



Foto: MLU / Matthias Ritzmann

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

1. Enrolment
2. Registration with the City of Halle
3. Opening a bank account
4. Residence permit (for non-EU-citizens only)
5. Exchange and guest students | Degree students
6. General information
7. Miscellaneous



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1. Enrolment – Student Registration Office

→ Contact

Miriam Bulla-Krentzien & Andrea Schreiter

Universitätsplatz 11
Löwengebäude | Room 8
06108 Halle (Saale)

Office hours:

mondays 1 p.m.-4 p.m.
wednesdays 10 a.m.-12 p.m.

**Registrations for the office hours take place at the Infothek at
Löwengäude**

email for applicants:

international.students@uni-halle.de

email for enrolment:

enrolment@verwaltung.uni-halle.de



Foto: MLU / Matthias Ritzmann



1. Enrolment – Student Registration Office

→ The enrolment is carried out in person only on the following dates:

Wednesday, March 29th 2023, 1 p.m. - 3 p.m.
Monday, April 3rd 2023, 9 a.m. - 12 p.m. (noon)

- **Venue:** Löwengebäude at the main campus (Infothek, Universitätsplatz 11)
- Missed the appointments? enrolment@verwaltung.uni-halle.de



Please wear a mask!



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1. Enrolment – Documents

For exchange and guest students

1. Passport photo → Upload to Mobility-Online-Platform
2. Proof of health insurance (EHIC) → Upload to Mobility-Online-Platform and hand in at the your enrolment

Important notice: Exchange and guest students who do not have a valid health insurance (e.g. EHIC) have to get a German statutory health insurance. Once you are insured, you must request at your health insurance company to convey your health insurance data electronically to the university. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.

3. Completion of Registration → Submit via enrolment@verwaltung.uni-halle.de

For international degree students

1. Passport photo
2. Completion of Registration
3. Proof of health insurance

Important notice: Once you are insured, please request at your health insurance company to convey your health insurance data electronically to the university. The ID of the Martin-Luther-University Halle-Wittenberg is **H0000861**.

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



1. Enrolment – Semester Fee

→ Current amount of the semester fee 252,35 €

- The semester fee is NO tuition fee – it is a contribution to the student services and the semester ticket (tram, bus)
- Complete payment is mandatory for enrolment

→ How to pay the semester fee?

- Via money transfer from your bank account in your country (e.g. online banking) – please keep charging fees in mind
- Cash at various German banks for a service fee of 10 €
- Bank transfer once you have opened a bank account at any bank in Germany

Recipient:	Martin-Luther-Universitaet Halle-Wittenberg
Bank:	Deutsche Bundesbank
IBAN:	DE46 8100 0000 0081 0015 35
BIC:	MARKDEF 1810
Amount:	252,35 Euro
Reference:	20231, name, date of birth (dd/mm/yyyy)



1. Enrolment – Completion

→ Once your enrolment is complete you will receive the following documents:

1. Confirmation of Matriculation
(„*Immatrikulationsbescheinigung*“)
2. Student ID card
3. Passwords for our university platforms
Stud.IP, Löwenportal and your MLU email address



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1. Enrolment – Student ID Card

- Student ID Card = uni service card
- Card serves as:
 - Student ID → validate your Student ID Card each semester at validation stations
 - Library card
 - Copy and print function
 - Canteen
 - Ticket for public transport in MDV network (free of charge for tram and bus in Halle, Leipzig and surroundings) → scope of the MDV network [HERE](#)



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2. Registration with the City of Halle

→ Citizen service office („*Bürgerservicestelle*“)

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

→ You need to bring:

- Identity card or Passport
- Confirmation of your landlord („*Wohnungsgeberbescheinigung*“)



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Foto: MLU / Markus Scholz



3. Opening a bank account

→ Necessary documents to open a **debit bank account** for students:

- ID card (EU-Citizens) or passport
- Student ID card/confirmation of matriculation („*Immatrikulationsbescheinigung*“)
- Proof of registration with the City of Halle („*Meldebescheinigung*“)
- Tax Identification Number (can be submitted later to certain banks)



