



# Welcome

## International Beginners

### Faculty of Engineering

\*\*\*\*\*Most important facts\*\*\*\*\*

## WS 2021/22

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

**Telephone**  
+49 9131 85 27850

**Email**  
[tf-stib@fau.de](mailto:tf-stib@fau.de)  
**Internet**  
<https://www.tf.fau.eu/studying/office-for-student-information-and-advice-stib/>

## We wish you a warm welcome!

The Faculty of Engineering welcomes you to FAU's various introductory events for international students and ERASMUS-students - some online, some in presence.

On the following website you will find all introductory offers for the winter term 2021/22:



<https://www.tf.fau.eu/studying/prospective-students/starting-your-degree-programme/introductory-events/>

Short overview about these events:

6 – 11 September 2021	Welcome Week in September <b>(in English)</b>
5 – 9 October 2021	Welcome Week in October <b>(in English)</b>
<i>Programme for both:</i> <a href="https://www.doc.zuv.fau.de//S-INTERNATIONAL/Aus_dem_Ausland/Welcome_Week_Programme/Welcome_Week_Programme_Fall_202021.pdf">https://www.doc.zuv.fau.de//S-INTERNATIONAL/Aus_dem_Ausland/Welcome_Week_Programme/Welcome_Week_Programme_Fall_202021.pdf</a>	
6 October 2021	<i>Welcome Day by the Faculty of Engineering <b>(in English)</b></i>
<i>Programme:</i> <a href="https://www.tf.fau.eu/studying/prospective-students/starting-your-degree-programme/introductory-events/#collapse_1">https://www.tf.fau.eu/studying/prospective-students/starting-your-degree-programme/introductory-events/#collapse_1</a>	
18 October 2021, 8:15 am	General first semester introduction of the Faculty of Engineering <b>(in German)</b> : Lecture halls <a href="#">H7</a> , <a href="#">H8</a> , <a href="#">H9</a> , <a href="#">H10</a>
18 October 2021	This will be followed by the subject specific introductions for all <b>Bachelor's</b> and Computer Science teaching programmes <b>(in German or English)</b> according to the study programme)
<i>Programme for both:</i> <a href="https://www.tf.fau.de/studium/studieneinstieg/erstsemester-einfuehrung/">https://www.tf.fau.de/studium/studieneinstieg/erstsemester-einfuehrung/</a>	
Beginning of October	Specific Introductions for all <b>Master's Programmes</b> at the Faculty of Engineering <b>(in English or German)</b> according to the study programme)
<i>Programme:</i> <a href="https://www.tf.fau.de/studium/studieneinstieg/erstsemester-einfuehrung/">https://www.tf.fau.de/studium/studieneinstieg/erstsemester-einfuehrung/</a>	

## First Steps in Erlangen – Checklist WS21/22

<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](http://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 (= Sperrkonto) for your residence permit you can open it at this bank, too.

### 2) Health insurance document: (mandatory for enrolment)

**Details:** <https://www.fau.eu/education/student-life/health-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](https://www.erlangen.de/desktopdefault.aspx/tabid-1426/89_read-31931) (in German only)

### 5) Enrolment at FAU at Studierendenverwaltung (Studentenkanzlei)

Halbmondstr. 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 enroll as it is stated in your admission documents from [campo.fau.de](http://campo.fau.de), e.g. a lot of students have to enroll by post.**

1. **Signed Enrolment** form ("Onlineantrag auf Einschreibung"; available in [campo.fau.de](http://campo.fau.de))
2. School certificate of qualification for university entrance – original (**in case of enrolment per post:** certified copy)
4. Your latest diploma/Bachelor Degree Certificate – original (**in case of enrolment per post:** certified copy)
5. Confirmation of health insurance
6. 127 euros, **already transferred** (not paid in cash) – (**in case of enrolment per post:** Confirmation of semester fee payment (for example bank transfer confirmation))
7. Passport – (**in case of enrolment per post:** copy of passport)
8. 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](mailto:auslaenderbehoerde@stadt.erlangen.de)

1. Passport
2. Admissions letter and enrolment certificate of the FAU
3. Completed Form "Application for Residence Permit"
4. **Biometric** Passport Photograph (<https://www.persofoto.com/lexicon/passport/how-do-i-make-a-biometric-passport-photo/>)  
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.

