Welcome
International Beginners
Faculty of Engineering
2020
Welcome and Orientation for Beginners of all International Master’s Programmes Winter Term 2020

**General Welcome Events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Faculty of Engineering: Welcome Reception and Information 2020 by the Dean of Studies, Prof. Kyle G. Webber</td>
<td>7 October</td>
<td>2 pm to 3:30 pm</td>
<td>Zoom webinar</td>
</tr>
<tr>
<td>FAU: First year students’ welcome event 2020 by FAU President Prof. Dr. Joachim Hornegger with representatives from the cities of Erlangen, Nuremberg, and Fürth</td>
<td>12 October 2020</td>
<td>2 pm to 5 pm</td>
<td>Virtual fair</td>
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</tbody>
</table>

**Special Kick-Offs and Precourses for the international TF Master’s programmes**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Date</th>
<th>Time</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>ASC Advanced Signal Processing and Communications Eng</td>
<td>26 October - 28 October</td>
<td></td>
<td>Kick-Off-Seminar</td>
</tr>
<tr>
<td>CBI Chemical and Biological Engineering and similar programmes (LSE, CEN)</td>
<td>2 November</td>
<td></td>
<td>Kick-Off, in presence</td>
</tr>
<tr>
<td>CE Computational Engineering</td>
<td>29 October 10 am</td>
<td>German time</td>
<td>Kick-Off Zoom meeting</td>
</tr>
<tr>
<td>CME Comunications and Multimedia Engineering</td>
<td>5 - 9 October, 1 pm</td>
<td>German time</td>
<td>Python course Zoom For CME only</td>
</tr>
<tr>
<td>CME Comunications and Multimedia Engineering</td>
<td>30 October, 1 pm</td>
<td>German time</td>
<td>Kick-Off, Zoom-meeting</td>
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<tr>
<td>ICT Information and Communication Technology</td>
<td>Presentation on Studon-portal</td>
<td></td>
<td>Intercult. Training, Zoom, for CME only</td>
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<tr>
<td>MAOT Advanced Optical Technologies</td>
<td>To be announced</td>
<td></td>
<td>Kick-Off</td>
</tr>
<tr>
<td>MAP Advanced Materials and Processes</td>
<td>2 Nov., 1 pm - 2:30 pm</td>
<td>German time</td>
<td>Kick-Off, Zoom</td>
</tr>
<tr>
<td>MT Medical Engineering</td>
<td>13 October 10:00 am</td>
<td>MESZ = UTC+2h</td>
<td>Kick-Off</td>
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</tbody>
</table>

Address
Student Service Center of Faculty of Engineering
Erwin-Rommel-Str. 60
91058 Erlangen

Telephone +49 9131 85 27850
Email tf-stib@fau.de
Internet https://www.tf.fau.de/studium/refeat-fuer-studierendeninformation-und-beratung-stib
## Campus Tour Faculty of Engineering with Students Representatives
- with registration
[https://www.tf.fau.eu/studying/prospective-students/starting-your-degree-programme/introductory-events/](https://www.tf.fau.eu/studying/prospective-students/starting-your-degree-programme/introductory-events/)

<table>
<thead>
<tr>
<th>Campus tour</th>
<th>Faculty of Engineering Erlangen</th>
<th>In presence</th>
<th>20 October - 29 October, depends on your study programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting: lecture halls H7, H8, H9, H12, Erwin-Rommel-Str. 60</td>
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</tbody>
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## German Language Intensive Course - with registration
[https://sz.fau.eu/department-german/courses-overview/fit-course/](https://sz.fau.eu/department-german/courses-overview/fit-course/)

<table>
<thead>
<tr>
<th>German Language Intensive Course</th>
<th>Online course</th>
<th>14 October - 30 October</th>
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## More interesting soft skill seminars for students - with registration

<table>
<thead>
<tr>
<th>- e.g. Intercultural Competence</th>
<th>Online course</th>
<th>14 November</th>
</tr>
</thead>
<tbody>
<tr>
<td>- e.g. German Culture</td>
<td>Online course</td>
<td>6/7 Nov. and 4/5 Dec. or 20/21 Nov. and 8/9 Jan.</td>
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<tr>
<td>- and more....</td>
<td></td>
<td></td>
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</table>
First Steps in Erlangen – Checklist WS 2020
https://www.fau.eu/study/from-abroad/important-information/first-steps/

1) Opening a bank account: You can choose ANY bank. For more information and a better overview about different banks in Germany: https://www.kostenloses-konto24.de/girokonto-informationen/146-girokonten-fuer-auslaendische-studenten.html (in German). Please compare the different fees for students.
   1. Copy of your passport
   2. Form of the bank
   3. Address in Germany
   4. 127,00 euros cash (best case) to deposit it on the new account, so that immediate transfer of this amount for the enrolling at the university is possible. Transfer information at the end of the "Immatrikulationsantrag" ("Enrolment form"), you get from campo.fau.de. (You will not become enrolled when the money has not reached the bank account of the university.)
   5. Bank transfer form for tuition fees, if possible
   6. In case you need a blocked account (= Spenkonto) for your residence permit you can open it at this bank, too.

2) Health insurance: (mandatory for enrolment)
Details: https://www.fau.eu/study/from-abroad/important-information/insurance/. The following insurances have offices in Erlangen: AOK, Barmer, DAK, Siemens, TK.

