

Part I: Enrolment; Registration with the City of Halle; Bank account; Residence permit



First Steps for International Students

at Martin-Luther-Universität Halle-Wittenberg

Schafft Wissen. Seit 1502.



MARTIN-LUTHER-UNIVERSITÄT
HALLE-WITTENBERG



First steps for international students

→ Part I

1. Enrolment
2. Registration with the City of Halle
3. Opening a bank account
4. Applying for a residence permit
(only non-EU students!)

→ Part II

5. Setting up your study programme
6. Miscellaneous





1. Enrolment - Student Registration Office

→ Contact

Kati Gaudig & Andrea Schreiter

Universitätsring 11
Löwengebäude I Raum 8
06099 Halle

Phone: 0345 – 55 2 15 74; 0345 – 55 2 15 19

E-Mail for council: international.students@uni-halle.de

E-Mail for enrolment: enrolment@verwaltung.uni-halle.de

Office Hours: Due to the Corona pandemic, there are currently no office hours!





1. Enrolment - Student Registration Office

For exchange and guest students

→ Submit via enrolment@verwaltung.uni-halle.de

1. Passport photo
2. Proof of health insurance (EHIC)
3. **Important under COVID-19:** Registration Form “Completion of Registration”

For international degree students

→ Submit via enrolment@verwaltung.uni-halle.de

1. Online application via uni-assist / Online application via Löwenportal
→ after you received the admission letter you have to send the following documents to the university
2. Passport photo
3. Proof of health insurance (German statutory health insurance)



1. Enrolment - Student Registration Office

→ The following documents will be sent to you after successful registration:

1. Certificate of Enrolment ('Immatrikulationsbescheinigung')
2. Student ID card
3. Passwords for Stud.IP, Löwenportal and your MLU email address





1. Enrolment - Student Registration Office

→ Paying the semester fee (243.85 €)

- The semester fee is NO tuition fee – it is a contribution to the student services + the semester ticket (tram, bus)
- Mandatory for enrolment

→ How to pay the semester fee?

- Via money transfer from your bank account in your country – online banking (your bank might charge a fee)
- Cash at any bank (service fee: 10 €)
- Bank transfer (opening a bank account at any bank in Germany)





1. Student Registration Office – Student ID Card

- Student ID card = uni service card
- Card serves as:
 - Student ID -> validate date at machine
 - Library card -> registration in the library via enrolment
 - Copy and print function
 - Canteen
 - MDV-Ticket for public transport (free use of tram and bus in Halle, Leipzig and surroundings) -> scope of the MDV-ticket [HERE](#)





2. Registration with the City of Halle

→ Citizen service office ('Einwohnermeldeamt')

- Office hours [HERE](#)
- Please book an appointment [HERE](#)

→ You need to bring:

- Copy of passport
- Confirmation of your landlord ('Wohnungsgeberbescheinigung')

→ COVID-19 measures:

- Make sure to arrive 5-10 min before-hand
- Cumpulsory mask



Attention! Compulsory masks!



Foto: MLU / Matthias Ritzmann



Foto: MLU / Markus Scholz



3. Opening a bank account

→ Necessary documents to open up a debit bank account for students

- ID card (EU-Citizen) or passport
- Student ID card/certificate of enrolment
- Proof of registration with the City of Halle ('Meldebescheinigung')
- Tax Identification Number (can be submitted later to certain banks)



Attention! Compulsory masks!





3. Opening a bank account

→ Necessary documents to open up a blocked bank account

- ID card or passport
- Service order of your bank (document to activate the bank account)
- Proof of registration with the City of Halle ('Meldebescheinigung')



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4. Residence permit (non EU-citizens!)

→ Authority for Foreign Citizens ('Ausländerbehörde')

- Apply for residence permit
- Fee: 100 € (for 1 year)

→ COVID-19 measures

- Currently, the whole residence permit issuing process is handled online. Please send a scan of your documents per e-mail: auslaenderbehoerde@halle.de
- You will receive an appointment to pick up your documents afterwards
- Information sheet on the regulations during Covid-19 can be downloaded from [HERE](#)



Attention! Compulsory masks!



