firefighters / Ambulance)**.

III. Academic Requirements

➤ Application Procedures

Prior to your arrival of one or two semesters, you will receive a number of forms to fill out from your homeland coordinator or by download from the following website:

www.uni-saarland.de/overseas

1. **Application for admission** („Zulassungsantrag“)
2. **Application for accommodation** („Antrag für die Unterkunft“)
3. **Application for German course (optional)** (“Deutschkurs Studienkolleg”)

The German course is not compulsory. It is free of charge for exchange students. All other overseas students (freemover status) have to pay a fee (which will be shown on your application paper automatically to prevent misunderstandings). Please make sure that you either return these forms via email or hand them in to your home coordinator. The deadline is July 15th (winter semester) or December 15th (summer semester). If you do not meet these requirements, you may not be guaranteed a room or a placement in the German language course.

Please post along with the above forms (1-3) the following information:

- a) A **transcript of your academic record**
- b) A **letter outlining your reasons for studying at Saarland University**
- c) A **letter of recommendation** from one of your homeland professor/s

Online Registration

After you have received your letter of admission, you can start to register online at **www.uni-saarland.de/immatrikulation**. There is a guide to help you with this, simply click on the left of the three yellow buttons.

Upon your arrival, you will also be required to complete several administrative procedures, which will be explained to you by the staff of the International Office (see above - Residence Permit / Visa / Enrollment).

Proof of Financial Support (“Sperrkonto”)

We recommend that you open a blocked account which you may easily use as proof of financial support for obtaining your visa in Germany. There is no need to send the bank account details in advance. For further information, please check:

www.deutsche-bank.de/pfb/content/pk-konto-und-karte-international-students.html

➤ Language

The primary language spoken at the Saarland University is German. Lectures in English are only offered within the English Language Department and English Literature Department. Student life on campus is fantastic--especially since many students come from a variety of cultural backgrounds. You are therefore not only going to perfect your German language skills, but you will also experience a wealth of other cultures and way of life.

If you are interested in studying foreign languages while you are in Germany, you are welcome to visit the Sprachenzentrum. A wide range of courses for offered in different languages, but be aware that to attend some courses you will need to take a placement test. Please visit the following website for more information: <https://www.szsbs.uni-saarland.de/>

➤ Grading System

Depending on the faculty, the grading system is as follows:

	Insufficient failure	Sufficient	Satisfactory	Good	Very Good	Excellent
General	< 4-	4-, 4, 4+	3-, 3, 3+	2-, 2, 2+	1-	1
	< 4	4, 5, 6	7, 8, 9	10, 11, 12	13, 14	15
Business	< 4	4; 3.7	3.3; 3; 2.7	2.3; 2; 1.7	1.3	1.0

➤ The Academic Year

The academic year consists of two terms: winter and summer semester.

Winter Semester

- Without German course	1 st October – 31 st March
- With German course	1 st September – 31 st March
- German course starts (p-Test compulsory)	First week of September
- Other university classes	Mid October – End February

Summer Semester

- Without German course	1 st April – 30 th September
- With German course	1 st March – 30 th September
- German course starts (p-Test compulsory)	First week of March
- Other university classes	Mid April – End July

Winter Semester holidays

End February – Mid April

Winter break

Christmas – New Year

Summer Semester holidays

End July – Mid October

Spring break

Easter

➤ Enrollment /Student ID card/Semester ticket

For your enrollment you will have to pay about **126,30 €** (overseas exchange students) or about **224 €** (all other overseas students e.g. freemover). The exact amount will be told in your "Begleitschreiben" (additional information to your letter of admission). After enrollment your student card will also be your travel pass. You will be able to travel free on any type of public transport (buses, trams, and local trains) within the Saarland region („Semesterticket“). It is only if you arrive in March or September, when the semester has not started yet, that you will have to buy an additional ticket; the public transportation ticket valid only in Saarbrücken costs about **44,10 € per month**. To obtain this reduced price you must hold an international student card.

