



Info and Tips for Your Time at the University of **Bonn**







Welcome!

**Dear international students
and doctoral students,**

Welcome to the University of Bonn! You are now all set to become part of our University, and we are very much looking forward to you making it a richer and more vibrant place—both through your contributions to our research and through the diverse perspectives that you will bring with you and contribute from all over the world. With its more than 200 years of tradition, the University of Bonn is synonymous with world-renowned research at the highest level. Many of our departments have earned a stellar reputation in comparisons with both national and international competition. This is partly why we are one of 11 Universities of Excellence in Germany and are clearly among Europe's top universities according to a number of prestigious rankings. Together with our partners across the world, one of our aims in teaching and research is to help overcome some of the major economic, technological and societal challenges of the future through our joint efforts.

I am confident that you will quickly get used to life in our international city of Bonn and feel comfortable here. Bonn is not only a hub for science and academia, but also the German city of the United Nations, a seat of Germany's federal government and home to many global organizations and businesses. You will find people from more than 140 countries here, who appreciate the excellent standard of living in this beautiful part of the world, nestled alongside the Rhine in the heart of Europe. I would be delighted to meet you in person at the next possible opportunity—please do not hesitate to come and talk to me. Until then, all the best!

Sincerely,

A handwritten signature in blue ink that reads "Michael Hoch". The signature is written in a cursive, flowing style.

Prof. Dr. Dr. h.c. Michael Hoch, Rektor





The University of Bonn

The University of Bonn was founded in 1818 and now ranks among Germany's leading universities. It was one of the first Prussian universities to introduce Wilhelm von Humboldt's ideal of education as a holistic combination of research and teaching. Nowadays, it is a modern, full-fledged classic university of the arts and sciences with a strong track record in research and seven faculties: the Faculties of Catholic and Protestant Theology, the Faculty of Law, the Faculty of Medicine, the Faculty of Arts, the Faculty of Mathematics and Natural Sciences and the Faculty of Agriculture. It has some 32,000 students studying almost 250 academic disciplines.

The University is embedded in Bonn's urban fabric, with its institutes and hospitals spread across the city. There are other university campuses in the city center as well as in the Poppelsdorf, Endenich and Castell districts. The University of Bonn works closely with the University Hospital Bonn on Venusberg and a range of non-university research organizations and non-research academic institutions maintained by government and administrative organizations as well as foundations and other organizations. The Faculty of Agriculture at the University of Bonn also runs a number of teaching and research units in the Bonn area.

Overview

Following admission

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Before arrival

- Plan your **journey to Bonn** (plane, train, bus) (p. 11)
- Take out **travel health insurance** if required
- Find a **room/ apartment**; check and sign your rental contract; pay your security deposit and first month's rent (p. 16)
- Sign up to the **Study Buddy** or **Pro Buddy program** (p. 13)
- Agree a date and time to **move in** and get your keys

Before enrolling

- Find out how the **enrollment process** works and what documents you need (p. 19)
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After registering with the city authorities

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Before the end of the semester

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- Check your **departure date** and give notice on your accommodation if required (get your deposit back and agree a time and date for moving out) (p. 47)
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- Cancel your (German) **health insurance** if applicable
- Close your **bank account** if applicable

Before you arrive

We have put together a video that explains the most important planning steps to take before arriving in Bonn: uni-bonn.de/io-before-arriving-at-the-university

Visa and residence permit

Once you have received your letter of admission from the University of Bonn, you will be able to ask the German embassy or consulate in your home country or country of residence whether you will need a visa. If so, you may also be able to apply for one there and then. Students who are EU/EEA nationals do not need a visa. You can find the addresses of Germany's embassies and consulates and details of entry requirements on the website of the German Federal Foreign Office, which also provides information on the country-specific criteria for issuing a visa.

Applying for a residence permit

Students from non-EU/EEA countries who will be staying in Bonn for more than three months must apply for an electronic residence permit (eAT) from the city's immigration authority. If your visa covers the entire duration of your stay, then you do not require an eAT. To apply for your residence permit, you will need to fill out the form that you will find on the immigration authority's website. Once you have submitted your application, you will get confirmation of receipt followed by details of what documents you will need to provide so that your application can be processed. Please note that this can take a relatively long time.

Federal Foreign Office
auswaertiges-amt.de/en/visa-service/visabestimmungen-node

Immigration Office in Bonn
Oxfordstraße 19, 53111 Bonn
antrag-auslaenderamt@bonn.de

A different immigration office might be responsible for you depending on where you live.



Since March 01, 2024, residence permits for study purposes have generally been issued for two years and will need to be extended if necessary. Please apply to the Immigration Office for an extension in good time (around three months before your permit is due to expire). The application form contains a question on your academic success, which you will need to ask your degree program coordinator(s) to sign. Doctoral students will need to submit a letter from the professor supervising them.

Please note: Please do **not** enter the country on a Schengen or tourist visa! A tourist visa cannot be converted into a visa or residence permit for educational purposes.

Apply for a residence permit
international.bonn.de/services/formalities/residence-permit

More information about visa and residence regulations:
uni-bonn.de/io-visa-and-residence-regulations



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Bonn
Hauptbahnhof

SWISS



2017



Getting here

By train and bus

Deutsche Bahn (DB) is the largest rail operator in Germany, although there are also many other rail companies. Together, they operate local trains (S-Bahnen), regional services (RE and RB) and long-distance routes (EC, IC and ICE).

Verkehrsverbund Rhein-Sieg (VRS) operates services in the Cologne and Bonn region, while the transport company for the city of Bonn is called SWB Bus und Bahn. Bonn is also served by long-distance buses such as Flixbus. All these companies provide free apps for planning your journeys.

- ▶ int.bahn.de/en
- ▶ swb-busundbahn.de/en/english
- ▶ vrs.de/en/drive/timetable-service

By plane

The “Airport-Express, SB 60” quick bus is the best way to get to Bonn from Cologne Bonn Airport. You can buy tickets from the machine at the stop or from the driver on board (ideally in cash). Please note that, although a Deutschlandsemesterticket will get you a discount on the Airport-Express, you will still need to pay a surcharge.

Travel cancellation insurance

Tip: We recommend taking out travel cancellation insurance, which will reimburse some or all of your costs if you are unexpectedly prevented from traveling or if anything else untoward occurs.



Preparation

Many students go abroad to learn another language, immerse themselves in a different culture and see a new part of the world. To make the arrival process easier, it is important for you to gear yourself up for your stay abroad in advance by finding out all you can about what awaits you. One way of doing this is to get in touch with students at the University of Bonn or other German higher-education institutions.



Erasmus Student Network (ESN)
bonn.esn-germany.de

German students are generally extremely keen to learn more about other cultures and happy to meet future students to share their advice and experience. The Study Buddy and Pro Buddy programs allow you to make contact with students and doctoral students at the University of Bonn even before you get here.

