JACOBS UNIVERSITY

INCOMING STUDENT HANDBOOK

More information here:
www.jacobs-university.de

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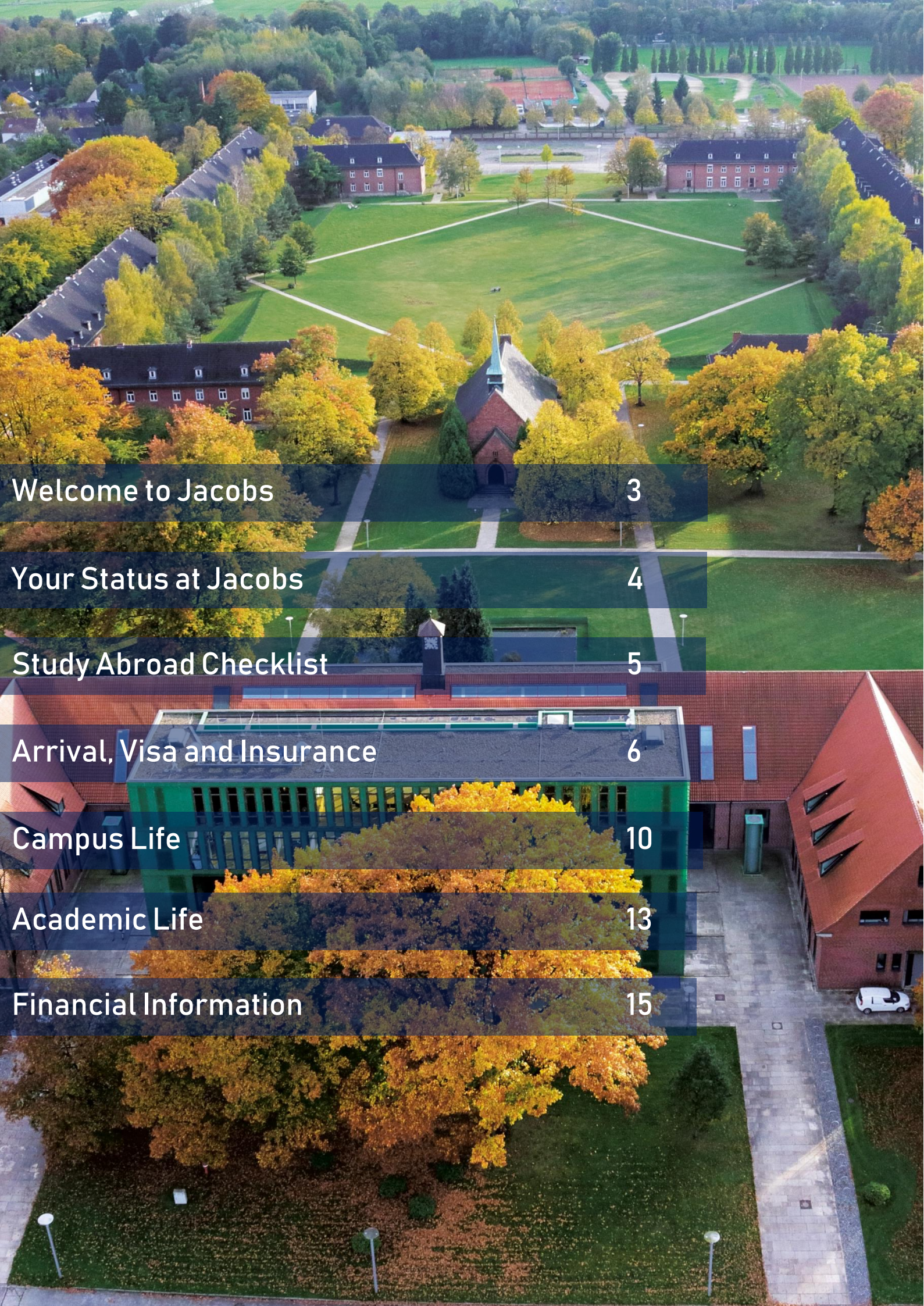

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WELCOME TO JACOBS!