➤ **German Course**

1) **Semester-long intensive** German language class (September – February; March-July)

18h per week

Studienkolleg, application downloadable from overseas website

no fees for exchange students (but for freemovers!)

mandatory placement test

2) **Month-long intensive** German language class (March; August; September; October)

18-20h per week

International Office, DaF (German as a foreign language)

fees: March (beginning to mid-march) 150€/250€ (Erasmus/non-Erasmus); August

590€/910€; September 590€/910€; October (beginning to mid-October): 80€/120€

(Erasmus/non-Erasmus)

*without accommodation

3) **Semester long non-intensive** German language class (October – February; April-July)

2-6h per week

International Office, DaF

Language course for learners on advanced beginner level (6h),

Language course for learners on advanced level (4h),

in-sessional modules: Grammar, Conversation, Phonetics, Regional studies.(2h)

no fees for exchange students (but for freemovers!)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1) Semester long intensive German language class												
2) Month long intensive German language class												
3) Semester long non-intensive German language class												

Website: www.uni-saarland.de/deutschkurse

➤ **Campus/Main Buildings**

- Building B1 1 Library
- Building A4 4 Campus Center (International Office)
- Building B8 3 Sports Hall
- Building D4 1 Mensa and Studentenwerk
- Building C5 5 On-campus Store
- Building C5 4 Sprachenzentrum and Computer Labs

There is a campus map available under: www.uni-saarland.de/lageplan

➤ **Additional Study Opportunities**

All overseas students are registered to at least one subject. Although you are enrolled in one major, you are still able to study subjects from other departments.

The structure of all studies in Germany is divided into two sections.

- Semester 1 – 6 Bachelor
- Semester 1 – 4 Master

If you wish to stay longer in Saarbrücken and take part in the academic program, you will need to speak with the coordinator from your home university first. For more information, please visit the online catalogue (Veranstaltungen -> Vorlesungsverzeichnis):

www.lsf.uni-saarland.de

➤ **The Library (Saarländische Universitäts und Landesbibliothek = SULB)**

„Saarländische Universitäts- und Landesbibliothek (SULB)“ is the most frequently used library on campus. It is located in **building B1 1** and contains approximately 5 million books and other study materials. Students who join this library will also be able to access the resources of other libraries (inter-library loan) and they will also have access to **internet** and other data bank services. This service is free for all students. Your student ID card functions as a library card. You will be able to make copies as well as print documents. For more information, please visit:

www.sulb.uni-saarland.de

Please note that all academic departments of the university have their own smaller libraries, housing books pertinent to their field of study.

➤ **Student Organizations**

The student council („Allgemeine Studierendenausschuss“ - AStA) is very active in all aspects of student life. For more detailed information, please visit:

www.asta.uni-saarland.de

AEGEE and AIESEC are international student organisations, which are situated on the campus.

All other departmental student organisations („Fachschaften“) provide assistance to international students. They support students in organising subjects and answering any study related questions. For more information, please refer to the website:

www.asta.uni-saarland.de/fachschaften

IV. Helpful Miscellaneous Information

➤ Fixed National Holidays

1 st January	Neujahr (New year)
1 st May	Tag der Arbeit (Labor Day)
3 rd October	Tag der Deutschen Einheit (Reunification)
1 st November	Allerheiligen (All Saints day)
25-26 th December	Weihnachten (Christmas)

➤ Other Holidays (dates may vary)

Ostern	May/April (Easter)
Pfingsten	Day of Pentecost
Fronleichnam	Feast of Corpus Christi

➤ Speaking Norms and Etiquette

Every country has its own form of personal greetings. The large influence of France often sees many people greeting each other with either a handshake or a kiss on both cheeks.

Among the student population most people greet each other by their first name and speak informally, using the **Du** form. Outside the university, it is advisable to use the formal **Sie** when talking to someone. When addressing a person, please use Frau (Mrs.) or Herr (Mr.).