- ▶ uni-bonn.de/study-buddy (for students)
- ▶ uni-bonn.de/pro-buddy (for doctoral students)

Another way to prepare yourself for your trip is to read international newspapers or blogs in either English or German. We would also recommend the “study-in.Germany” blogs, which will tell you what the important issues currently are in Germany’s social and political life. You can find the latest information on Germany on the Deutsche Welle website, which also has an area where you can learn German.

- ▶ study-in-germany.de/en
- ▶ dw.com
- ▶ learngerman.dw.com/de/learn-german/s-9095

There are also a great many student organizations in Bonn that can help you get used to your new home. You are welcome to follow the University of Bonn on Instagram or Facebook to keep up to date about events at the University and in the city.

- ▶ asta-bonn.de/Services#Student_Groups
- ▶ instagram.com/universitaetbonn
- ▶ facebook.com/unibonn

Student groups such as the Erasmus Student Network (ESN) organize a wide range of activities to help international students familiarize themselves with their new surroundings. Alongside their regular program during the lecture period, they also arrange various events during the Welcome Days and at the International Club.

Welcome Days

uni-bonn.de/welcome-days

Welcome Days

Every semester, the University of Bonn's International Office organizes the Welcome Days to welcome new international students and doctoral students to Bonn and give them an introduction to the German university system. They are usually held in the last few weeks before lectures start and consist of various events and talks that cover a wide range of academic and social issues and that provide help with dealing with the authorities. The various departments also host introductory events. We recommend going to these orientation events, as they are also an opportunity to get to know other students and make it easier to get used to everyday life in Bonn. You can find further information on the University website.

International Club

uni-bonn.de/international-club

International Club

The International Club is a meeting point for University of Bonn students and doctoral students from Germany and abroad. The club organizes a varied range of exciting events during the lecture period where participants can meet new people and get to know other cultures.

Certificate of Intercultural Competence

uni-bonn.de/certificate-intercultural-competence

Certificate of Intercultural Competence

The Certificate of Intercultural Competence is an extracurricular qualification awarded by the University of Bonn in recognition of international experience, participation in language courses and other courses with an international flavor as well as involvement in international clubs or projects.

While you are studying at the University of Bonn, you can attend intercultural training sessions during the semester. You are welcome to come along in order to share your experiences and reflect on them together with German and international students.

The “Bonnews” newsletter

The International Office provides information on upcoming events, ideas for excursions and much more in its fortnightly newsletter.

Click here to subscribe
uni-bonn.de/bonnews



Accommodation

Finding somewhere to live in Bonn can take several weeks or even longer, so the International Office would like to assist you in your search.

Signing a rental contract and moving in

Whether you are taking a room in a dormitory or a private apartment, you will need to sign a rental contract. This will specify all the main terms and conditions of your tenancy, particularly how much rent, ancillary costs and security deposit you will pay, how long the lease is for and how much notice you will need to give. Please read your rental contract through carefully and make sure that you ask if there is anything you do not understand.

Moving into a room of the Studierendenwerk

Students and doctoral students can apply for a dormitory place if they are being enrolled. You can only move into a dormitory once you have signed your rental contract and have paid your deposit and first month's rent by bank transfer. The facility management team responsible for the dormitory will arrange your move. The relevant people are generally only available from Monday to Friday until around 04:00 pm. You will therefore need to contact the relevant facility management team in good time to fix a date and time to get your room and keys and should not plan to arrive during the weekend or on a public holiday.

When you move into your Studierendenwerk Bonn dormitory room, you will sign a handover log with the facility management team. Any issues (e.g. damaged furniture or blown light bulbs) that are identified can be fixed there and then. We recommend signing a handover log when moving into any kind of accommodation.

Tip: If you have been given a dormitory room by the Studierendenwerk, we recommend buying a Dorm Basic Set. You should arrange this before you arrive so that it will already be ready for you when you move in.

- ▶ studierendenwerk-bonn.de/en/accommodation
- ▶ studierendenwerk-bonn.de/en/international-matters-culture/dorm-basic-set





Lease term and notice period

When you sign a rental contract, please make sure that the month in which you are planning to move out is correct. If not, correct it accordingly so that you will not have to pay rent for longer than you need to. The standard notice period in Germany is three months.

International tutors in dormitories

In Studierendenwerk dormitories, you can go to the international tutors with problems about your accommodation. These volunteers look after international students and can also lend a hand when you arrive. The notice boards in your dormitory will have a list of all the tutors, including network tutors, for example, who can help you set up your Internet.



Rent and deposit

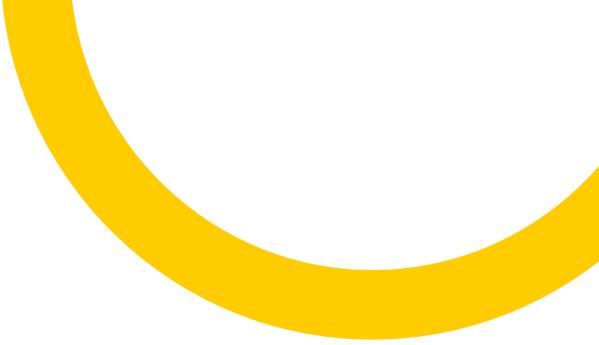
When you sign your rental contract, you will need to pay your first month's rent plus a security deposit, which is generally equal to two to three months' rent. You will usually have to pay rent on your room or apartment for a full month even if you do not move in until part-way through that month. If you have rented a dormitory room, your monthly rent will be collected from your bank account via direct debit from the second month onward. You will give the Studierendenwerk a direct debit authorization for this purpose.

Further information on housing:

uni-bonn.de/housing

Further information on accommodation, registering with the city authorities and the broadcasting fee:

uni-bonn.de/io-accommodation-city-registration-broadcasting-fee



At the start of your stay

Enrollment

You will need to enroll (i.e. register) at the start of the semester in order to be able to study at the University of Bonn. Doctoral students can also enroll mid-semester. Please read the latest updates on the enrollment process. Program students (Erasmus, Global Exchange Program, Fulbright, Studienbrücke+, etc.) will follow their own enrollment rules depending on their program. You will receive all the relevant information by email from your respective program coordinators. International master's students and doctoral students will be sent their enrollment information together with their letter of admission, while doctoral students will get theirs from the doctoral office. Students should read the information on health insurance on the following pages.

Application, admission and enrollment

uni-bonn.de/application-admission-and-enrollment

Semester fee

When you enroll, you will be sent an email containing payment details for the semester fee, which all University of Bonn students are required to pay. **This is not an enrollment or tuition fee!** You can find details of what the fee is used for on the University of Bonn website. You should pay your semester fee by bank transfer as soon as possible. **Please ensure that you give your student ID number as a reference when making your bank transfer!**

Re-registration

If you wish to stay at the University of Bonn for more semesters, you must re-register for each one. You do so by paying your semester fee for the upcoming semester by bank transfer by the deadline indicated. The deadlines are published on the University of Bonn website. After you have paid, you will be able to find your Uni-ID via the Study Service portal. You will then need to activate this once only on the University IT website in order to access your student ID (Uni Bonn App), your University email address, BASIS and other services.