3) Signing your rental agreement:
   1. Passport
   2. Tenancy Agreement

4) Registration at the City (of your accommodation) – needed only when you are in Germany
For example in Erlangen: City hall ("Rathaus"), Rathausplatz 1, ground floor of the Town Hall, left hand side. Please take a number and wait for your turn. At the reception desk, you can get any other information regarding counselling service, contacts or city map.
   1. Passport
   2. Accommodation Certificate ("Wohnungsgeberbestätigung"). This document should be issued by your landlord.
   3. Certificates indicating your civil status (only if you are coming to Germany with your spouse or children and register as a family!)
More information: https://www.erlangen.de/desktopdefault.aspx/tabid-1426/89_read-31931 (in German only)

5) Enrolment at FAU at Studierendenverwaltung (Studentenkanzlei)
Halbmonstr. 6, ground floor, room 34, opening hours 8:30 – 12 am
Details: https://www.fau.eu/education/application-and-enrolment/deadlines-and-documents-for-enrolment/
Please enrol as it is stated in your admission documents from campo.fau.de, e.g. a lot of students have to enroll by post by 18 October at the latest.
   1. Signed Enrolment form (“Onlineantrag auf Einschreibung”;available in campo.fau.de)
   2. School certificate of qualification for university entrance – original (in case of enrolment per post: certified copy)
   3. Your latest diploma/Bachelor Degree Certificate – original (in case of enrolment per post: certified copy)
   4. Confirmation of health insurance
   5. 127 euros, already transferred (not paid in cash) – (in case of enrolment per post: Confirmation of semester fee payment (for example bank transfer confirmation)
   6. Passport – (in case of enrolment per post: copy of passport)
   7. Admissions letter from FAU

6) Residence Permit (Only Non-EU Citizens) – needed only when you are in Germany
Ausländerbehörde, City hall ("Rathaus"), e.g. Erlangen: Rathausplatz 1, Room 220, 2nd floor.
Please arrange an appointment (after receiving the enrolment papers) by phone or email to auslaenderbehoerde@stadt.erlangen.de
   1. Passport
   2. Admissions letter and enrolment certificate of the FAU
   3. Completed Form "Application for Residence Permit"
You can take an electronic speed capture photograph (valid for 24 hours) for a few euros directly at the city hall in Erlangen.
   5. The confirmation of health insurance (only students older than 30)
   6. Confirmation of secured financing for one year (scholarship certificate, letter of parents or similar, or blocked account)
   7. Completed registration at the City of Erlangen (or rather of your accommodation)
   8. 110 euros (per year) cash for the registration

7) Liability insurance (= “Haftpflichtversicherung”): HIGHLY recommended (Inexpensive: 50-100 Euro per YEAR only) https://www.fau.eu/research/welcome-centre/formalities/insurance/
Covers damages, you caused accidentally.

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https://www.tf.fau.de/studium/referat-fuer-studierendeninformation-und-beratung-stib
IMPORTANT LINKS

First Steps: [https://www.fau.eu/study/from-abroad/important-information/first-steps/](https://www.fau.eu/study/from-abroad/important-information/first-steps/)

Semester dates: [https://www.fau.eu/study/current-students/semester-dates/](https://www.fau.eu/study/current-students/semester-dates/)

Student Identity Card (FAUcard): [https://www.fau.eu/card/](https://www.fau.eu/card/)

[https://www.rrze.fau.de/infocenter/kontakt-hilfe/neu-an-der-fau/#collapse_1](https://www.rrze.fau.de/infocenter/kontakt-hilfe/neu-an-der-fau/#collapse_1)

IDM video: [https://www.youtube.com/watch?v=eqB3hvWDz0U](https://www.youtube.com/watch?v=eqB3hvWDz0U)

Semester Ticket: [https://www.fau.eu/study/programme-start/semester-ticket/](https://www.fau.eu/study/programme-start/semester-ticket/)

Students Records Office: [https://www.fau.eu/study/current-students/student-records-office/](https://www.fau.eu/study/current-students/student-records-office/)

Student Service Center Faculty of Engineering:  

Examination Office:  

Individual Support Services: [https://www.fau.eu/study/current-students/support-services/](https://www.fau.eu/study/current-students/support-services/)

Libraries: [https://ub.fau.de/en](https://ub.fau.de/en), [https://www.youtube.com/channel/UCGdUVPbVnV8b9QNnyMWOWtQ](https://www.youtube.com/channel/UCGdUVPbVnV8b9QNnyMWOWtQ)

FAU Language Center: [http://www.sz.fau.eu](http://www.sz.fau.eu)

Student Groups (in German only): [https://www.tf.fau.de/studium/studentische-gruppen/](https://www.tf.fau.de/studium/studentische-gruppen/)  
[https://stuve.fau.de/gruppen/](https://stuve.fau.de/gruppen/)  
Esp. for internationals: [https://www.facebook.com/FVIerl/](https://www.facebook.com/FVIerl/)

Databases

Addresses, rooms, and more (UNIVIS): [https://univis.fau.de](https://univis.fau.de)

E-learning and more (STUDON): [https://www.studon.fau.de](https://www.studon.fau.de)

Certificates, grades, and more (MEIN CAMPUS): [https://www.campus.uni-erlangen.de](https://www.campus.uni-erlangen.de)

General

FAU: [https://www.fau.eu/](https://www.fau.eu/)

FAU, Faculty of Engineering: [https://www.tf.fau.eu/](https://www.tf.fau.eu/)