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3. Opening a bank account

→ Necessary documents to open a **blocked bank account:**

- ID card (EU-Citizens) 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 (for non-EU-citizens only)

→ Foreigners' Authority („*Ausländerbehörde*“)

- Apply for residence permit
- Charging fee: around 100 € for each issuing process
- The issuing process is currently handled online
- Please send a scan/copy of your documents
 - via email: auslaenderbehoerde@halle.de or/and
 - via standard mail as a registered letter („*Einwurf-Einschreiben*“) to
Stadt Halle (Saale)
Abteilung Einreise und Aufenthalt
Marktplatz 1
06100 Halle (Saale)
- You will receive an appointment to pick up your documents afterwards
- Information sheet on the application process can be downloaded from [HERE](#)



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4. Residence permit (for non-EU-citizens only)

→ **Copies or scans** of the following documents have to be submitted:

- ✓ Filled in application form [HERE](#)
- ✓ Two passport photographs (frontal view, biometrical)
- ✓ Proof of registration with the City of Halle („*Meldebescheinigung*“)
- ✓ Letter of Acceptance or confirmation of matriculation („*Immatrikulationsbescheinigung*“)
- ✓ Proof of health insurance
- ✓ Proof of sufficient financial means (934,00 € / month)
- ✓ Rental contract or sub-rental contract
- ✓ Valid passport



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5. Exchange and guest students – set up your study programme

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!
- Talk to your academic coordinator (listed on Mobility-Online-Platform) about your Learning Agreement



Foto: MLU / Matthias Ritzmann



5. Exchange and guest students – during the semester

- Registration for exams at examination office
deadlines will be announced by lecturer or institute
- Issue your course list (“Module/Course selection“ on
Mobility-Online-Plattform)
print it and have the lecturers complete, sign and stamp the
list
- Hand in your signed course list at your examination
office
- Transcript of Records will be issued by the examination
office and sent to your home university



Foto: MLU /Katharina Nietschke



5. Degree students – set up your study programme

- Course registration (lectures, seminars, etc.) on Stud.IP
- Sign up for modules and exams in Löwenportal between March 20th and April 25th 2023
- Mind the deadlines!



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6. General information – German university system

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 and to pass the exams to receive your ECTS points



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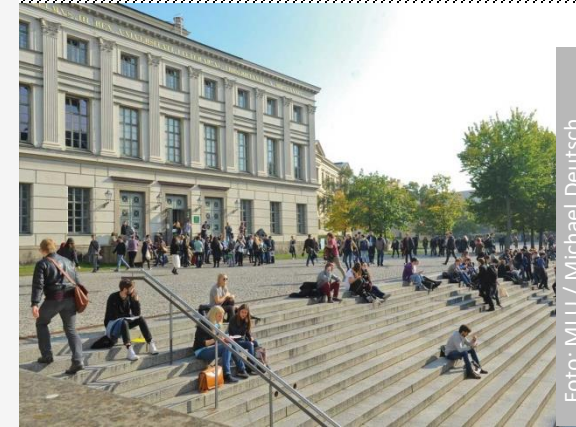


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6. General information– German university system

Forms of exams

- (online) exams (e.g. Multiple choice questions)
- Academic papers on a defined topic (literature research with formal requirements)
- Oral examinations

Other course requirements

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

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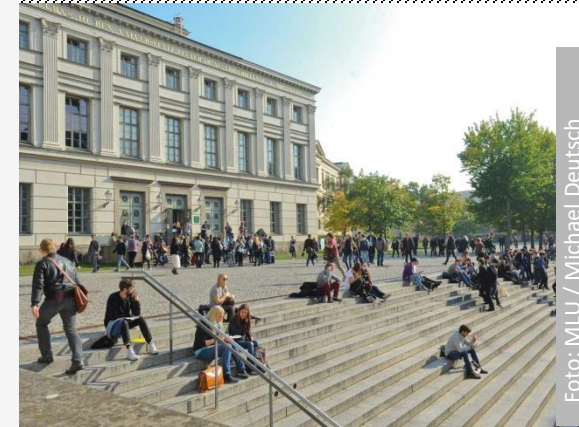


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6. General information – German language courses