Your International Office Team

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YOUR STATUS AT JACOBS

In order for you to know your student status at Jacobs University we have compiled the following definitions:

Visiting Students as Free Movers

If your home university or college does not have an exchange agreement with Jacobs University, you will be studying at Jacobs University as a visiting student.

Visiting Students (from a partner university)

If you are from a university or college that has signed a visiting agreement with Jacobs University, you will be studying at Jacobs University as a visiting student (contact your International Office for further details).

Exchange Students (from a partner university)

If your home university or college has an exchange agreement with Jacobs University, you will be studying at Jacobs University as an exchange student (contact your International Office for further details).

Erasmus Students (from a partner university)

Erasmus is the university exchange program of the European Union. If your university has an Erasmus exchange agreement with Jacobs University in your major, you can study at Jacobs University as an Erasmus exchange student (contact your International Office for further details).

Keep an eye out for the Jacobs advice Duck

STUDY ABROAD CHECKLIST

3 MONTHS PRIOR

- [ ] Apply for a visa (if you need one)
- [ ] Send your visa Information to International Office (as soon as you receive your visa)
- [ ] Find out if your health insurance covers you in Germany
- [ ] Complete the Host Family Program survey online.

1 MONTH PRIOR

- [ ] Schedule a physical health exam with your doctor (at your discretion)
- [ ] Arrange to receive any vaccinations if needed
- [ ] Refill any prescriptions and collect any over-the-counter products that may not be available in Germany (make sure they are legal in Germany).
- [ ] Prepare copies of your passport, visa, tickets and other travel passes
    - [ ] Passport and Visa
    - [ ] **Tickets and other travel passes**
    - [ ] **Jacobs University Documents and Correspondence**
    - [ ] **Your current university documents in order to have your Jacobs coursework transferred.**
- [ ] Exchange Euros to travel with you for the first few weeks
- [ ] Arrange with your parents, scholarship organization or sponsor to have money for your living expenses transferred to you in Germany
- [ ] Check if you have a tri-band cellular phone that can work with a German SIM card

‼ Kindly note that medicine is not allowed to be shipped into Germany.

1 WEEK PRIOR

- [ ] Pack; keep in mind airline regulations

‼ Don't forget your winter clothing

- [ ] Leave the Jacobs International Office Contacts with your family (on the first page)
- [ ] Place baggage tags on each piece of baggage with your name and the International Office address: Jacobs University Bremen, International Office, c/o Yuliya Salauyova, Campus Ring 1, 28759, Bremen Germany

ARRIVAL, VISA AND INSUARANCE

ARRIVING ON CAMPUS

You should plan to arrive on campus 1 week prior to the start of the semester:

The arrival day for Fall Semester 2019 is Tuesday, August 27th
The arrival day for Spring Semester 2020 is Tuesday, January 27th

In very exceptional cases, students may move into the college on another day. Requests for exceptions must be submitted to the International Office.

!! Kindly let us know the exact time of your arrival in Bremen as soon as possible

PICK UP INFORMATION

You will be picked up at the Bremen Airport or at the Bremen Central Train Station by either:

- Your host family (if you signed up for one)
- The International Office (if you arrive in a large group)
- Your student advisor (if you arrive individually).

Please check the Academic Calendar on the Jacobs website to confirm when your classes will begin

VISA INFORMATION

Citizens of these countries do not need a visa to enter Germany for any purpose

EU citizens
Iceland
Norway
Liechtenstein
Switzerland

Citizens of the following countries may enter Germany without a visa, then apply for a residence permit within the first three months of their stay.

Australia
Canada
Israel
Japan
New Zealand
the Republic of Korea
the United States of America

Students from the countries that are allowed to enter Germany without a visa may nevertheless apply for a visa for the duration of their stay instead of applying for residence permit (PRIOR to entering Germany).