- ▶ uni-bonn.de/en/studying/application-admission-and-enrollment/costs
- ▶ uni-bonn.de/en/studying/consultation-and-service/student-registry/re-registration
- ▶ studien-service.uni-bonn.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces

The Uni Bonn App

Once you have received and activated your Uni-ID, you will find your digital student ID and Deutschlandsemesterticket in the Uni Bonn App, which you can also use to view canteen menus. The University website has instructions on how to activate your IDs and tickets in the app.

The Uni Bonn App
uni-bonn.de/app



Health insurance

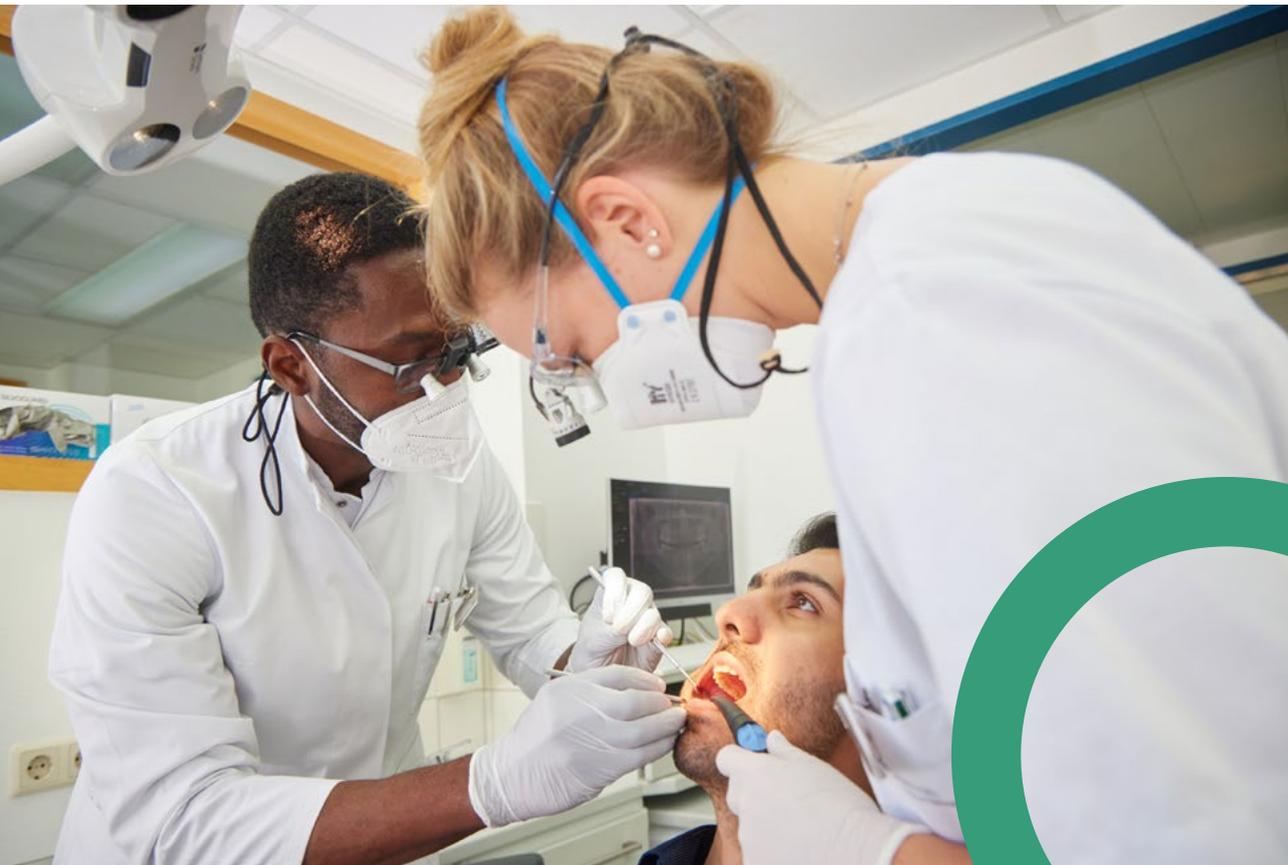
The law requires students in Germany to take out health insurance. You will need to prove that you have a valid health insurance policy in order to enroll at a German university. Doctoral students do not need to provide proof of a health insurance policy when enrolling.

Germany has signed social insurance treaties with some countries, including the member states of the European Union (EU) and European Economic Area (EEA). This means that, if you hold statutory health insurance in your home country, you can have this cover recognized by a statutory health insurer in Germany. However, you should find out what documents you will need for this before you leave your home country. For students, this will usually be a European Health Insurance Card (EHIC), which you can request free of charge from your health insurer.

Please note: If you are an EU or EEA national studying in Germany and you take a part-time student job or paid internship, you will need to take out insurance with a German health insurer. There are only a few countries that are exempt from this rule, so check with your health insurance provider.

For students from non-EU/EEA countries

If you do not have a valid health insurance policy, you will need to take one out with a German health insurer or arrange international health insurance in your home country. The University must receive confirmation from a statutory health insurer in order to enroll you. Please contact a statutory health insurance provider, quoting the sender number **H0001178**, and let them know that you intend to enroll at the University of Bonn. We need to receive an electronic confirmation of your status of health insurance cover from your health insurance provider by the time of enrollment at the very latest. You must contact your health insurer in good time. If you are exempt from the obligation to hold statutory health insurance, a health insurer will likewise need to let the Student Registry know. Please be aware that this insurance cover must include certain benefits in order to be recognized. If you are in any doubt, get in touch with the advice teams at the statutory health insurers in Germany.

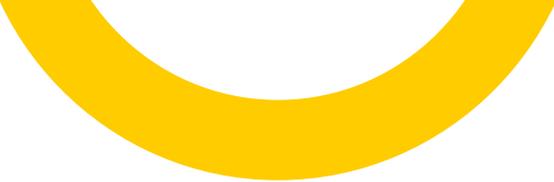


If you opt for German health insurance, you can choose between a statutory and a private insurance policy. Statutory health insurance costs around €130 a month and is available until you turn 30. The standard rate for statutory health insurance is higher than the student rate for private health insurance. We recommend comparing the premiums for various private health insurance policies. You should also ask a statutory health insurer whether voluntary health insurance is an option. Doctoral students who have signed a work contract with the University of Bonn will usually be covered by mandatory statutory health insurance. You can only switch from private to statutory health insurance under certain conditions, e.g. if you have a work contract. Please note that a German health insurance policy will only cover you from the beginning of the semester, i.e. from October 01 or April 01 onward. You should therefore make sure you have sufficient insurance cover, such as travel health insurance, if you are arriving beforehand.

Please note: In Germany, anyone who causes damage, harm or injury to a third party is obliged to pay damages out of their own pocket, e.g. in the event of injury or property damage. We would therefore strongly recommend taking out personal liability insurance.