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Foto: MLU / Michael Deutsch



4. Residence permit (non EU-citizens!)

→ Please send the following documents as a scan:

- ✓ Filled out application form [HERE](#)
- ✓ Two passport photographs (frontal view, biometrical)
- ✓ Certificate of registration with the City of Halle (Meldebescheinigung)
- ✓ Letter of Acceptance or matriculation document
- ✓ Proof of health insurance
- ✓ Proof of sufficient financial means (861.00 € / month)
- ✓ Rental contract (rental contract or sub-rental contract)
- ✓ Valid passport



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Part II: Setting up your study programme; Miscellaneous



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5. Setting up your study programme – Exchange students

Course registration on Stud.IP:

- Search for courses with login [HERE](#)
- Search for courses without login [HERE](#)
- Please sign up for your courses on Stud.IP!
- Ask your lecturer regarding physical or online attendance of your course
- Talk to your academic coordinator (listed in Mobility Online) about the Learning Agreement
- Transfer your course details into Mobility Online





5. Setting up your study programme – Exchange students

- Registration for exams (examination office)
 - Deadlines to be announced by lecturer or institute
- Issue your course list (Mobility Online)
 - Print it, let the lecturers confirm the exam results (signature and stamp)
- Take the signed course list to your examination office
- Transcript of Records will be issued by the examination office and be sent to your home university





5. Setting up your study programme – full degree students

- Course registration (lectures, seminars, etc.) on Stud.IP
- Sign up for modules and exams in Löwenportal
- Please mind the deadlines!





5. Setting up your study programme

Module, Course – What's the difference?

→ Modules might contain multiple forms of courses

- Lectures
- Seminars
- Excursions
- Practical work

→ It is mandatory to complete every type of study event/course to receive your ECTS points



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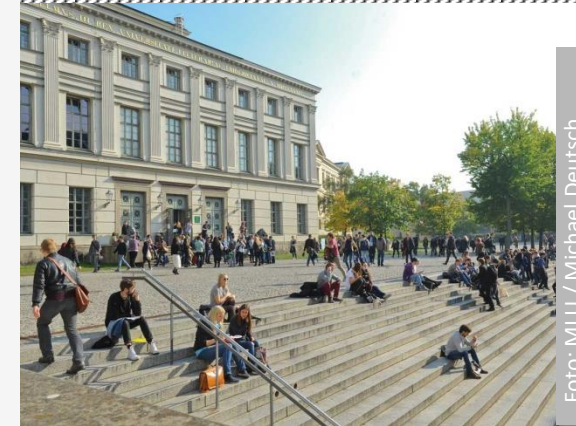


Foto: MLU / Michael Deutsch



5. Setting up your study programme

Forms of exams

- Multiple choice questions
- Academic papers on a defined issue (independent literature research, strict formal requirements)
- Oral exam

Other course requirements

- Presentations given individually or in small groups
- Short essays, thesis paper, ...



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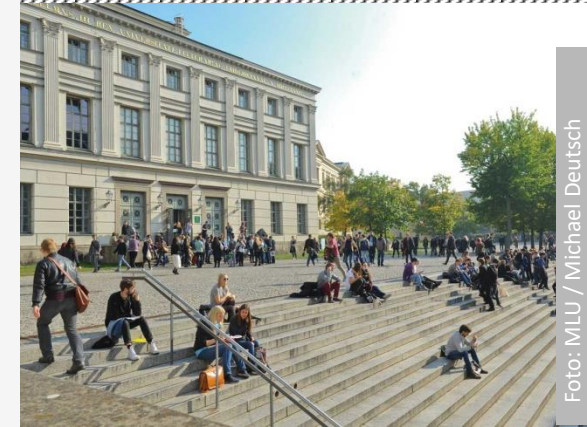


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5. Setting up your study programme

German language courses

→ Free language lessons at the MLU language center

- Find the address [HERE](#) (classrooms are on the second floor)
- Courses take place twice a week à 90 min | A1 - C1
- Search for courses on Stud.IP -> „Suche: Deutsch für internationale Studierende“

→ Registration: 09.08. – 24.09.2021 via e-mail to

susanne.schulz@sprachenzentrum.uni-halle.de
oder frank.schulze@sprachenzentrum.uni-halle.de

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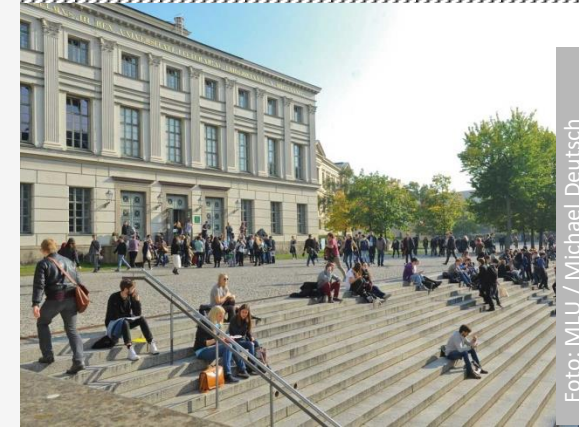


