



Welcome

International Beginners

Faculty of Engineering

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

Summer Semester 2024

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

Telephone
+49 9131 85 27850

Email
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 person.

On the following website you will find all introductory offers for the summer term 2024:

<https://www.tf.fau.eu/studying/events-and-offerings-for-students/>



Short overview about these events:

Welcome week and Faculty Day

4 – 8 March 2024 Welcome Week in March for students attending the [German intensive course \(in English\)](#)

2 – 9 April 2024 Welcome Week in April **(in English)**

Program for both: https://www.doc.zuv.fau.de//S-INTERNATIONAL/Aus_dem_Ausland/Welcome_Week_Program/Welcome%20Week%20Program%20-%20Summer%20Semester%202024.pdf

4 April 2024 *Welcome Day by the Faculty of Engineering (in English)*

Program: https://www.tf.fau.eu/studying/events-and-offerings-for-students/introductory-events-of-the-faculty-of-engineering-tf/#collapse_2

Specific Introduction Bachelor's Programs: (in English or German according to the program)

Program: https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/erstsemester-einfuehrungen-an-der-technischen-fakultaet/#collapse_1

Specific Introduction Master's Programs: (in English or German according to the program)

Program: https://www.tf.fau.de/studium/veranstaltungen-fuer-studierende/erstsemester-einfuehrungen-an-der-technischen-fakultaet/#collapse_2

Information library:

3 April 2024 Online-Library and Catalogue Basics for International Students

Details and Registration: <https://ub.fau.de/schulungen/library-and-catalogue-basics-for-international-students-7/>

8 April 2024 Guided Library Tour TNZB Erlangen: Library of Faculty of Engg.

Details and Registration: <https://ub.fau.de/schulungen/guided-library-tour-tnzb-erlangen-16/>

More library courses <https://ub.fau.de/en/studying/advice-and-training/library-courses/>

First Steps in Erlangen – Checklist SoSe 2024

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

1) Health insurance document (M10 - document, electronically): (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.

2) Enrollment at FAU at Studierendenverwaltung (Studentenkanzlei)

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, normally by post.

Address: FAU, Referat L5 – Studierendenverwaltung, Schloßplatz 4, 91054 Erlangen, Germany

(It is not possible to enroll in person.)

1. **Signed Enrollment form** (“Onlineantrag auf Einschreibung”, available in campo.fau.de)
2. **Please first transfer the semester fee required for enrolment. The exact bank details can be found in the sample bank transfer form in the enrollment request.**
3. School certificate of qualification for university entrance – certified copy. If the original certificate was not issued in German, English, or French, a certified translation is required.
1. Your latest diploma/Bachelor Degree Certificate – certified copy. If the original certificate was not issued in German, English, or French, a certified translation is required.
2. Electronic confirmation of health insurance (known as M10). Apply for it at your health insurance provider quoting FAU’s reference number (**H0001887**). The health insurance company will then send a digital copy directly to FAU.
3. Confirmation of semester fee payment (e.g. bank transfer confirmation, bank statement. The following data should be visible: account holder, IBAN, BIC, date of bank transfer, payment reference, and amount paid. All other data can be redacted.)
4. Copy of passport
5. Admissions letter from FAU (scanned copy)
6. A self-addressed B4/C4 (A4 or larger) envelope stamped to the value of € 1.60 in order for Studentenkanzlei to be able to send you the certified copy of your certificate together with information material. **Only required for addresses within Germany.**

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. - More information: <https://erlangen.de/en/service/365>

1. Passport
2. Accommodation Certificate (“[Wohnungsgeberbestätigung](#) DE”, [EN](#)). 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!)

5) 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 send the down mentioned documents to 332-2@stadt.erlangen.de and ask for an appointment (**after** receiving the FAU enrolment papers)

1. Passport with immigration stamp
2. Copy of the visa
3. Admissions letter and enrolment certificate of the FAU
4. Completed Form “Application for Residence Permit” (https://erlangen.de/uwao-api/faila/files/bypath/Dokumente/PDF-Formulare/33_Buergeramt/Antrag_Erteilung_AE.pdf)
5. **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.
6. The confirmation of health insurance (in case of a private insurance confirmation of this as well)
7. Confirmation of secured financing for 24 months (scholarship certificate, letter of parents or similar, or blocked account at least 11.208 €)
8. Completed registration at the City of Erlangen (or rather of your accommodation)
9. About 110 euros (per year) cash for the registration

6) Recommended: German bank account: You can choose ANY bank. For more information 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. In case you still need a blocked account (= Sperrkonto) for your residence permit you can open it at this bank, too.

