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1 Welcome to Karlsruhe!

We are delighted to welcome you to our city and are happy you have chosen to study at the Karlsruhe Institute of Technology (KIT).

Studying in a foreign country is exciting and challenging. You will soon have to communicate in an unfamiliar language with strangers and get adapted to a lifestyle and culture that can be quite bewildering at times. This brochure will help you get settled in Karlsruhe and will hopefully make you curious about the wonderful opportunities the university and the city have to offer.

Karlsruhe Institute of Technology (KIT)

On October 01, 2009, the Karlsruhe Institute of Technology (KIT) was founded by a merger of Forschungszentrum Karlsruhe and Universität Karlsruhe (TH). The basis was the KIT Merger Act that was adopted unanimously by the state parliament of Baden-Württemberg in July 2009. KIT bundles the missions of both precursory institutions: A university of the state of Baden-Württemberg with teaching and research tasks and a large-scale research institution of the Helmholtz Association conducting program-oriented research on behalf of the Federal Republic of Germany. Within these missions, KIT is operating along the three strategic fields of action: research, teaching, and innovation.

With about 8,000 employees and an annual budget of about 700 million Euros, KIT is one of the largest research and teaching institutions worldwide. KIT has the potential to take a top
position worldwide in selected fields of research. The objective: KIT will become an
institution of top research and excellent scientific education as well as a prominent location
of academic life, life-long learning, comprehensive advanced training, unrestricted exchange
of know-how, and sustainable innovation culture. With KIT, an institution of excellent
academic research and higher education in natural sciences and engineering is being
established.

Further information about Karlsruhe Institute of Technology (KIT):
www.kit.edu

City and suburbs

Karlsruhe is a city located in the southwest of Germany, in the state (Bundesland)
Baden-Württemberg, close to the French-German border. Karlsruhe has
290,736 inhabitants (2009).

The city's altitude is between 100 m (on the western shore of the river Rhine) and 322 m
(near the TV tower located on the Fremersberg northwards to the Black Forest,
Schwarzwald). Its geographical coordinates are 49°00'N 8°24'E / 49°N 8.4°E / 49; 8.4;
the 49th parallel runs through the city center. Its course is marked by a stone and a painted
white line in the city park (Stadtgarten, Zoo).

Karlsruhe is located in the temperate zone with hot, mostly dry summers and mild winters
[average precipitation 770 mm/year].

The climate of Karlsruhe is shown in the following table:

<table>
<thead>
<tr>
<th>Month</th>
<th>Temp. max.</th>
<th>Temp. min.</th>
<th>Sun hours</th>
<th>Rainy days</th>
<th>Humidity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>38.84 °F</td>
<td>29.48 °F</td>
<td>1.5 h</td>
<td>11 d</td>
<td>85%</td>
</tr>
<tr>
<td>February</td>
<td>42.98 °F</td>
<td>30.74 °F</td>
<td>2.7 h</td>
<td>10 d</td>
<td>80%</td>
</tr>
<tr>
<td>March</td>
<td>51.62 °F</td>
<td>35.42 °F</td>
<td>3.9 h</td>
<td>11 d</td>
<td>74%</td>
</tr>
<tr>
<td>April</td>
<td>59.72 °F</td>
<td>40.82 °F</td>
<td>5.4 h</td>
<td>10 d</td>
<td>69%</td>
</tr>
<tr>
<td>May</td>
<td>67.82 °F</td>
<td>48.02 °F</td>
<td>6.8 h</td>
<td>12 d</td>
<td>69%</td>
</tr>
<tr>
<td>June</td>
<td>73.40 °F</td>
<td>53.96 °F</td>
<td>7.3 h</td>
<td>11 d</td>
<td>69%</td>
</tr>
<tr>
<td>July</td>
<td>77.90 °F</td>
<td>57.20 °F</td>
<td>7.9 h</td>
<td>10 d</td>
<td>67%</td>
</tr>
<tr>
<td>August</td>
<td>77.18 °F</td>
<td>56.84 °F</td>
<td>7.1 h</td>
<td>10 d</td>
<td>71%</td>
</tr>
<tr>
<td>September</td>
<td>70.70 °F</td>
<td>51.08 °F</td>
<td>5.7 h</td>
<td>8 d</td>
<td>77%</td>
</tr>
<tr>
<td>October</td>
<td>59.54 °F</td>
<td>44.06 °F</td>
<td>3.6 h</td>
<td>9 d</td>
<td>82%</td>
</tr>
<tr>
<td>November</td>
<td>47.30 °F</td>
<td>36.32 °F</td>
<td>2.0 h</td>
<td>11 d</td>
<td>84%</td>
</tr>
<tr>
<td>December</td>
<td>40.64 °F</td>
<td>31.28 °F</td>
<td>1.5 h</td>
<td>11 d</td>
<td>84%</td>
</tr>
</tbody>
</table>