Offered by the MLU Language Center

- Free of charge language lessons
 - 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“
- Compulsory placement test for all new students from A2.1. on April 13th, 2023 from 3 p.m. to 5 p.m. in the Language Centre (seminar room 4, 2nd floor), registration required
- Registration via email until April 10th 2023 to

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

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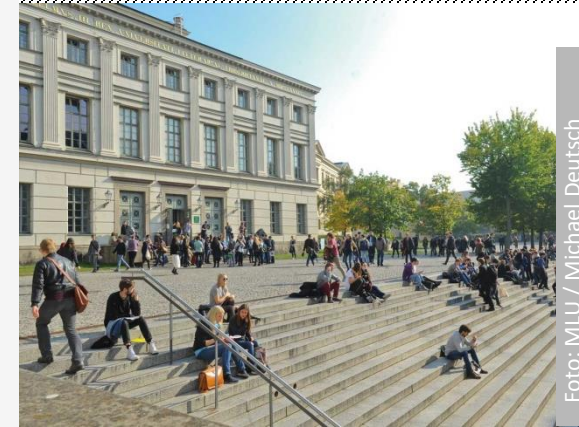


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6. General information – German language courses

→ Offered by the Institute for German Language and Culture

- course fees: 125 € for students at MLU per course level
- courses take place 30 times à 90 min
- On two days a week: Monday and Wednesday
- List of courses [HERE](#)
- register [HERE](#) > Evening classes at Halle University

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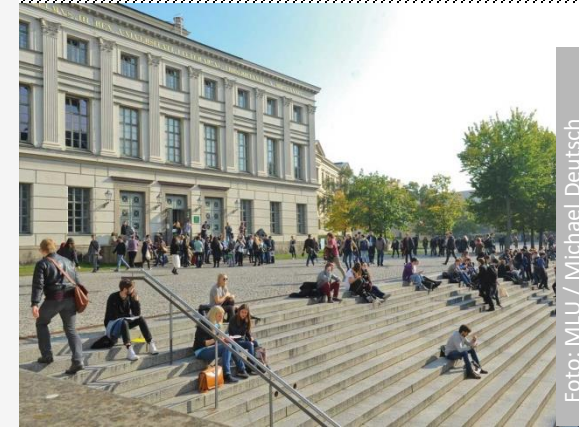


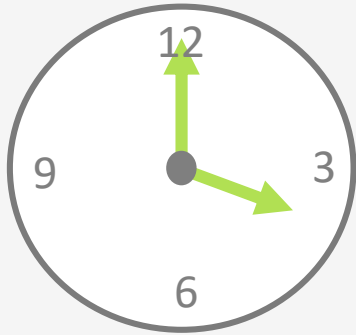
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6. General information – syllabus

→ ‘Academic Quarter’

sine tempore (s.t.)



cum tempore (c.t.)

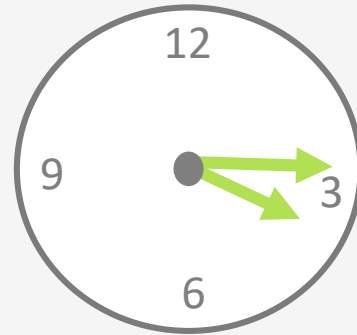


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7. Miscellaneous

Libraries

→ Main library = also called ULB

- Find information on the address, opening hours [HERE](#)
- registration for the library with enrolment

→ Branch libraries

- Department specific
- Find information on the address, opening hours [HERE](#)



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7. Miscellaneous

Canteens

- Harzmensa (Harz 42)
- Weinberg (W.-Langenbeck-Str. 3)
- Other canteens can be found [HERE](#)
- All menus can be found [HERE](#)

Sport

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

Creativity courses

- Offered by the Student Union Halle
 - find all information about courses, dates and prices [HERE](#)



7. Miscellaneous

Student Jobs

→ Career-Center

✉ info@career.uni-halle.de

☎ +49 345 55 21 496

🌐 www.careercenter.uni-halle.de

Instagram: [career.unihalle](https://www.instagram.com/career.unihalle)





7. Miscellaneous

→ ERASMUS Student Network Halle (ESN)