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5. Setting up your study programme

German language courses (online and physical)

→ Offered by the Institute for German Language and Culture

- course fees: 199 € per course level
- courses take place 30 times à 45 min
- On two days a week: Tuesday and Thursday / Monday and Wednesday
- register [HERE](#)



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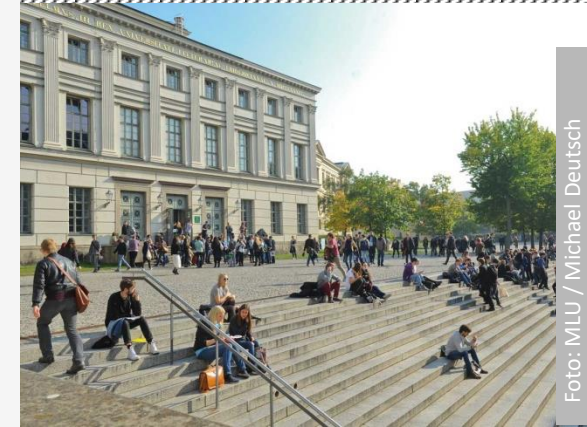


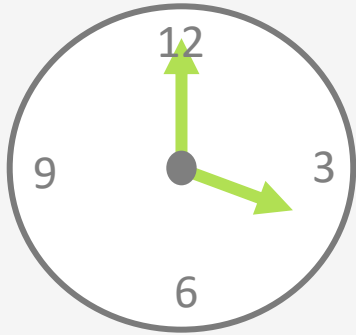
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5. Setting up your study programme

→ 'Academic Quarter'

sine tempore (s.t.)



cum tempore (c.t.)

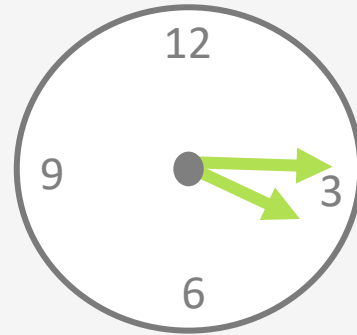


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6. Miscellaneous

COVID-19

→ Rules of conduct during the pandemic

- Find all necessary information regarding your study at the university right [HERE](#)
- As of 23.04.2020, compulsory masks are applied in Saxony-Anhalt
- When shopping and using public transport you currently need to wear a medical face mask to contain the spread of the corona virus
- Regulations about coming to Germany from an international risk area can be found [HERE](#)





6. Miscellaneous

Libraries

→ Main library = also called ULB

- Find information on the address, opening hours right [HERE](#)
- and on regulations due to COVID-19 [HERE](#)
- Please register online [HERE](#) to use the library (send your Student ID Card, passport or ID and registration confirmation ('Meldebescheinigung') to ortsleihe@bibliothek.uni-halle.de) or register directly in one of the branch libraries
- You can book a place in a reading room online [HERE](#)



Attention! Compulsory masks!





6. Miscellaneous

Libraries

→ Branch libraries

- Department specific, find a list [HERE](#)
- If you want to use the reading room you have to book a ticket online [HERE](#)



Attention! Compulsory masks!





6. Miscellaneous

Canteens

→ Harzmensa (Harz 42)

- Monday – Friday 11.15 am – 2.00 pm

→ Weinberg (W.-Langenbeck-Str. 3)

- Monday – Friday 11.30 am – 1.30 pm

→ Other canteens can be found [HERE](#)

- some of them are currently closed because of COVID-19

→ All menus can be found [HERE](#)



Attention! Compulsory masks!

Sport

→ University sport

- find all information about sport courses, dates and prices [HERE](#)

Creativity courses

→ Powered by Studentenwerk Halle

- find all information about courses, dates and prices [HERE](#)



6. Miscellaneous

→ ERASMUS Student Network Halle (ESN)

- Events and activities for international students
- ESN card
- Events for buddy programme
- Become a part of ESN Halle (video [HERE](#))

Homepage: <http://halle.esn-germany.de/de>

E-Mail: halle@esngermany.org

Facebook: <https://www.facebook.com/esnhalle/>

Instagram: esn_halle





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International Office



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Do you have questions?

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Luise Gebhardt and Luisa Janzen

(Student Assistants for International Students)

E-mail: incoming@international.uni-halle.de

Office hours currently only via telephone 0345 55 21537

International Office



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Have a Great Study Start

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