#### Address

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of Faculty of  
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#### Telephone

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## IMPORTANT LINKS

First Steps: <https://www.fau.eu/study/from-abroad/important-information/first-steps/>

Semester Dates: <https://www.fau.eu/study/current-students/semester-dates/>

Student Identity Card (FAUcard): <https://www.fau.eu/card/>

FAU IDM, Email, WLAN, CIP-Pools: <https://www.fau.eu/2019/08/22/news/where-how-why-2/>  
[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) (in German only)

IDM Activation Video: <https://www.youtube.com/watch?v=eqB3hvWDz0U>

Further Explanatory Videos:

<https://www.youtube.com/playlist?list=PLgLLPe5VGhcJfZdFI64KfBd8KqrLke1IP>

Semester Ticket: <https://www.fau.eu/study/programme-start/semester-ticket/>

Students Records Office: <https://www.fau.eu/study/current-students/student-records-office/>

Student Service Center Faculty of Engineering:

<https://www.tf.fau.eu/studying/office-for-student-information-and-advice-stib/>

Examination Office:

<https://www.fau.eu/study/current-students/examination-matters/examinations-office-faculty-of-engineering/>

Individual Support Services: <https://www.fau.eu/study/current-students/support-services/>

Libraries: <https://ub.fau.de/en>, <https://www.youtube.com/watch?v=4dGGO1ZDGas>

FAU Language Center: <https://sz.fau.eu/department-german/>

Student Groups (in German only): <https://www.tf.fau.de/studium/studentische-gruppen/>

<https://stuve.fau.de/en/gruppen/> Esp. for internationals: <https://www.facebook.com/FVlerl/>

Soft Skill Seminars of the Faculty: <https://www.tf.fau.de/veranstaltungen-tf/>

## Databases

Addresses, rooms, and more (UNIVIS): <https://univis.fau.de>

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

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

## General

FAU: <https://www.fau.eu/>

FAU, Faculty of Engineering: <https://www.tf.fau.eu/>

Franconia: <https://www.frankentourismus.com/> , <https://en.wikipedia.org/wiki/Franconia>

## Corona-regulations and Entry to Germany

General information: <https://www.fau.eu/corona/>

Quarantine measures: [https://www.fau.eu/corona/#collapse\\_0](https://www.fau.eu/corona/#collapse_0)

