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# 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



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



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# 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: [international.students@uni-halle.de](mailto:international.students@uni-halle.de)

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



Foto: MLU / Matthias Ritzmann



# 1. Enrolment - Student Registration Office

→ The enrolment is being done in person only on the following days:

- Thursday, 06.10.2022 (Orientation week)
  - Tuesday, 11.10.2022
  - Thursday, 13.10.2022
- **Place:** Löwengebäude at the main campus



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# 1. Enrolment - Student Registration Office

## Necessary documents

### For exchange and guest students

1. Biometric Photo according to German standards
2. Proof of health insurance (EHIC)
  - **Important notice:** The proof of health insurance for students who have to take out German statutory health insurance is sent directly to the university by the health insurance company. To initiate this process, you must request your health insurance company to transmit this data to the Martin Luther University Halle-Wittenberg.
3. Completion of Registration to [enrolment@verwaltung.uni-halle.de](mailto:enrolment@verwaltung.uni-halle.de)

### For international degree students

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
1. Passport photo
2. Proof of health insurance (German statutory health insurance)
  - **Important notice:** The proof of health insurance for students who have to take out German statutory health insurance is sent directly to the university by the health insurance company. To initiate this process, you must request your health insurance company to transmit this data to the Martin Luther University Halle-Wittenberg.



# 1. Enrolment - Student Registration Office

→ The following documents can be picked up after successful registration:

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



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# 1. Enrolment - Student Registration Office

→ Paying the semester fee (252.35 €)

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

→ **Important notice:**

Submit the contribution fee only when you for sure have a visa for your study stay in Halle (Saale).



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# 1. Enrolment - Student Registration Office

## → 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)



Foto: MLU / Matthias Ritzmann



# 1. Student Registration Office – Student ID Card

- Student ID card = uni service card
- Card serves as:
  - Student ID -> validate date at machine
  - Library card
  - 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](#)



Foto: MLU / Markus Scholz



## 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



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!**



Foto: MLU / Matthias Ritzmann



# 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')



**Attention! Compulsory masks!**



Foto: MLU / Matthias Ritzmann



## 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](mailto: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](#)



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## 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 (934.00 € / 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



Foto: MLU / Matthias Ritzmann



## 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



Foto: MLU /Katharina Nietschke



## 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!



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# 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



Foto: MLU/Markus Scholz

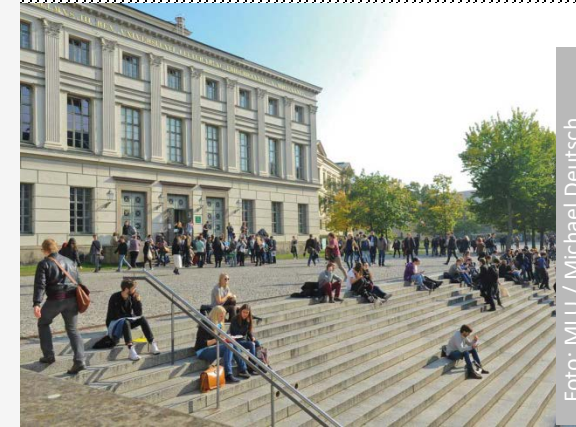


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# 5. Setting up your study programme

## 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, ...



Foto: MLU/Markus Scholz

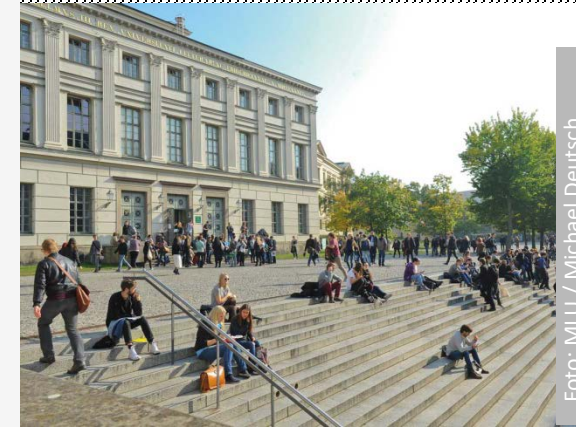


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# 5. Setting up your study programme