Students from countries not listed above require a student visa and should arrange for one well in advance.

APPLYING FOR A VISA

Students that require a visa would normally need to prepare the following documents (confirm this with your respective embassy or consulate):

- Visa Application
- Valid passport
- Jacobs University Admission Letter
- Proof of sufficient funding **
- Proof of health insurance valid in Germany
- Biometric passport photograph

!! Please allow six to eight weeks for your visa application to be approved.

**if your university is paying your semester fees or you receive a tuition waiver, you can request the International Office to send you a letter that proves that your fees have been covered; fully or partially. You can also request such a letter once you pay your semester fees individually (upon receiving a bill from the accounting)

REGISTRATION WITH THE LOCAL AUTHORITIES

All students – regardless of nationality – must register with the local authorities within 14 days of arrival in any German residence.

We will help you with the registration process, however you are required to bring the following documents:

- 'Anmeldeformular' (Registration Form – available during Orientation Week at the Registrar´s Office)
- A valid identity card or passport

RESIDENCE PERMIT INFORMATION

All international students outside the EU who do not have visa for their duration of stay at Jacobs University Bremen need to apply for a residence permit once in Germany. The cost for the residence permit is about €100.

For the residence permit, you normally need to present the following documents:

- Valid passport
- Proof of health insurance valid in Germany / Europe (see below)
- Residence Permit Statement (available in your welcome package)
- Proof of Local Registration (Meldebescheinigung, available during Orientation)
- One or two biometric passport photos
- Proof of enrolment (Immatrikulationsbescheinigung, available during Orientation)

HEALTH INSUARANCE INFORMATION

Students in Germany are required to provide their university with a proof of valid health insurance to be enrolled in a German university and to obtain student visa or residence permit for their studies.

Therefore, Jacobs University requires from students (upon enrolment) to provide either:

- Proof of insurance with a German public health insurance company OR
- Proof of insurance with a public health insurance company from the EU, usually in the form of a European Health Insurance Card OR
- A dispensation from the obligation to insure with a public health insurance company (for those privately insured). The dispensation can only be issued by a German public health insurance company upon inspection of the private insurance shown by the student.

Dispensations from the obligation to insure with a public company will not be granted if:

- Your private foreign or German health insurance covers only a limited period of time, namely less than the entire duration of your studies in Germany.
- Your private foreign or German health insurance has an upper limit for the coverage of outpatient and inpatient treatment.
- The medical assistance covered by the private foreign or German health insurance does not correspond to the coverage offered by the German public health insurance.

Since most foreign private insurances do not fulfil these requirements, it is highly unlikely that they will be accepted for dispensation. Therefore, students should either come with European public health insurance or get a German insurance.

The following health insurance company is an official partner of Jacobs University:

TK : Techniker Krankenkasse
Contact:
Name: Maik Ziegler
Tel: 040 – 46 06 51 11-201
maik.ziegler@tk.de
jacobs-university@tk.de

CAMPUS LIFE

STUDENT ID, CAMPUS CARD AND SEMESTER TICKET

When you arrive on campus, you will receive your:

- Student ID
- Campus card
- Semester ticket

Your campus card is used for paying for meals on campus, doing laundry as well as copying and printing. The semester ticket is a personalized ticket for public transportation in and around Bremen

HOST FAMILY PROGRAM

While you will continue to have full room and board on campus, your host family offers you off-campus contact throughout the semester.

We only recommend you participate in the program if you are interested in discovering Bremen, getting insights into the German way of life and spending your free time with a German family! If you are interested in having a host family while at Jacobs University, please fill in the Host Family Program Survey.

STUDENT SERVICES CENTER (SSC)

Services offered include (but are not limited to):

- Assistance in making medical and dental appointments
- Assistance with travel arrangements
- Information about cultural and social activities and events
- Assistance in locating services or vendors in Bremen
- Assistance with German language, customs, and regulations
- Receiving packages that do not fit into your own mailbox.

