Welcome
International Beginners
Faculty of Engineering

*****Most important facts*****

Summer Semester 2023
We wish you a warm welcome!

The Faculty of Engineering welcomes you to FAU´s various introductory events for international students and ERASMUS-students - some online, some in presence.

On the following website you will find all introductory offers for the summer term 2023:

https://www.tf.fau.eu/studying/events-and-offerings-for-students/

Short overview about these events:

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
<th>Program</th>
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<tr>
<td>Welcome Week in March</td>
<td>6 – 12 March 2023</td>
<td>(in English)</td>
<td><a href="https://www.doc.zuv.fau.de//S-INTERNATIONAL/Aus_dem_Ausland/Welcome_Week_Programme/Welcome%20Week_Programme.pdf">Link</a></td>
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<tr>
<td>Welcome Week in April</td>
<td>4 – 16 April 2023</td>
<td>(in English)</td>
<td><a href="https://www.tf.fau.eu/studying/events-and-offerings-for-students/#collapse_0">Link</a></td>
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<tr>
<td>Welcome Day by the Faculty of Engineering</td>
<td>6 April 2023</td>
<td>(in English)</td>
<td><a href="https://www.tf.fau.eu/studying/events-and-offerings-for-students/#collapse_0">Link</a></td>
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<td>Introduction Bachelor´s Programs: in winter only</td>
<td>Except International Production Engineering and Management</td>
<td><a href="https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/#collapse_3">Link</a></td>
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<tr>
<td>Introduction Master´s Programs:</td>
<td>Specific Introductions for all Master’s Programs at the Faculty of Engineering</td>
<td>(in English or German according to the study program)</td>
<td><a href="https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/#collapse_4">Link</a></td>
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| Online library courses:                       | 23 and 24 March; 27 and 28 April | Details and registration: [Link](https://ub.fau.de/en/studying/advice-and-training/library-courses/)

Address
Student Service Center of Faculty of Engineering
Erwin-Rommel-Str. 60

Telephone
+49 9131 85 27850

Email
tf-stib@fau.de

Internet
First Steps in Erlangen – Checklist WS 2022/23
https://www.fau.eu/study/from-abroad/important-information/first-steps/

1) Opening a bank account: You can choose ANY bank. For more information and a better overview about different banks in Germany: https://www.kostenloses-konto24.de/girokonto-informationen/146-girokonten-fuer-auslaendische-studenten.html (in German). Please compare the different fees for students.

1. Copy of your passport
2. Form of the bank
3. Address in Germany
4. 144,00 euros cash (best case) to deposit it on the new account, so that immediate transfer of this amount for the enrolling at the university is possible. Transfer information at the end of the "Immatrikulationsantrag" ("Enrolment form"), you get from campo.fau.de. (You will not become enrolled when the money has not reached the bank account of the university.)
5. Bank transfer form for tuition fees, if possible.
6. In case you need a blocked account (= Sperrkonto) for your residence permit you can open it at this bank, too.

2) Health insurance document (electronically): (mandatory for enrolment)
Details: https://www.fau.eu/education/student-life/health-insurance/ The following insurances have offices in Erlangen: AOK, Barmer, DAK, DAK, Siemens, TK.

3) Signing your rental agreement:
1. Passport
2. Tenancy Agreement

4) Registration at the City (of your accommodation) – needed only when you are in Germany
For example in Erlangen: City hall ("Rathaus"), Rathausplatz 1, ground floor of the Town Hall, left hand side. Please take a number and wait for your turn. At the reception desk, you can get any other information regarding counselling service, contacts or city map.
1. Passport
2. Accommodation Certificate ("Wohnungsgeberbestätigung"). This document should be issued by your landlord.
3. Certificates indicating your civil status (only if you are coming to Germany with your spouse or children and register as a family!)
More information: https://erlangen.de/service/365 (in German only)