## 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 via e-mail to

[susanne.schulz@sprachenzentrum.uni-halle.de](mailto:susanne.schulz@sprachenzentrum.uni-halle.de)  
oder [frank.schulze@sprachenzentrum.uni-halle.de](mailto:frank.schulze@sprachenzentrum.uni-halle.de)



Foto: MLU/Markus Scholz

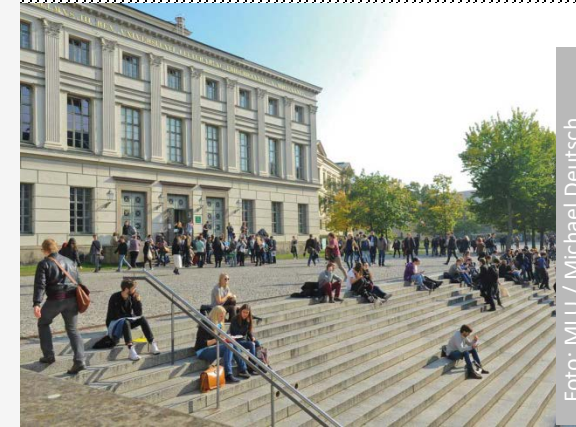


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# 5. Setting up your study programme

German language courses (online and physical)

→ Offered by the Institute for German Language and Culture

- course fees: 125 €/ 200 € 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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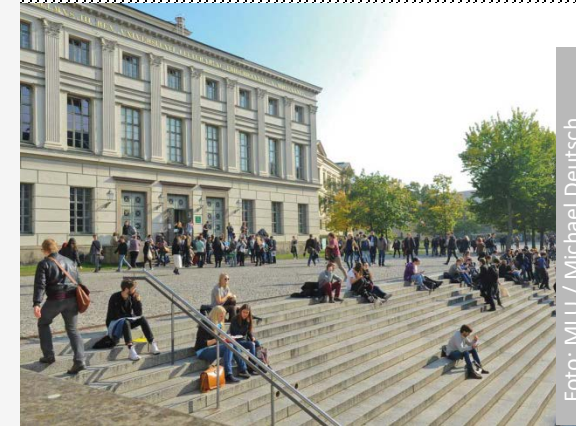


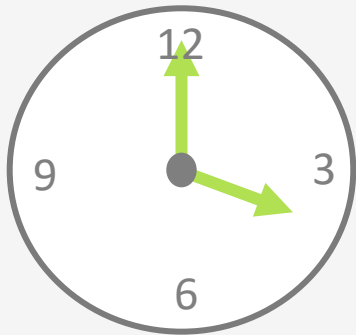
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# 5. Setting up your study programme

→ 'Academic Quarter'

sine tempore (s.t.)



cum tempore (c.t.)

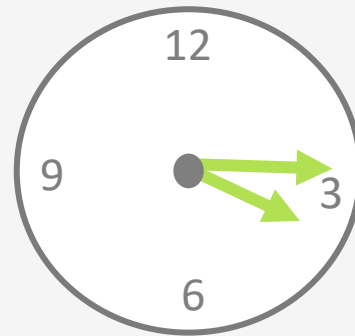


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## 6. Miscellaneous

### COVID-19

#### → Rules of conduct during the pandemic

- Find all necessary information regarding your study at the university right [HERE](#)
- Regulations about coming to Germany from an international risk area can be found [HERE](#)



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## 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](#)
- Automatic registration for the library with enrolment
  - „Meldebescheinigung“ needs to be shown upon first use of library

#### → Branch libraries

- Department specific, find a list [HERE](#)



**Attention! Compulsory masks!**



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## 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

## Side-Jobs

### → Career-Center

✉ [info@career.uni-halle.de](mailto:info@career.uni-halle.de)

☎ 0345 – 55 21 496

🌐 [www.careercenter.uni-halle.de](http://www.careercenter.uni-halle.de)

Instagram: career.unihalle



Foto: Pixabay | Firmbee



## 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](mailto: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?

**Gritt Eisenkopf**

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**Luise Gebhardt and Lucia Bolduan**

(Student Assistants for International Students)

E-mail: [incoming@international.uni-halle.de](mailto:incoming@international.uni-halle.de)

Book an online consultation via [THIS](#) link

# International Office



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# Have a Great Study Start

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