Hygiene regulations at FAU: <https://www.fau.eu/corona/hygiene-guidelines/>

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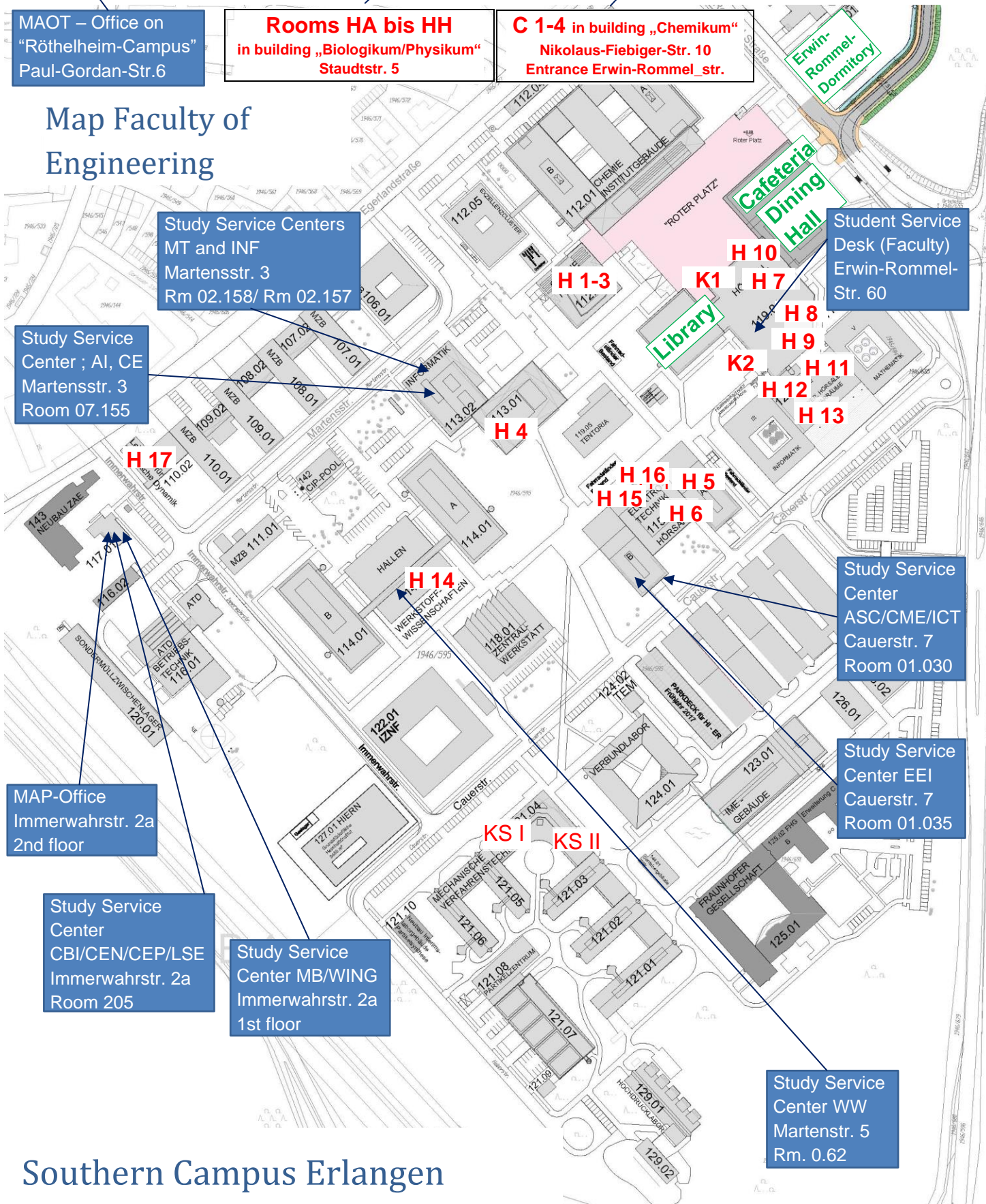


MAOT – Office on  
“Röthelheim-Campus”  
Paul-Gordan-Str.6

**Rooms HA bis HH**  
in building „Biologikum/Physikum”  
Staudtstr. 5

**C 1-4 in building „Chemikum”**  
Nikolaus-Fiebiger-Str. 10  
Entrance Erwin-Rommel\_str.

## Map Faculty of Engineering



Study Service Centers  
MT and INF  
Martensstr. 3  
Rm 02.158/ Rm 02.157

Study Service  
Center ; AI, CE  
Martensstr. 3  
Room 07.155

Student Service  
Desk (Faculty)  
Erwin-Rommel-  
Str. 60

Study Service  
Center  
ASC/CME/ICT  
Cauerstr. 7  
Room 01.030

Study Service  
Center EEI  
Cauerstr. 7  
Room 01.035

MAP-Office  
Immerwahrstr. 2a  
2nd floor

Study Service  
Center  
CBI/CEN/CEP/LSE  
Immerwahrstr. 2a  
Room 205

Study Service  
Center MB/WING  
Immerwahrstr. 2a  
1st floor

Study Service  
Center WW  
Martensstr. 5  
Rm. 0.62

## Southern Campus Erlangen