More information on insurance is available on the University of Bonn website and the website of the Deutsches Studierendenwerk.

- ▶ uni-bonn.de/en/studying/application-admission-and-enrollment/insurance-for-students
- ▶ studierendenwerke.de/en/topics/student-finance/costs-of-study/insurances-for-students



Medical assistance

If you are ill, you can go straight to a general practitioner during their office hours or book an appointment. It is best to phone in advance in order to avoid lengthy waiting times. Be aware that most practices in Germany are closed on Wednesday afternoons. If you would like to see a specialist, please note that you may need a referral from a general practitioner. In the event of a serious accident or emergency, you can call the ambulance service at any time of day or night (phone: 112). If you are able to walk, you can go to the emergency department at the nearest hospital.

Mental health emergencies

If you realize that you are no longer able to cope with a certain situation on your own or are experiencing a crisis, do not hesitate to seek help and contact one of the following advisory services:

Psychotherapy counseling center at the Studierendenwerk
[studierendenwerk-bonn.de/en/counselling-social-affairs/
psychological-counselling-centre](https://studierendenwerk-bonn.de/en/counselling-social-affairs/psychological-counselling-centre)

Psychological counseling from the Central Study Advisory and Counseling Service
uni-bonn.de/en/studying/consultation-and-service/psychological-and-social-counseling/psychological-counseling

General Students' Committee (AStA) of the University of Bonn, Social Services Department
asta-bonn.de/Psychosoziale_Beratung

**The University Hospital Bonn emergency center is open
24 hours a day, 365 days a year for all serious emergencies.**

University Hospital Bonn
Venusberg-Campus 1, 53127 Bonn, Building 24
ukbonn.de/akut-und-notfallmedizin

Medical on-call service (Wednesday afternoons,
nights and weekends): **Phone: 116 117**

Out-of-hours pharmacies
emergency pharmacy services
aponet.de

Medical practices in Bonn
kvno.de

In an emergency

Emergency phone numbers
(nationwide):

Police: 110

Fire service: 112

Ambulance service: 112

Register with the city authorities

You are required by law to report to the city registration office. At least two weeks after you move into accommodation, you will need to visit the office in person and present a valid address. A valid address in this context is a place of residence where you can receive mail and be contacted in person. Addresses of hotels, youth hostels, etc. do not count. You should contact the city registration office in Bonn City Hall (Stadthaus) if you live within the city limits or Citizen Services (Bürgerservice) in Siegburg if you live in the Rhein-Sieg district.

If you move elsewhere in the same city, you have two weeks to re-register with your new address. If you move to another city in Germany, you will automatically be deregistered from your old address when you register with your new one.

Please note: if you are given an appointment that is more than two weeks after you moved in, this will not normally be a problem as the authorities are aware of the high demand for appointments at the start of a semester. However, bear in mind that you will also need your confirmation of registration for other purposes, e.g. to open a German bank account or apply for a residence permit.

Make an appointment

After making your booking, you will receive an email with your appointment number. Make a note of this and bring it with you to the reporting office when you come for your appointment.

Remember: you can always ask your Study Buddy for help if you need any.

Tip: you can book your appointment before you even arrive if you are moving into a room with a valid address as soon as you get here. In addition, canceled appointments are automatically freed up again daily around 07:30 am for later on in the same day, allowing you to get an appointment sooner.

Bonn city registration office

Address:

Stadthaus
Berliner Platz 2
53111 Bonn

Appointments:

[international.bonn.de/
services/formalities/how-to-
make-an-appointment](https://international.bonn.de/services/formalities/how-to-make-an-appointment)

Citizen Services in Siegburg

Address:

Kreisstadt Siegburg
Bürgerservice
Holzgasse 28-30
53721 Siegburg

Appointments:

termin.siegburg.de



You go along to City Hall at your agreed time

Bonn city registration office

Berliner Platz 2, 53111 Bonn

What do you need to bring with you?

- ▶ Your passport or ID card (for EU nationals)
- ▶ Your completed registration form
- ▶ Your lessor's certificate (Wohnungsgeberbestätigung)

The lessor's certificate is a written confirmation from your landlord. If you are going to be living in one of the Studierendenwerk Bonn dormitories, you will receive the lessor's certificate from facility management when you move in.

Marriage certificates and children's birth certificates from other countries will need to be translated as well as legalized/apostilled. This will depend on which country issued the document in question.

What will you receive?

- ▶ Confirmation of registration
- ▶ Personal tax ID number (by mail after one to four weeks)

Further information on accommodation, registering with the city authorities and the broadcasting fee:

uni-bonn.de/io-accommodation-city-registration-broadcasting-fee

Registration form

bonn.de/medien-global/amt-33/Registration-neu.pdf

Lessor's certificate

bonn.de/medien-global/amt-33/33_4_065_Wohnungsgeberbestaetigung.pdf

Broadcasting fee

This radio and TV license fee costs €18.36 per month and must be paid by every household as a basic principle. A dormitory room is also deemed to be a single household, even if the kitchen is shared. In shared accommodation, however, the fee only needs to be paid once by one person—everyone else can use the fee number of the person making the payment. Once you have registered with the City of Bonn’s registration office (Einwohnermeldeamt), you will receive a letter from “ARD ZDF Deutschlandfunk Beitragsservice” asking you to “anmelden” (register).

Further information on accommodation, registering with the city authorities and the broadcasting fee:

uni-bonn.de/io-accommodation-city-registration-broadcasting-fee

Bank account

If you want to open a bank account, simply visit the bank of your choice to find out your options.

What do you need to take with you?

- ▶ Your passport or ID card
- ▶ Your letter of admission, student ID or other proof that you are studying at the University of Bonn
- ▶ Your confirmation of registration from the city registration office
- ▶ Your personal tax identification number (“TIN” or “tax ID” for short)

What will you be given?

- ▶ A bank account, which you can use for payments such as your rent and insurance premiums
- ▶ A debit card from your bank

You can use this to pay at supermarkets and withdraw cash from your account, for example. Make sure that you use an ATM whose services are provided free of charge by your bank or one of its partner banks, otherwise you may be charged substantial fees.

Bank accounts for students or young people tend to be free or charge only minimal fees. Please contact your chosen bank directly to find out the exact costs.

You will need to provide your personal tax identification number in order to open a bank account (although you may be able to submit it retrospectively in certain circumstances). This will be mailed to you automatically after you register at the city registration office. The whole process can take between one and four weeks. If you are planning to open a bank account in Germany, therefore, please bear this wait time in mind and find out what you will need to present to your chosen bank. Make sure that you can also access money without a German bank account (or until you are able to open one, as the case may be), e.g. to make your first rent payment.

Tip: If your debit card or another bank card is lost or stolen, get it blocked immediately by calling the emergency blocking hotline on 116 116 (24 hours). **Note down the number of your debit card and other bank cards in advance.**

Blocked account (at a bank)

Many international students from non-EU countries will need a blocked account at a bank to prove (to embassies or immigration offices) that they have sufficient financial resources. A blocked account is one that will not permit any transactions until the day you arrive in Germany. Please see the website of the German Federal Foreign Office for more information.