➤ Cost of Living

We advise that you allow for approximately 760 € per month. How much money one spends varies from person to person and the type of lifestyle they lead. 760 € will include costs such as accommodation, all provisions, transportation throughout Saarland, and books. Please note that this **does not** include extra travel. There is a downloadable list on the overseas-website. The student dining hall („Mensa“) on campus also offers cheap meals. A meal cost usually 3 to 5 €. You can find further cafés on campus, which are also reasonably priced. For more information, please visit:

www.uni-saarland.de/de/campus/service-und-kultur/gastronomieaufdemcampus.html

Please note that you are able to borrow all household items after providing a 10 € deposit from ZiS. For more information, please refer to the website:

www.uni-saarland.de/zis → **“Geschirr-Ausleihe”**

➤ Culture Shock

Homesickness is a combination of culture shock, missing one’s friends, family and familiar environment. One can become homesick for a variety of reasons. This includes:

- | |
|--|
| <ul style="list-style-type: none">- Trying to adapt to a country with a different way of life- Coping with a new language- New food- Trying to make new friends- Dealing with extreme changes in the weather |
|--|

Here are just a few hints to make you feel more at home and to assist you in adapting to your new environment:

- Try and do the things you normally do like watch TV, read the newspaper, go to the gym, or see a movie.
- Try and meet people who are fluent in German but who want to learn your native language. You can then pair up (tandem partners) and assist each other. Therefore go to “Zentrum für internationale Studierende” (ZIS) or the “Sprachenzentrum”
- Don’t forget to call home, send a letter, or email once in a while to tell your friends and family what you have been doing.
- Talk to people about how you feel for support is important especially in the first few months.
- And last but not least have a positive attitude!

➤ **Work Opportunities**

Overseas students are able to search for work in an employment agency (building A4 2, room 0.17) with their student visa. Please note that you need to obtain a work permit (“Arbeitserlaubnis”) only if you work more than 120 full-time work days per year. You can also find job offers on the eboard of the University:

www.jobboerse.arbeitsagentur.de/

➤ **Transportation /BahnCard**

Transportation within Germany can be quite expensive. If you are planning to stay for a year, you will most likely travel a lot by train. You might benefit from the BahnCard. This is a customer card, which gives you a discount of 25 or 50 percent.

www.bahn.de/i/view/GBR/en/prices/germany/bahncard.shtml

Please be aware that your student ID card only works for transportation within Saarland, with the exception of Trier. It is also possible to travel to Luxembourg and within Luxembourg. You must first apply for a student ID card (mKaart). For more information, please see the following pdf:

www.asta.uni-saarland.de/tl_files/Referatuploads/finanzen/AStA%20Luxembourg%20mKaart.pdf

On weekends five people are able to travel to any destination in Germany for less than 60 € per day (but only by local train). For more information, please refer to the “Schönes-Wochenende-Ticket” on the website: **www.bahn.de**

There are more opportunities to travel on a low budget by taking the bus or using ride sharing services. More information please visit the following:

www.meinfernbus.de and **<http://www.mitfahrgelegenheit.de>**

Traveling in Europe may be reasonable too if you plan your trips in advance. You can find cheap flights comparing at the following website

www.fluege.de

➤ **Free-time Activities**

○ **Event calendar**

There are a number of opportunities for students to engage in fulfilling leisure time experiences. To further explore the calendar of events please visit:

www.uni-saarland.de/aktuelles/presse/pms.html

○ **Sporting Activities**

The university offers a range of sporting opportunities throughout the week. For more information, please visit:

www.uni-saarland.de/hochschulsport

You have the opportunity to participate in a fitness class (for example ZUMBA) for free or pay a low fee per semester per course. You have three options for length of contract: 3 months, 6 months or a year. For more information, please visit:

www.uni-saarland.de/einrichtung/hochschulsport/unifit.html

○ **On-campus Movies**

Once a week during the semester the student council provides movies at a reduced rate:

www.asta.uni-saarland.de/unifilm/

➤ **Culture and Entertainment in Saarbrücken**

Saarbrücken has a variety of cultural offerings. The city center houses approximately 6 movie theaters, 4 museums and 3 large theaters. Local newspapers also provide a listing of daily programs. For more information, please visit:

www.live-magazin.de or www.theater-saarbruecken.de/start.html

Students may attend the theaters in town for free. For more information, please visit:

www.asta.uni-saarland.de/index.php/kostenlos-ins-staatstheater

➤ **Shops**

Official hours of operation:

- During the week and Saturdays 8 am – 8 pm
- Sunday and Public holidays Closed
- Shops open on Sundays four times throughout the year, please check online for updated information

➤ **Banks**

There are several banks to choose from when opening an account upon arrival in Germany, Deutsche Bank, Sparkasse, Santander Bank (on campus) and Bank1Saar (on campus). To open an account you will need your student ID card, passport and proof of residence in Germany (“Anmeldebestätigung”).

➤ **Credit and Debit Cards**

It is advisable to obtain a credit card from your home bank before your departure. Once you have opened an account you also have the choice of obtaining an EC card as long as you have the sufficient funds to support your account. Credit cards such as Master Card, VISA, Diners Club and American Express are also widely accepted within Germany.

➤ **Drinking Water**

It is important to note that in Germany carbonated water is more commonly drunk than uncarbonated water (“stilles Wasser”). Furthermore, people normally do not drink water from the faucet, although it is perfectly safe to drink. Please know that whenever someone asks for water (Wasser) it is assumed they are talking about bottled, carbonated water. If you do not want that, the word is Leitungswasser.

Electricity

Electricity voltage is 230V, 50 Hz. If you are considering bringing over any electronica device, please be aware that you may need an adaptor.

➤ **Media**

If you have access to a television you may wish to join a cable network. It is not expensive and it is an excellent way to improve your German.

- www.dw.de
- www.spiegel.de
- www.zeit.de
- www.sueddeutsche.de
- www.faz.net

➤ **Food**

The cheapest places to go grocery shopping are discount supermarkets such as Netto, LIDL or ALDI.

On Wednesdays, Fridays and Saturdays there are also farmer markets at „St. Johanner Markt“.

V. Links

🔗 City websites

www.saarland.de

www.saarbruecken.de

🔗 Transportation

www.saarvv.de – **app** for mobile phones!

www.saarbahn.de

www.bahn.de

www.mitfahrzentrale.de

www.mitfahrgelegenheit.de

www.meinfernbus.de

www.fluege.de

🔗 Accommodation

www.uni-saarland.de/accommodation

www.wggesucht.de

www.easywg.de

www.die-wg-boerse.de

www.wimdu.de

www.studenten-wg.de

🔗 Health Insurance

www.ikk-suedwest.de

www.aok.de

www.tk.de

🔗 Media

www.saarbruecker-zeitung.de

www.wochenspiegelonline.de

www.salve.de

www.sr-online.de

🔗 **Information on the German Government and Studying in Germany**

www.Bundesregierung.de

www.auswaertiges-amt.de/en

www.saarland.de/politik_verwaltung.htm

www.Goethe.de/r/dservlis.htm

www.bpb.de/

🔗 **Other Important Information**

www.daad.de/info-f-a/en/index.html

VI. Checklist

Here is a checklist for you to keep track of important tasks:

1. For the application

- Application for admission (exchange students: Please contact your home coordinator first)
- Transcript of academic records
- Letter of purpose (motivation to study at Saarland University)
- Letter of recommendation (from one of your professors)
- Application for accommodation (together with preferences)
- Application for German language course (not compulsory)

2. You should bring along with you

- Acceptance letter ("*Zulassungsbestätigung*")
- Proof of finances (blocked account details)
- Extra passport photos

We Look forward to welcoming you to campus!

All forms and information are also available on the website

<http://www.uni-saarland.de/overseas>