7) HIGHLY recommended: Liability insurance (= “Haftpflichtversicherung”): (50-100 Euro per YEAR only)

<https://www.fau.eu/research/welcome-centre/formalities/insurance/>. Covers damages, you caused accidentally.

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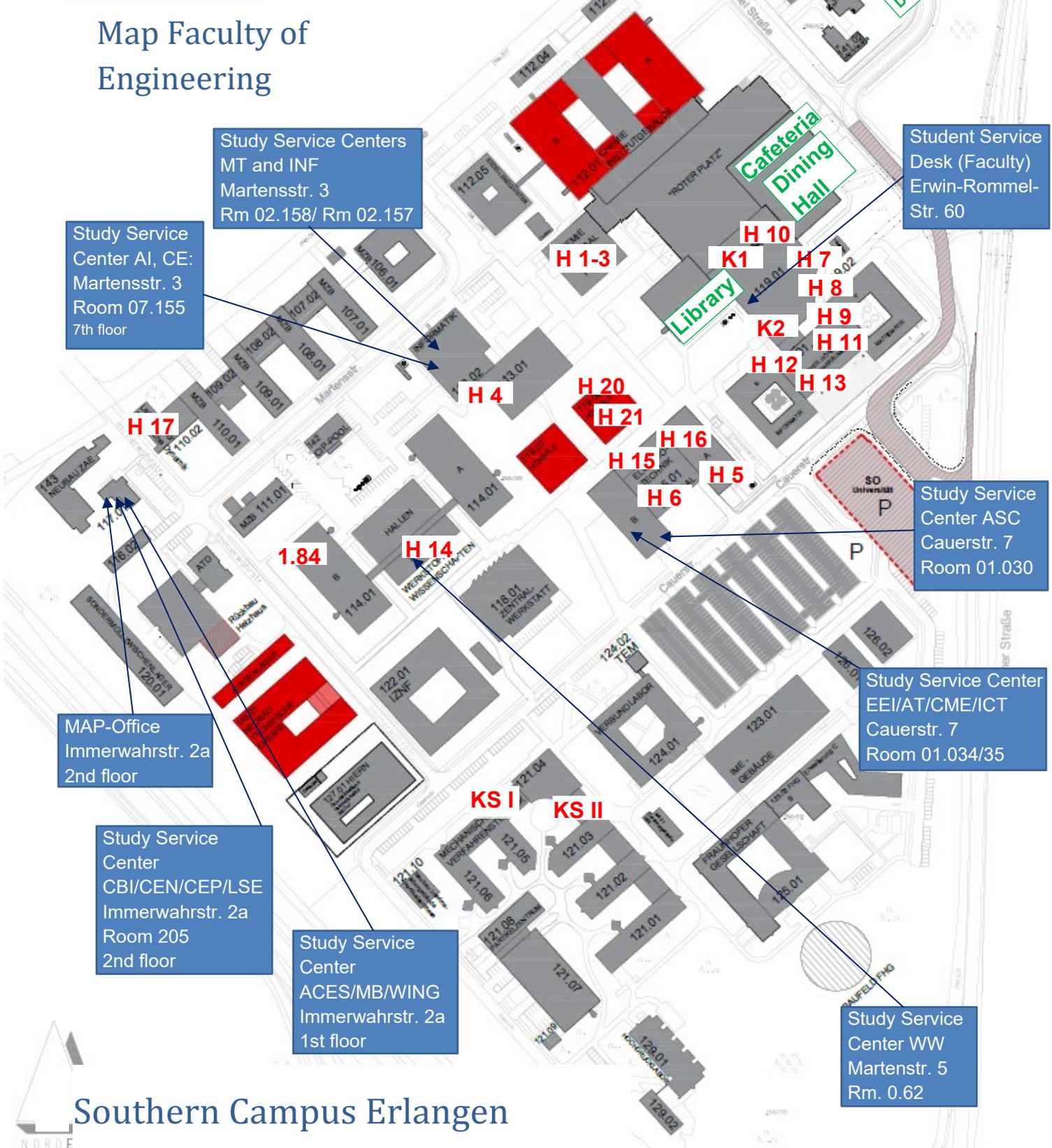
MAOT – Office on
"Röthelheim-Campus"
Paul-Gordan-Str.6

Rooms HA to HH
in building „Biologikum/Physikum“
Staudtstr. 5

C 1-4 in building „Chemikum“
Nikolaus-Fiebiger-Str. 10
Entrance Erwin-Rommel_str.