COUNSELLING CENTER

The Counselling Center offers workshops dealing with topics such as intercultural understanding, stress management, creative expression, and self-confidence. Group counselling, individual counselling, and walk-in hours are also offered to help those with questions.

STUDENT HOUSING

Students reside in 1 of 5 possible residential colleges on campus:

- College Nordmetall
- Krupp College
- Krupp E College
- College III
- Mercator College

If you attend Jacobs University only for Fall Semester but nevertheless would like to take part in Jacobs Winter School and reside on Jacobs campus, you will be charged an additional fee for the two-weeks stay from January 15th until January 26th.

Please note that this will have to be communicated to the International Office by the middle of November to assure that your housing is guaranteed for this period.

Tall students are advised to contact the International Office beforehand to ensure that they are allocated a "tall room" including a larger bed. In order to qualify for a tall room, students need to be 1.92 meters (or 6 feet 3.6 inches) or taller.

Costs for room and board have to be paid by you or by your home university. Please note that it is not possible to reside outside of campus as intercultural living and learning is part of Jacobs University's core values and therefore an integral part of Jacobs Study Abroad Program.

ACADEMIC LIFE

COURSES AND COURSE REGISTRATION

During your studies at Jacobs University you will be taking four to six courses per semester (5 ECTS points each). Jacobs students usually take 30-35 ECTS, however on average study abroad students take 20-25 ECTS during a semester.

Once you have arrived in Bremen, you will receive access to our online student portal with which you can administrate your courses and later access your grades. During O-week a technical helpdesk will be set up to complete your course registration online after consulting with your Jacobs University Academic Advisor.

Over a period of two weeks at the beginning of classes (DROP/ADD period), students have the opportunity to change their class schedules by dropping and/or adding courses. Students are strongly encouraged to finish their course selection as early in the semester as possible and to adjust their schedules so as to avoid loss of time in pursuing their coursework by missing too many lectures.

After the add/drop deadline no changes in course schedules are possible.

ACADEMIC ADVISING

In order to provide guidance with the program of study and course selections, and to help students manage their time at the university to their best advantage, all students are assigned to a specific professor within their major. This Academic Advisor will be happy to assist you with any major specific questions or concerns.

FINANCIAL INFORMATION

UNIVERSITY TUITION AND FEES

If you are coming from a partner institution either as a visiting, exchange or Erasmus student, you will be required to pay room & board, university fee and semester ticket. Your tuition fee is charged by your home university.

Erasmus exchange students can receive a mobility grant from the European Union. To find out more, please contact the International Office of your home university.

If you are coming as an individual visiting student or free mover, you will be required to pay complete costs of attendance including tuition fee, room & board, university fee and semester ticket.

Please consult Student Financial Services website for more information on tuition fee and related costs.

Study Abroad students are not eligible for financial aid or scholarships from Jacobs University Bremen.

PERSONAL EXPENSES

As a suggestion, student should consider the following personal expenses per semester (these will vary from student to student):

Books & Supplies	€180 per semester
Health Insurance	€600 per semester
Laundry	€40 per semester
Clothing & Personal Care	€300 per semester
Miscellaneous Expenses	€450 per semester

OTHER USEFUL INFORMATION

- Electricity - We suggest that you purchasing a voltage converter kit in addition to adapters
- Parcels & Customs - Please be aware that any new item that has a declared value over $50 will usually be charged a customs fee upon arrival.
- Medication - Please note that it is not allowed to mail medicine to Germany.
- Getting around - Walking, cycling and public transports are the best modes of transport in Bremen- you certainly don't need a car! Bremen has more than 650 kilometres of excellent cycling paths

We look forward to hearing from you,
and hope to see you soon in Bremen!

Your International Office Team at
Jacobs University Bremen

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