Further information on financial matters:
uni-bonn.de/io-financial-matters

Information about blocked account
auswaertiges-amt.de/en/sperrkonto/388600

Living expenses

Germany uses the euro (€). Although you can pay by debit or credit card in most shops, in restaurants and in cafés, there are some places that only take cash or apply a minimum threshold to card payments. In other words, it is a good idea to always have some cash on you.

Your living expenses will run to around €800–€1,000 a month, naturally depending on your individual lifestyle and what kind of accommodation you are in. You will need to pay for:

- ▶ Accommodation/Rent: €300–€560
- ▶ Food: €200
- ▶ Laundry, clothes, hygiene products: €80
- ▶ Health insurance: €130
- ▶ Books: €40
- ▶ Cell phone, hobbies, sporting activities: €90

You will also need to pay the semester fee to the University every semester.

Overview of potential living expenses:

uni-bonn.de/en/studying/application-admission-and-enrollment/costs

Further information on financial matters:

uni-bonn.de/io-financial-matters





During your stay

The academic year

At German universities, the academic year is divided into two semesters, a winter semester running from October 01 to March 31 and a summer semester from April 01 to September 30.

All key semester dates

uni-bonn.de/key-semester-dates

**Oct 01–
Mar 31**

Winter semester

**Apr 01–
Sep 30**

Summer semester

Lectures start roughly a week after the beginning of the semester and end in early to mid-February (winter semester) or mid- to late July (summer semester). Outside the lecture period, i.e. between each semester, students write term papers, prepare themselves for examinations or gain career experience through internships.

Intensive pre-semester German courses

You will usually begin your studies in Bonn in October or April. The University's International Office offers you intensive online German courses geared toward preparing you linguistically and culturally for studying at the University and living in Bonn before the semester actually starts. You can find out more about the intensive German course on the "Learning German" web page.

Intensive pre-semester

German course

uni-bonn.de/learning-german



Welcome Days

Alongside its intensive German courses, the International Office also runs Welcome Days to help you get started on your studies and find your way around your new home in Bonn.

Welcome Days
uni-bonn.de/welcome-days

How studies are organized in Bonn

The University offers a wide range of courses spread across nearly 250 degree programs. Between them, the seven faculties teach the full spectrum of the humanities, social and natural sciences, medicine and law. You can pick from the range of courses that forms part of your degree program as standard as well as take courses offered by other departments in some cases. Teaching is generally done in German, although some departments offer courses in English. All courses are listed in BASIS, the University's electronic course catalogue.

Electronic course catalogue
basis.uni-bonn.de





Degree programs and courses

The Central Study Advisory and Counseling Service can provide information on the range of degree programs available and the degrees that can be obtained at the University of Bonn. Once you have chosen a degree program, there will be several people in your department who can help and advise you on questions about your studies (e.g. taking courses, examinations, changing your course selection). These include the departmental and degree program managers and, specifically for Erasmus students, the Erasmus Departmental Coordinators.

Various kinds of course are offered at the University of Bonn:

- ▶ **Bachelor's and master's degree programs** are made up of modules. Each module consists of a series of interlinked courses, such as a lecture, a seminar and an exercise.
- ▶ **Students working toward a degree** will need to attend all the courses in a module and pass an examination in order to earn ECTS credit points (usually referred to as "credit points" or "CPs" for short) for the whole module.
- ▶ **Program students and exchange students** are free to choose individual courses from several modules and arrange an examination with the lecturers or the people responsible for the module. Make sure that you discuss these details with the relevant teachers at the beginning of the semester. If you are a program student, you may also need to liaise with the coordinator responsible for you in your department.

The German grading scale

1.0–1.5

Very good

1.6–2.5

Good

2.6–3.5

Satisfactory

3.6–4.0

Sufficient

5.0

Insufficient

→ Fail

Lecture

Lectures are generally given by professors. They serve to give students an overview of a certain topic or issue. There is generally little scope for discussion—students are mainly there to hear the lecturer speak. Lectures are offered to bachelor's and master's students.

Seminar

A seminar involves a fairly small group of students actively involved in exploring and discussing a certain topic or issue with the lecturer. Independent research papers and brief oral presentations are generally expected. Seminars are offered at bachelor's and master's level.

Exercise

An exercise tends to be a small course unit that teaches students the basics they will need for subsequent independent study. Weekly reading assignments tend to be set, sometimes supplemented with written tasks. Students may need to prepare an oral presentation and/or write a term paper.

Tutorial/Study group

Tutorials are usually given by graduate students or teaching assistants and are offered in combination with a lecture or seminar in order to consolidate participants' knowledge.

Graded courses

A distinction is made between graded and ungraded (audit or pass/fail) courses. As a rule, an oral presentation is all that is required to simply pass a course that is not graded. If you want to prove your participation in a course, you should discuss with your lecturer how your attendance is to be monitored, e.g. by signing an attendance list. To obtain a grade for a course, however, you will need to prepare an oral presentation and either write a term paper or sit a final examination.



Timings in academia

Please note that lectures traditionally start 15 minutes after the hour. This is known as cum tempore. Sine tempore means that the lesson will start exactly at the time indicated:

s.t.

sine tempore = “without time”
at the time indicated

Example:

10:00 am s. t. = 10:00 am

10:00 am c. t. = 10:15 am

c.t.

cum tempore = “with time”
15 minutes later, the
“academic quarter”

Course catalogue (BASIS)

basis.uni-bonn.de

Course catalogue (BASIS)

The University of Bonn's course catalogue contains overviews of courses and contact details for all lecturers, departments and other University institutions. You can also search for courses taught in languages other than German. In addition, all courses have a module guide, where you can find more detailed information on the content of all modules. Module guides are generally available on the relevant degree program web pages too.

Registration

You will need to sign up in advance for most standard University courses, which you cannot do until you have enrolled and received your Uni-ID.

Students working toward a degree:

Participation in all courses must be registered via BASIS. The deadlines stated apply to all standard Bonn students.

Students on international programs and exchanges:

Lecturers will usually admit international program students to their courses even if you have yet to receive your Uni-ID or the registration limit has already been reached. Please write or talk to your lecturers in order to register or ask the degree program managers or the departmental (Erasmus) coordinators for assistance.

eCampus

Many lecturers use the eCampus electronic teaching and learning platform to share course materials, copies of literature, literature lists and current information for course participants beyond what is provided at in-person events. You will need your Uni-ID to access eCampus.

eCampus

ecampus.uni-bonn.de



Academic standards and requirements

Please be aware that academic standards in Germany might be different to what you are accustomed to from your home university. To get a better idea of what is required of you in terms of presentations, written examinations or term papers in your subject, we would advise you to ask your lecturers for guidelines and maybe even sample examination papers in good time. Your fellow students and, in particular, the student councils in your department can be a good informal source of advice.