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

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

email: halle@esn-germany.de

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

Instagram: [esn_halle](#)



Erasmus Student Network
Halle (Saale)

7. Miscellaneous – Voucher of the Student Union Halle

- A cup of coffee and a muffin of your choice
- Valid until April 28th 2023 at the canteen Tulpe



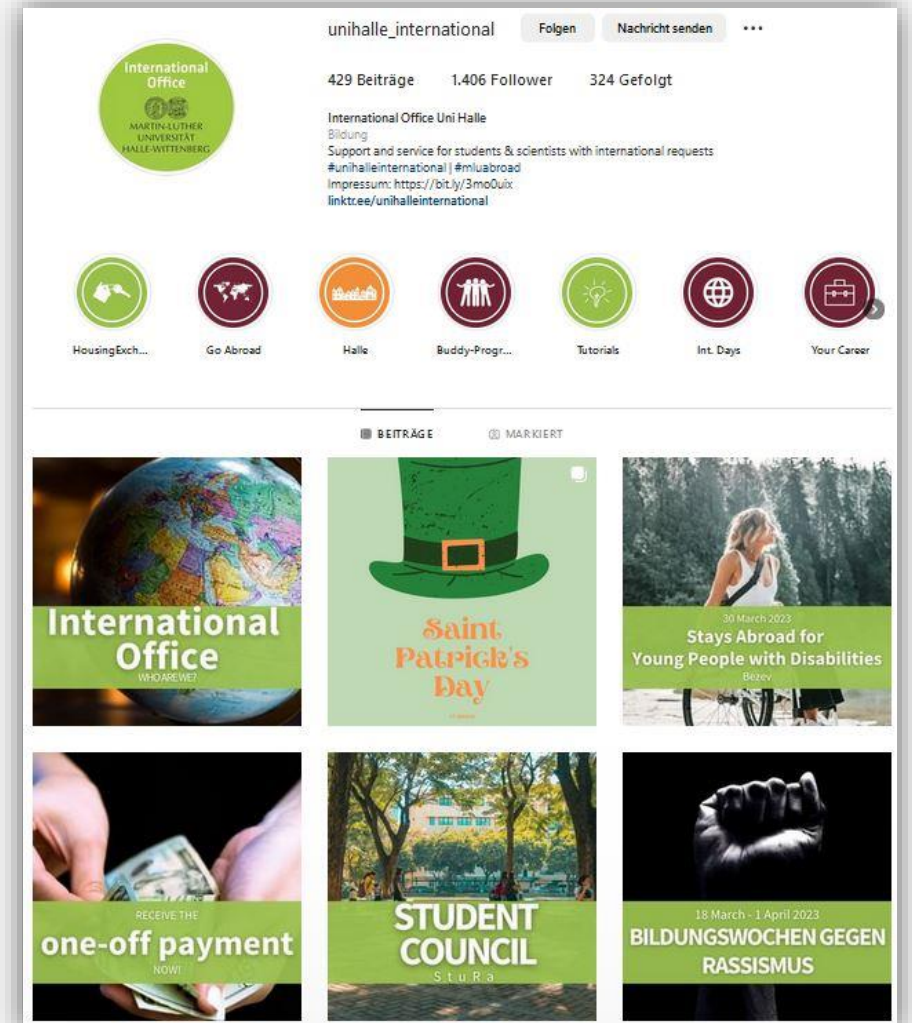


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Welcome on Social Media 😊

Instagram: @unihalleinternational

Facebook: @InternationalOfficeUniHalle





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Do you have questions?

Gritt Eisenkopf

(Coordinator International Students - Incoming)
email: gritt.eisenkopf@international.uni-halle.de

Sarah Semrau

(International Students and Mobility Projects (Erasmus worldwide/
Promos))
email: sarah.semrau@international.uni-halle.de

Lucia Bolduan and Ines Benzing

(Student Assistants for International Students)
email: incoming@international.uni-halle.de

Pauline Krüger

(Student Assistant I Social Media)
email: incoming@international.uni-halle.de

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

International Office



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More information on our websites:

Practical information for
international students



Welcome Portal



International Office



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Have a great start

at Martin-Luther-University
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