www.climate-charts.com
History. The city takes its name from Margrave Karl Wilhelm III, Margrave of Baden-Durlach, who founded the city on June 17, 1715 after a dispute with the citizens of his previous capital, Durlach. The founding of the city is closely linked to the construction of the palace. Karlsruhe became the capital of Baden-Durlach and in 1771 of the united Baden until 1952. Built in 1822, the "Ständehaus" was the first parliament in a German state. In the aftermath of the democratic revolution of 1848, a republican government was elected. After 1945, the surrounding town became the seat of two of the highest courts in Germany, the Federal Constitutional Court of Germany (Bundesverfassungsgericht) and the Federal Court of Justice of Germany (Bundesgerichtshof). The decisions of the Bundesverfassungsgericht, formerly in Berlin, have the force of a law. The Bundesgerichtshof, formerly in Leipzig, is the highest court of appeals in matters of civil law and criminal law. Karlsruhe therefore considers itself the home of justice in Germany.

Karlsruhe was planned with the tower of the palace at the center and 32 streets radiating out from it. Therefore, a nickname for Karlsruhe in German is "fan city" (Fächerstadt). Almost all of these streets exist today. Because of this city layout, in metric geometry, "Karlsruhe-Metric" refers to a measure of distance that assumes travel is only possible along radial streets and along circular avenues around the center.

Industry and Technology. Germany's largest oil refinery is located in Karlsruhe, at the western edge of the city, directly on the river Rhine. The TechnologieRegion Karlsruhe is a loose confederation of the region's cities in order to promote high tech industries; today, about 20% of the region's jobs are in Research and Development which gives a good basis for high tech. Karlsruhe is one of the most vital cities in Germany.

Transport. Karlsruhe is well-connected via road and rail, with Autobahn, InterCityExpress and TGV. The nearest airport is Baden Airpark / Flughafen Karlsruhe / Baden-Baden with regular connections to airports in Germany and Europe in general. Other airports, e.g. Frankfurt Airport, can be reached from Karlsruhe in about an hour and a half; Stuttgart Airport in about one hour.

In culture, Karlsruhe features a speciality: In 1999 the Centre for Art and Media Technology, Zentrum für Kunst und Medientechnologie (ZKM), was opened. Within a short time it built up a worldwide reputation as a cultural institution, linking new theory and practice of media. Furthermore, the Museum for Contemporary Art Karlsruhe (Museum für Neue Kunst) and the State University of Design (Staatliche Hochschule für Gestaltung) are related to the ZKM. The president of the Staatliche Hochschule für Gestaltung is philosopher Peter Sloterdijk.

Official website of the city of Karlsruhe:

www.karlsruhe.de/stadt/international.de
2 Preparing for your stay

As you prepare to study in Karlsruhe, you have to think of many things that have to be arranged. The first thing you should have a look at are the conditions of entry. There are various regulations for different countries that have to be noted.

Furthermore, you will find information and advice concerning how to take out health insurance, find accommodation, and travel to Karlsruhe.

You can find a checklist concerning important documents you should bring to Germany in the appendix.

Karlsruhe Institute of Technology (KIT)

ONLINE ADMISSION

The first step to start your studies in Karlsruhe is to apply for admission online. The online application form is available here:

www.aaa.kit.edu → English → Study in Karlsruhe → Admission and Application → Application → Online admission → other country

Your application must be accompanied by a number of documents. These can be submitted in German, English or French. Documents in any other language must be submitted with a certified translation in one of the three aforementioned languages.