5) Enrolment at FAU at Studierendenverwaltung (Studentenkanzlei)
Details: https://www.fau.eu/education/application-and-enrolment/deadlines-and-documents-for-enrolment/ Please enroll as it is stated in your admission documents from campo.fau.de, by post or email. It is no longer possible to enroll in person.
1. Signed Enrolment form ("Onlineantrag auf Einschreibung"; available in campo.fau.de) (scanned copy)
2. School certificate of qualification for university entrance – (in case of enrolment per post: certified copy; per email: scanned copy). If the original certificate was not issued in German, English, or French, a certified translation is required.
3. Your latest diploma/Bachelor Degree Certificate – (in case of enrolment per post: certified copy; per email: scanned copy). If the original certificate was not issued in German, English, or French, a certified translation is required.
4. Electronic confirmation of health insurance (known as M10). Apply for it at your health insurance provider quoting FAU’s reference number (H0001887). The health insurance company will then send a digital copy directly to FAU.
5. Confirmation of semester fee payment (e.g. bank transfer confirmation, bank statement. The following data should be visible: account holder, IBAN, BIC, date of bank transfer, payment reference, and amount paid. All other data can be redacted.)
6. Passport – (in case of enrolment per post or email: copy of passport)
7. Admissions letter from FAU (scanned copy)

6) Residence Permit (Only Non-EU Citizens) – needed only when you are in Germany
Ausländerbehörde, City hall ("Rathaus"), e.g. Erlangen: Rathausplatz 1, Room 220, 2nd floor. Please arrange an appointment (after receiving the enrolment papers) by phone or email to auslaenderbehoerde@stadt.erlangen.de
1. Passport
2. Admissions letter and enrolment certificate of the FAU
3. Completed Form "Application for Residence Permit"
   You can take an electronic speed capture photograph (valid for 24 hours) for a few euros directly at the city hall in Erlangen.
5. The confirmation of health insurance (only students older than 30)
6. Confirmation of secured financing for one year (scholarship certificate, letter of parents or similar, or blocked account)
7. Completed registration at the City of Erlangen (or rather of your accommodation)
8. 110 euros (per year) cash for the registration

7) Liability insurance (= “Haftpflichtversicherung”): HIGHLY recommended (Inexpensive: 50-100 Euro per YEAR only) https://www.fau.eu/research/welcome-centre/formalities/insurance/
Covers damages, you caused accidentally.

Address
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Erwin-Rommel-Str. 60
Telephone
+49 9131 85 27850
Email
stib@fau.de
Internet
IMPORTANT LINKS

First Steps: https://www.fau.eu/study/from-abroad/important-information/first-steps/
Introductory events: https://www.fau.eu/start-of-the-semester/
Semester dates: https://www.fau.eu/study/current-students/semester-dates/
Student Identity Card (FAUcard): https://www.fau.eu/card/
Semester Ticket: https://www.fau.eu/study/programme-start/semester-ticket/
Students Records Office: https://www.fau.eu/study/current-students/student-records-office/
Student Service Center Faculty of Engineering: https://www.tf.fau.eu/studying/office-for-student-information-and-advice-stib/
Examination Office: https://www.fau.eu/study/current-students/examination-matters/examinations-office-faculty-of-engineering/
Individual Support Services: https://www.fau.eu/study/current-students/support-services/
FAU Language Center: https://sz.fau.eu/department-german/
Student Groups: https://www.tf.fau.de/studium/studentische-gruppen/ (in German only), https://stuve.fau.de/gruppen/ Esp. for internationals: https://www.facebook.com/FV1er/

FAU-Databases and important FAU Portals:

All important portals: FAU IDM, Email, WLAN, CIP-Pools, Campo, Studon, …: https://www.fau.eu/education/study-organisation/manage-your-studies-online/
https://www.rrze.fau.de/infocenter/kontakt-hilfe/neu-an-der-fau/#collapse_1 (in German only)
IDM-Video: https://www.youtube.com/watch?v=eqB3hvWdz0U

People and addresses (UNIVIS): https://univis.fau.de
Lectures, examinations, certificates, grades, and more (CAMPO): https://www.campo.fau.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces
E-learning and more (STUDON): https://www.studon.fau.de

General

FAU: https://www.fau.eu/ and Faculty of Engineering: https://www.tf.fau.eu/