



Welcome
International Beginners
Faculty of Engineering
*******Most important facts*******
Winter Semester 2023/24

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

Telephone
+49 9131 85 27850

Email
tf-stib@fau.de
Internet
<https://www.tf.fau.eu/studying/office-for-student-information-and-advice-stib/>

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 winter term 2023/24:

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



Short overview about these events:

4 – 8 September 2023 Welcome Week in September **(in English)**

4 – 13 October 2023 Welcome Week in October **(in English)**

Program for both: Coming soon

5 October 2023 *Welcome Day by the Faculty of Engineering (in English)*

Program: https://www.tf.fau.eu/studying/events-and-offerings-for-students/#collapse_0

Introduction Bachelor's Programs:

Program: https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/#collapse_3

Introduction Master's Programs:

Specific Introductions for all **Master's Programs** at the Faculty of Engineering
(**in English or German** according to the study program)

Program: https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/#collapse_4

Information library:

6 September 2023 Online-Library and Catalogue Basics for International Students

Details and Registration: <https://ub.fau.de/schulungen/library-und-catalogue-basics/>

More library courses in person: <https://ub.fau.de/en/studying/advice-and-training/library-courses/>

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First Steps in Erlangen – Checklist WS 2023/24

<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. **67 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](https://www.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, 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](#) DE", [EN](#)). 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) Enrollment 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](https://www.campo.fau.de), by post or email. It is no longer possible to enroll in person.

1. **Signed Enrollment form** ("Onlineantrag auf Einschreibung"; available in [campo.fau.de](https://www.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.
4. 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.
5. 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.
6. 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.)
7. Passport – (**in case of enrolment per post or email:** copy of passport)
8. 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 send the down mentioned documents to 332-2@stadt.erlangen.de and ask for an appointment (**after** receiving the FAU enrolment papers)

1. Passport with immigration stamp
2. Copy of the visa
3. Admissions letter and enrolment certificate of the FAU
4. Completed Form "Application for Residence Permit" (https://erlangen.de/uwao-api/faila/files/bypath/Dokumente/PDF-Formulare/33_Buergeramt/Antrag_Erteilung_AE.pdf)
5. **Biometric** Passport Photograph (<https://www.persofoto.com/lexicon/passport/how-do-i-make-a-biometric-passport-photo/>)
You can take an electronic speed capture photograph (valid for 24 hours) for a few euros directly at the city hall in Erlangen.
6. The confirmation of health insurance (in case of a private insurance confirmation of this as well)
7. Confirmation of secured financing for 24 months (scholarship certificate, letter of parents or similar, or blocked account at least 11.208 €)
8. Completed registration at the City of Erlangen (or rather of your accommodation)
9. About 110 euros (per year) cash for the registration

7) Liability insurance (= "Haftpflichtversicherung"): HIGHLY recommended (50-100 Euro per YEAR only)

<https://www.fau.eu/research/welcome-centre/formalities/insurance/>. Covers damages, you caused accidentally.