Only for program and exchange students:

Transcript of Records

You will obtain credits in accordance with the European Credit Transfer System (ECTS) for all courses that you have successfully completed during your stay at the University of Bonn. The University of Bonn also calls these credits “credit points” or “CPs.” You can find an overview of your courses and your transcript on BASIS. If you have any queries, contact your Erasmus Departmental Coordinator, who is responsible for issuing your transcript. As it is up to your home university to decide whether and how to recognize credits, we would advise you to get answers to all your questions in this regard before you come to Bonn.

Learning German

The University of Bonn offers you various opportunities for consolidating and improving your German language skills:

- ▶ German courses at A1–B2 level before and during the semester, organized by the International Office
- ▶ German courses at B2–C1 level at the Language Learning Center (SLZ)
- ▶ Using Rosetta Stone interactive learning software
- ▶ Language tandems

Further information about learning German:

uni-bonn.de/io-learning-german

The International Office at the University of Bonn puts on German courses in a variety of formats for beginners right through to advanced learners:

- ▶ Intensive pre-semester courses at A1–B2 level (16 hours per week)
- ▶ Everyday language courses at A1–B2 level (4 hours per week)
- ▶ Courses at A2–C1 level on various topics such as art, culture studies, business, academic vocabulary, presenting and debating, intercultural skills, etc. (2 hours per week)
- ▶ Skills courses at A2–C1 level including phonetics, communicative grammar, etc. (2 hours per week)

Registering for German courses
uni-bonn.de/learning-german

To sign up for the International Office's courses, visit the "Learning German" web page, where you can also find more details of the courses. You will need a Uni-ID to take part in the courses. Doctoral students who are still in the process of being admitted or enrolled and do not yet have a Uni-ID are asked to contact Section 6.4–German as a Foreign Language beforehand.

ECTS credits: The course certificate will indicate how many ECTS credits it is worth (everyday language courses: 4 ECTS credits; special topic and skills courses: 2 ECTS credits). Erasmus students can ask their Erasmus Departmental Coordinator to add these credits to their transcript of records

Intensive pre-semester German courses

These compact courses give you an introduction to the German language or an opportunity to consolidate your language skills within a short space of time, allowing you a bit of breathing space in your jam-packed program of studies during the semester.

Cost: €250/€200 for Erasmus students

Free for Global Exchange students

Course times: March and September

Duration: 3.5 weeks/56 teaching hours

Everyday language courses at A1.1–B2.2 level

Our courses take an interactive and practical approach to oral and written language acquisition, allowing you to master everyday communication situations in German.

Duration: 12 weeks/48 teaching hours

Start: in the third week of lectures

Course format: in-person or online classes with two two-hour lessons a week plus around two hours per week for an e-learning vocabulary module

Cost: free

Courses on specific topics at A2–C1 level

On these courses, you will learn a lot of interesting information about the Germans and their country or practice specific skills that you need for your studies.

Duration: 12 weeks/24 teaching hours

Start: in the third week of the semester

Course format: in-person or online classes with one two-hour lesson a week

Cost: free

Registration for all courses:

uni-bonn.de/learning-german

Language Learning Center

[ikm.uni-bonn.de/de/
sprachlernzentrum/
sprachmodulangebot](http://ikm.uni-bonn.de/de/sprachlernzentrum/sprachmodulangebot)

German courses at B2.2–C1.2 level at the Language Learning Center

Students on a degree program taught in German who have reached B2.2 level can register for one of the free German as a Foreign Language courses at the Language Learning Center (SLZ). You can find details of available courses, placement tests and registration on the Language Learning Center's web page.

Rosetta Stone interactive learning software

The University of Bonn offers its students and doctoral students free access to Rosetta Stone language-learning software. This allows you to decide for yourself when, how, where and at what speed to learn a new language or consolidate what you already know—on your PC or via an app on your smartphone or tablet.

Rosetta Stone

[uni-bonn.de/rosetta-stone-
language-lessons](http://uni-bonn.de/rosetta-stone-language-lessons)

Language tandems, Sprachcafé and other options

You can also make use of the language exchange (“tandems”) offered by the Language Learning Center. The Sprachcafé language-learning café, organized by AStA's Department for International Students, is arranged in cooperation with the International Club.

- ▶ ikm.uni-bonn.de/de/sprachlernzentrum/bafl/tandem
- ▶ uni-bonn.de/international-club
- ▶ facebook.com/bonninternationalstudents

We also recommend checking out the Goethe Institute's website on learning German for free as well as Deutsche Welle's on the same subject.

- ▶ goethe.de/en/spr/ueb.html
- ▶ learngerman.dw.com/en/learn-german/s-9528



Getting around in Bonn

Students at the University of Bonn receive a Deutschlandsemesterticket for local and regional public transport, which gives them free use of all public transport in Germany except first-class travel and long-distance services such as EC/IC or ICE trains.

Please note: you can access your Deutschlandsemesterticket in the Uni Bonn App and then save it to your cell phone.

More information on the Deutschlandsemesterticket can be found on the website of the General Students' Committee. Please be aware that your Deutschlandsemesterticket will only be valid in combination with official photo ID (e.g. a passport or ID card).

General Students' Committee
asta-bonn.de/studiticket

Bicycles

Most students at the University of Bonn use a bicycle to get around the city. They can also be hired or bought second-hand.

Driving and driver's licenses

All information about driver's licenses in Germany is available on the website of the Federal Ministry for Digital and Transport.

Information on driving and driver's license:

bmdv.bund.de/SharedDocs/EN/Articles/StV/Roadtraffic/validity-foreign-driving-licences-in-germany



Work permit and taxes

Students from an EU or EEA country have free access to the German job market and are treated just like German students, including for internships.

Students (including doctoral students) of other nationalities only have a limited entitlement to work while in Germany in accordance with § 16 of the Residence Act (AufenthG). They are permitted (as of March 01, 2024) to work 140 full or 280 half days in a calendar year or be employed as a student assistant or research assistant at the University for up to 19 hours a week. The Immigration Office will indicate this on your residence permit.

Please note: in all other cases, you must obtain the Immigration Office's permission before engaging in gainful employment.

Find out from the Immigration Office what exact documents you will need. You will need to pay tax and social security contributions on any income from working in excess of 19 hours a week or if you earn more than €538 a month. This is generally settled via your employer.

Please note: if you are an EU or EEA national studying in Germany and you take a part-time student job or paid internship, you will need to take out insurance with a German health insurer. There are only a few countries that are exempt from this rule, so check with your health insurance provider.

Further information on jobs and internships:

uni-bonn.de/io-jobs-and-internships



Before the end of your stay

Career start or doctorate?