Erwin-
Rommel-
Dormitory

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
7th floor

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

Study Service
Center ASC
Cauerstr. 7
Room 01.030

Study Service Center
EEI/AT/CME/ICT
Cauerstr. 7
Room 01.034/35

Study Service
Center WW
Martensstr. 5
Rm. 0.62

MAP-Office
Immerwahrstr. 2a
2nd floor

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

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

Southern Campus Erlangen

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IMPORTANT LINKS

First Steps

- First Steps: <https://www.fau.eu/education/international/from-abroad/important-information/first-steps/>
- Introductory Events: <https://www.fau.eu/start-of-the-semester/>
- Semester Dates: <https://www.fau.eu/education/study-organisation/semester-dates/>
- Student Identity Card (FAUcard): <https://www.fau.eu/card/>

FAU-Databases and important FAU Portals

- All Important Portals: FAU IDM, Email, WLAN, CIP-Pools, CAMPO, STUDON, ...: <https://www.fau.eu/education/study-organisation/manage-your-studies-online/> https://www.rrze.fau.de/infocenter/kontakt-hilfe/neu-an-der-fau/#collapse_1 (in German only)
- CAMPO: Lectures, examinations, certificates, grades, and more: <https://www.campo.fau.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>
- STUDON: E-learning and more: <https://www.studon.fau.de>
- IDM: Identity management system - Video: <https://www.youtube.com/watch?v=eqB3hvWDz0U>
- UNIVIS: People and addresses: <https://univis.fau.de>

FAU Important Offices, Libraries and Language Center

- Examinations Office: <https://www.fau.eu/education/advice-and-services/examination-offices/examinations-office-faculty-of-engineering/>
- Student Records Office: <https://www.fau.eu/education/advice-and-services/student-records-office/>
- Libraries: <https://ub.fau.de/en>, video: <https://www.youtube.com/watch?v=4dGGO1ZDGas>
Library Courses and Tours: <https://ub.fau.de/en/studying/advice-and-training/library-courses/>
- Language Center: <https://sz.fau.eu/department-german/>

Advice

- Individual Support Services: <https://www.fau.eu/education/advice-and-services/support-services/> <https://www.fau-gesund.fau.de/beratungsstellen-fuer-studierende/> (In German only)
- Student Advice and Career Center - FAU (IBZ): <https://www.fau.eu/education/advice-and-services/student-advice/>
- Student Service Center - Faculty of Engineering (SSC TF): <https://www.tf.fau.eu/studying/advice-and-services/office-for-student-information-and-advice-stib/>
- Student Service Centers and Study Advisors for the Different Study programs of TF: <https://www.tf.fau.eu/studying/advice-and-services/study-advice/>

Social Media

- FAU's Social Media Address book: <https://www.fau.eu/education/study-organisation/social-media/>
- Facebook for International Incomings: <https://www.facebook.com/groups/155499536384985>
- WhatsApp International Students: <https://chat.whatsapp.com/JjeL3dLGgdGK8Gqyuw7rB6>

Good to know

- FAU: <https://www.fau.eu/> and Faculty of Engineering (TF): <https://www.tf.fau.eu/>
- FAU Student Groups: <https://www.tf.fau.de/studium/studentische-gruppen/> (in German only), <https://stuve.fau.de/gruppen/>
- FAU Transportation Ticket (29 euros): <https://www.fau.eu/education/student-life/semester-ticket/>
- Franconia: <https://www.frankentourismus.com/>, <https://en.wikipedia.org/wiki/Franconia>
- Metropol Region Nürnberg: <https://www.metropolregionnuernberg.de/en>