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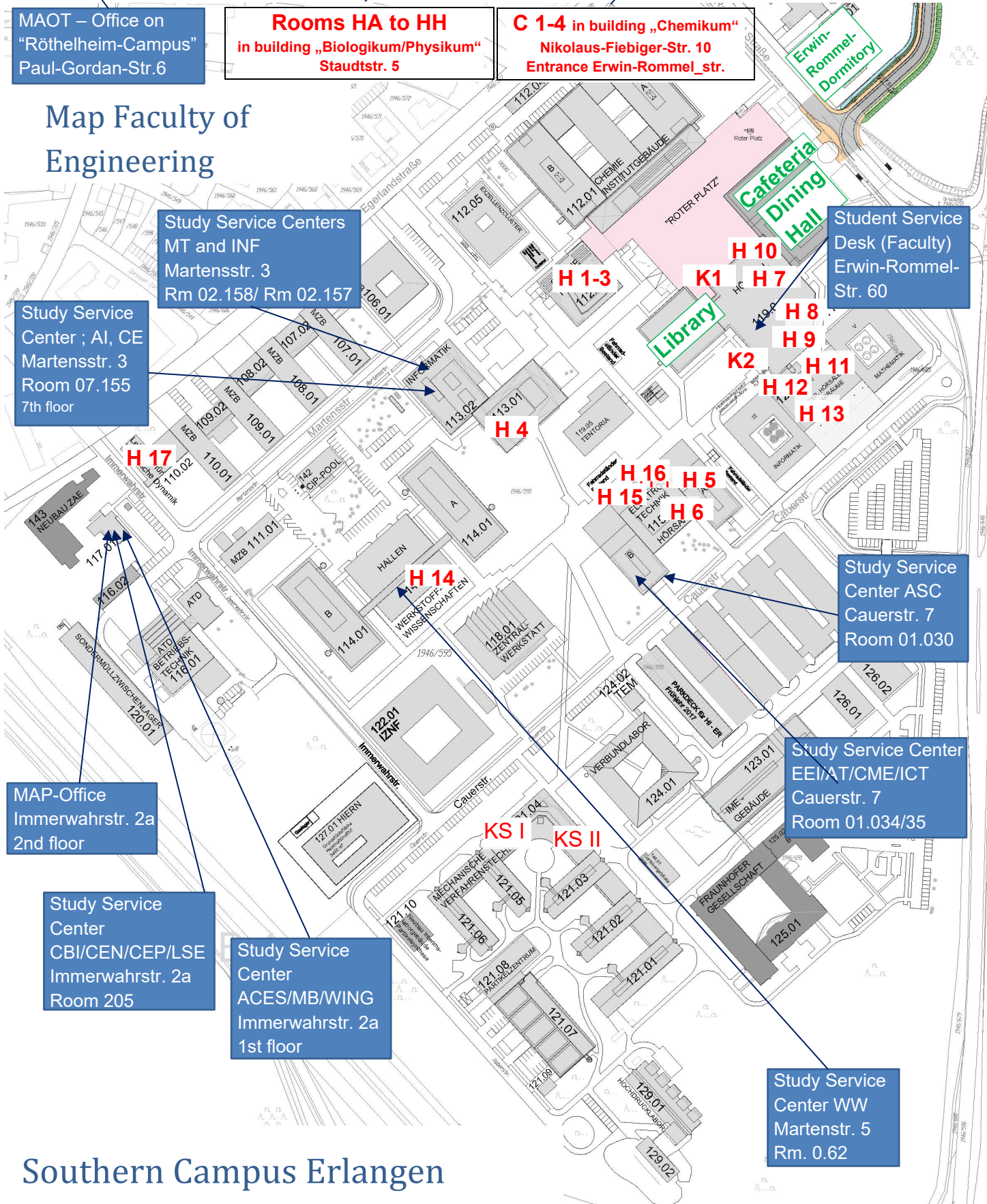
Email
tf-stib@fau.de
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MAOT – Office on
"Röthelheim-Campus"
Paul-Gordan-Str.6

Rooms HA to HH
in building „Biologikum/Physikum“
Staudtstr. 5

C 1-4 in building „Chemikum“
Nikolaus-Fiebiger-Str. 10
Entrance Erwin-Rommel_str.

Map Faculty of Engineering



Study Service Centers
MT and INF
Martensstr. 3
Rm 02.158/ Rm 02.157

Study Service
Center ; AI, CE
Martensstr. 3
Room 07.155
7th floor

Student Service
Desk (Faculty)
Erwin-Rommel-
Str. 60

Study Service
Center ASC
Cauerstr. 7
Room 01.030

Study Service Center
EEI/AT/CME/ICT
Cauerstr. 7
Room 01.034/35

MAP-Office
Immerwahrstr. 2a
2nd floor

Study Service
Center
CBI/CEN/CEP/LSE
Immerwahrstr. 2a
Room 205

Study Service
Center
ACES/MB/WING
Immerwahrstr. 2a
1st floor

Study Service
Center WW
Martensstr. 5
Rm. 0.62

Southern Campus Erlangen

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IMPORTANT LINKS

First Steps: <https://www.fau.eu/education/international/from-abroad/important-information/first-steps/>

Introductory events: <https://www.fau.eu/start-of-the-semester/>

Semester dates: <https://www.fau.eu/education/study-organisation/semester-dates/>

Student Identity Card (FAUcard): <https://www.fau.eu/card/>

Transport. Ticket (29 euros): <https://www.fau.eu/education/student-life/semester-ticket/>

Student Service Center Faculty of Engineering:
<https://www.tf.fau.eu/studying/advice-and-services/office-for-student-information-and-advice-stib/>

Students Records Office: <https://www.fau.eu/education/advice-and-services/student-records-office/>

Examinations Office:
<https://www.fau.eu/education/advice-and-services/examination-offices/examinations-office-faculty-of-engineering/>

Individual Support Services: <https://www.fau.eu/education/advice-and-services/support-services/>
<https://www.fau-gesund.fau.de/beratungsstellen-fuer-studierende/> (In German only)

Libraries: <https://ub.fau.de/en>, video: <https://www.youtube.com/watch?v=4dGGO1ZDGas>
Library courses and tours: <https://ub.fau.de/en/studying/advice-and-training/library-courses/>

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/FVlerl/>

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/>

Franconia: <https://www.frankentourismus.com/> , <https://en.wikipedia.org/wiki/Franconia>

Metropolregion Nürnberg: <https://www.metropolregionnuernberg.de/en>