Transition from university to work

The University of Bonn gives you the option of taking part in the iStart career program, which aims to give you a successful career path both during and after your studies. This is in order to make it easier for you to enter the job market, whether you are planning to launch your career in Germany, in your home country or somewhere else. The iStart team thus works closely with local employees as well as with international alumni and alumnae of the University of Bonn. The program also organizes joint events with the Federal Employment Agency and the Immigration Office in order to explain the relevant legislation that you need to be aware of.

iStart career program
uni-bonn.de/istart

Doctorates

If you are planning to embark on a doctorate, you should get some advice from the Bonn Graduate Center. The Pro-Motion project offers counseling and support services to help international doctoral students before and during their doctorates, including the PhD-Café, peer monitoring and networking events. It also organizes and coordinates scholarship programs for international doctoral students at the University of Bonn as well as German language and intercultural training courses.

Project Pro-Motion
uni-bonn.de/pro-motion

Things you should do before you return home

Moving out of a dormitory

Give notice on your accommodation in good time (if necessary). If you intend to move out before the end of the lease term stipulated in your rental contract, you must give the Studierendewerk written notice as soon as possible to ensure that another tenant can be found to take over from you. Otherwise, you will be required to pay rent on your room until the end of your rental contract. Please email your dormitory manager at least three weeks before your departure to tell them on what day you will be leaving and arrange an inspection of your room. The Studierendewerk will only return your security deposit if your room is clean and nothing has been damaged. You will need to refund any costs incurred for damage or for cleaning your room. Some dormitory managers will give you a checklist to make sure that you have covered all the requirements. It is a good idea to be there when your room is being inspected so that minor changes that you ask for can be made there and then. At the end of the room inspection, you will sign the departure report together with the dormitory manager and will return your keys. Your security deposit will be refunded around eight weeks after you hand your room back. It will either be transferred into a bank account (including in a different country, minus the fee for foreign bank transfers) or paid out in cash (please ask the Studierendewerk what the criteria are for this).

Deregistering from the University

If you would like to bring your studies at the University of Bonn to an end, you will need to deregister as a student. You can find the form for requesting deregistration on the University of Bonn website. Alternatively, you can simply choose not to re-register for the following semester. If you are keen to stay in touch with the University after your time in Bonn, sign up with the Alumni Network.

Deregistering
uni-bonn.de/deregistration

Alumni-Network
alumni.uni-bonn.de

Deregistering with the City of Bonn authorities

You will need to deregister as a resident of the city of Bonn or, as the case may be, at the city registration office responsible for you.

[bonn.de/vv/produkte/Abmeldung-nach-dem-Meldegesetz](https://www.bonn.de/vv/produkte/Abmeldung-nach-dem-Meldegesetz)

Documents required:

- ▶ Completed and signed deregistration form (please print off and sign)
- ▶ Copy of your passport or ID card and, if necessary, your residence permit

Please mail or email all necessary documents to:

Bundesstadt Bonn, Amt 33–41, Berliner Platz 2, 53103 Bonn

Email: buergeramt@bonn.de

Cancel your health insurance, if you are insured with a German health insurer. Some health insurers require you to report in person and may ask you to return your insurance card. Please get in touch with your insurer in good time so that you can clarify all relevant issues before your departure.

Do not forget to close your bank account before leaving Germany. If you have a blocked account, you will need written confirmation from the immigration authority in order to lift the block. About 14 days before you are due to leave, send an email to the immigration authority (auslaenderamt@bonn.de) telling them your departure date and asking them for confirmation that your account can be unblocked. Do not forget to provide your full name and your address in Bonn. The immigration authority will then send you a letter.

You will also need to cancel other subscriptions such as your broadcasting fee to make sure that you are not charged for any automatic renewals.

[rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden)







Essential websites

Federal Foreign Office

[auswaertiges-amt.de/en](https://www.auswaertiges-amt.de/en)

List of diplomatic embassies and consulates

[auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten](https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten)

German Academic Exchange Service (DAAD)

[daad.de/en](https://www.daad.de/en)

**Information for international students
(Deutsches Studierendenwerk)**

[internationale-studierende.de/en](https://www.internationale-studierende.de/en)

University of Bonn

[uni-bonn.de](https://www.uni-bonn.de)

International students

[uni-bonn.de/international-students](https://www.uni-bonn.de/international-students)

Study Compass

[uni-bonn.de/studienkompass](https://www.uni-bonn.de/studienkompass)

Bonn University and State Library (USL)

[ulb.uni-bonn.de/en](https://www.ulb.uni-bonn.de/en)

USL video

[uni-bonn.de/welcome-to-your-library](https://www.uni-bonn.de/welcome-to-your-library)



You are welcome to email
study@uni-bonn.de
with general inquiries.

University IT (HRZ)

hrz.uni-bonn.de/en

University Sports

sport.uni-bonn.de/en

Student groups

uni-bonn.de/en/university/organisation-and-institutions/student-representative-bodies-and-other-organizations/student-organizations

Information for students with children

uni-bonn.de/en/studying/consultation-and-service/further-support/studying-with-a-family

Information for students with disabilities

uni-bonn.de/en/studying/consultation-and-service/studying-with-health-impairments

Studierendenwerk Bonn

studierendenwerk-bonn.de/en

Explanatory video on jobs and internships

uni-bonn.de/io-jobs-and-internships

Erasmus Departmental Coordinators at the University of Bonn

uni-bonn.de/erasmus-departmental-coordinators

Key dates

Semester dates

uni-bonn.de/key-semester-dates

Intensive pre-semester German courses

uni-bonn.de/en/studying/international-students/learning-german/preparatory-courses

Preliminary courses for bachelor's students working toward a degree

uni-bonn.de/en/studying/organizing-your-studies/starting-your-studies/preliminary-courses/preliminary-courses

Introductory and orientation events organized by the faculties and student councils

uni-bonn.de/en/studying/organizing-your-studies/starting-your-studies/introductory-and-orientation-events

In an emergency

Emergency phone numbers
(nationwide):

Police: 110

Fire service: 112

Ambulance service: 112

Checklist

Below is a list of things that we recommend bringing with you. This overview makes no claim to be complete but is merely intended to serve as an aid to organization that you can work through as you go.

Important documents

- A valid ID card or passport, plus a visa for students (including doctoral students) who need one before entering the country
- Documents relating to your studies that you have already received, e.g your letter of admission and certificate of enrollment as well as your scholarship approval notification or work contract if applicable
- Proof of funding: bank account statement, notarized letter from your parents, etc., proof of scholarships from your home university or the institution awarding the scholarships
- Debit card, credit card, cash in euros (€)
- (International) driver's license, if you have one
- (International) student ID, if you have one

Health

- Prescription drugs and prescriptions for the duration of your stay. Ask your doctor if you can get your medication on prescription in Germany.
- Medical reports that you need for continued medical treatment in Germany.
- Proof of health insurance (either for the period between your arrival and the beginning of the semester (October 01 or April 01) or for your entire stay; European Health Insurance Card or similar
- Vaccination passport (International Certificate of Vaccination or Prophylaxis)

Technology

- Charging cable for your electronic devices such as your laptop, tablet, cell phone, camera, etc.
- Plug adapters so that you can use and charge your electronic devices. Germany uses Type F plug sockets and 230 V mains electricity.
- Ethernet cable (patch cable) to use the Internet in your dormitory
- We recommend asking your phone provider in your home country what fees you will pay under your contract for making calls in Germany. You might find it vastly cheaper to use a prepaid card from a German or European phone provider while you are here.

Please note: calls on cell phones made from the German/ European phone network to Switzerland or a non-European country can be very expensive.

Clothes and linen

- Towels, bed linen and other clothes that you will need for your accommodation. If you are taking a room in a Studierendenwerk dormitory, you can order a Dorm Basic Set before you arrive.

Bestellung Dorm Basic Set:

[studierendenwerk-bonn.de/en/
international-matters-culture/dorm-basic-set](https://studierendenwerk-bonn.de/en/international-matters-culture/dorm-basic-set)

For getting here

- Directions to your accommodation (also on paper, in case your cell phone is not working)
- Translation app

For life in Bonn

- Address book (paper or electronic): contact details of your family, friends, important contacts, emergency numbers in Germany

Please also bear in mind the import restrictions imposed by the German customs authorities (for travelers from outside the EU/EEA). You will generally be able to bring your luggage into Germany without paying any import duties or having to clear customs. You can also bring in materials and equipment you need for your studies without paying customs charges. **However, certain goods may be subject to specific volume and value limits. Please also be aware of the rules on souvenirs and gifts.** You can find comprehensive information on the German Customs website: [zoll.de/EN/](https://www.zoll.de/EN/)



Important places



Immigration Office

Oxfordstraße 19

City Hall

Berliner Platz 2

Central Station

HRZ and IT-Helpdesk

Wegelerstraße 6

**Student Registry and
Central Study Advisory (ZSB)**

Poppelsdorfer Allee 49

Poppelsdorfer Allee

Mensa

MNL Branch Library

Friedrich-Hirzebruch-Allee 4

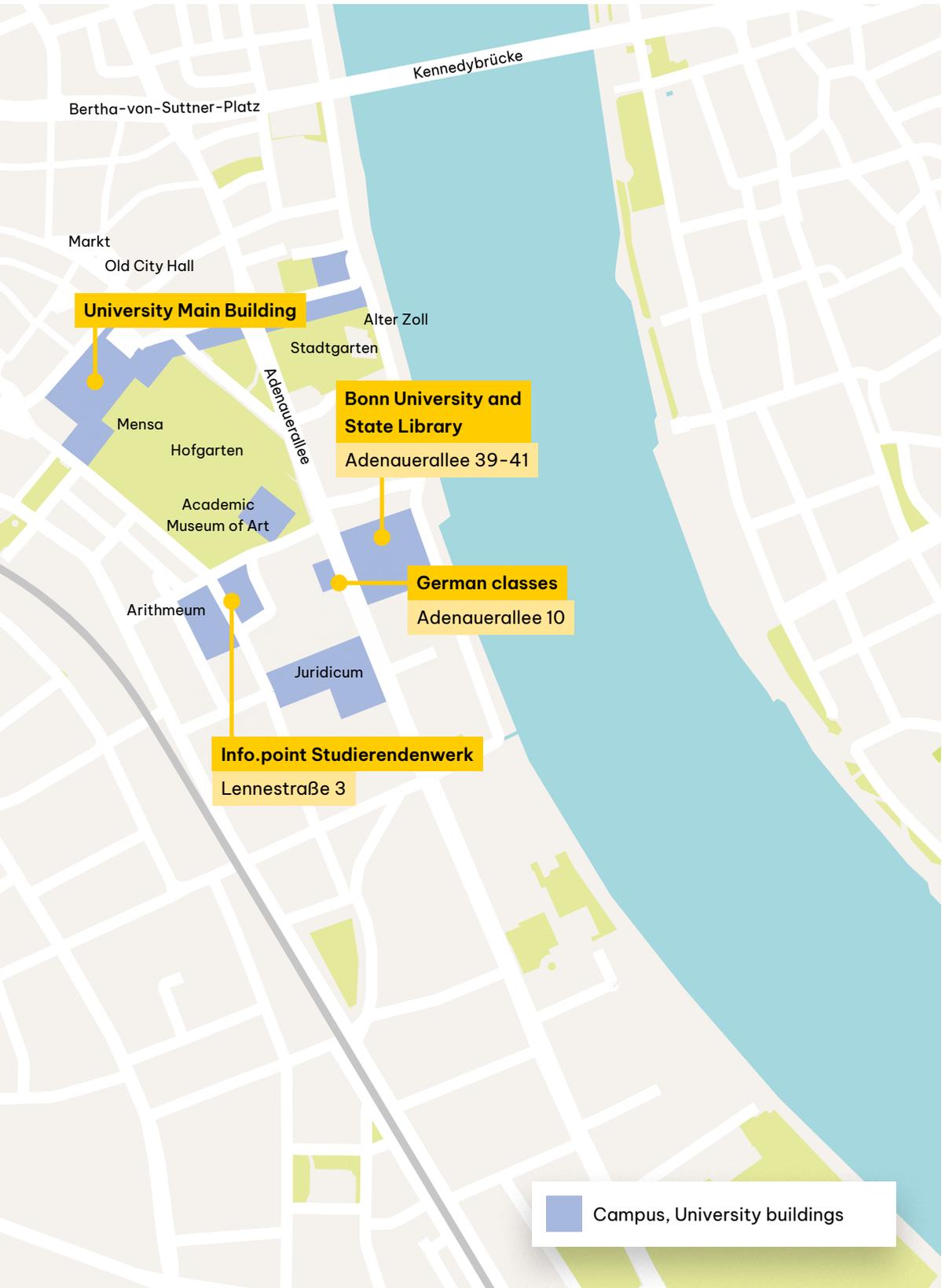
Poppelsdorf
Campus

**International Office,
Service Point and
International Club**

Poppelsdorfer Allee 53

Poppelsdorf
Palace

Botanic
Garden



Bertha-von-Suttner-Platz

Kennedybrücke

Markt

Old City Hall

University Main Building

Alter Zoll

Stadtgarten

Bonn University and State Library

Adenauerallee 39-41

Mensa

Hofgarten

Academic
Museum of Art

German classes

Adenauerallee 10

Arithmeum

Juridicum

Info.point Studierendenwerk

Lennestraße 3

 Campus, University buildings

Legal notice

Publisher

University of Bonn
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International Students and Study Programs (6.3)
Poppelsdorfer Allee 53
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Photo credits

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Sebastian Legge, Manuel Nagel, Carolina Nichitin Unsplah.com,
Christian Nielinger, Simplymaps.de (Geodata: © OpenStreet-
Map-Contributors), Bernadett Yehdou

Design

Lukas Ullrich

Last update

2024-06

Welcome to Bonn!

This guide is intended in particular for you as an international student or doctoral student at the University of Bonn.

It will accompany you throughout your time here, from planning your journey and familiarizing yourself with your new surroundings all the way through to when it finally comes to say goodbye. It offers a wealth of handy **information and tips** all about the academic, social and cultural life in Bonn so that you will be able to get the most out of your stay here and enjoy it to the full.