- Authenticated copies of the original certificates of higher education entrance qualification and, if applicable, university degrees with academic transcript
- Proof of university examinations or entrance examinations
- Certified copies of German and English language examinations
- Cover letter explaining the choice of university and study program
- Bachelor’s: Proof of participation in an assessment test (Feststellungsprüfung) of the preparatory course and its result
- Self-addressed stamped (EUR 1,45) envelope

The Master Study Program “Resources Engineering” starts every second winter semester (2010, 2012, etc., starting mid-October). Therefore, your application must reach the office of “Resources Engineering” by July 15 of the respective year at the latest.
German Embassy in the country of origin

**VISA AND ENTRY CLEARANCE**

The following paragraph will point out the requirements for the issue of visas for longer stays and/or stays entitling the holder to take up gainful employment or to study. Please note that it is important to apply for the correct visa type. Do not apply for a Schengen Visa but for a Residence Permit.

As a rule, all foreigners require visas for stays of more than three months or stays leading to gainful employment. Exemptions apply to EU and EEA (European Economic Area) citizens and Swiss nationals.

Furthermore, citizens of Australia, Brazil, Canada, Israel, Japan, New Zealand, the Republic of Korea and the United States of America may obtain any residence permit that may be required after entering Germany. Citizens of all other countries planning a longer stay in Germany must apply for visas at the relevant embassy before arriving in the country. To find out whether you require a visa, please visit the website of the German Federal Foreign Office (Auswärtiges Amt).

[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) → English → Welcome to Germany → Studying and working → Visa requirements – List of countries → Read more

Visa applications must be approved by the relevant Immigration Office in Germany, i.e. the Immigration Office (Ausländer- und Ausländer & Staatsangehörigkeitsstelle) in the place where the applicant intends to take up residence. Visa application forms for a long-term stay (longer than three months) can be obtained from the relevant embassy free of charge. They can also be downloaded at the website of the German Federal Foreign Office (German, English, French, Italian).

Please note: It is also important to apply for the correct visa type!
Do not apply for a Schengen Visa but for a Residence Permit!

German:
[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) → Willkommen in Deutschland → Einreise und Aufenthalt → Visabestimmungen → Antragsformular für Aufenthaltserlaubnis in der jeweiligen Sprache wählen

English:
[www.auswaertiges-amt.de](http://www.auswaertiges-amt.de) → English → Welcome to Germany → Coming to or staying in Germany → Visa regulations → Choose “Application for a Residence Permit” in your preferred language

The visa application forms submitted must be original versions (at least two sets) in the appropriate language of the embassy in question. Please contact the embassy beforehand to find out exactly which forms are required.
The approval procedure usually takes up to three months, in some cases longer, since the Immigration Office will often consult other authorities (e.g. Federal Employment Agency, Bundesanstalt für Arbeit). Embassies may issue visas only after they have obtained the approval of the Immigration Office.

The Immigration Offices are responsible for measures and decisions pertaining to residence law for foreigners already residing in Germany. Immigration Offices are not subordinate agencies of the Federal Foreign Office, and the Federal Foreign Office cannot influence their decisions. They are in fact accountable to and operate under the supervision of the respective interior ministry and senate of the states (Bundesländer).

The website of the German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD) also contains a wealth of information to answer any questions you may have about entering Germany.

Please find further information here:
- German Federal Foreign Office
  www.auswaertiges-amt.de
- German Academic Exchange Service (DAAD)
  www.internationale-studierende.de
- Gateway for students and scientists
  www.study-in-germany.de
- Information for international students
  www.internationale-studierende.de/en/home

City

Health Insurance

In Germany, it is mandatory for every person to have health insurance. As will be pointed out in detail in the following, there are different options and possibilities for students and visiting scientists with working permits to take out health insurance.

You can take out private health insurance or statutory health insurance. Statutory health insurance is a governmental one. Here, your monthly contribution depends on your monthly income, whereas the monthly contribution for private health insurance depends on your personal risk of illness.

Students who want to enroll at a German university are required to have health insurance. If you are an EU citizen, you can receive coverage from your health insurance provider in your home country for up to 12 months while you study in Germany. To receive this coverage, you need to obtain a European health insurance card from your health insurance provider of your home country.

Non-EU citizens are required to obtain coverage from a German health insurance provider for the duration of their stay in Germany. Please find a list of the statutory health insurance companies in the appendix. Currently, the cost of insurance (on average EUR 60) is the same
at all statutory health insurance companies with varying benefits. Please check in advance which company satisfies your needs.

If you have already obtained private health insurance coverage in your home country, you have to prove that the coverage of your private health insurance is equivalent to a German health insurance provider. You also have to provide a list of the total coverage and scope of benefits of your health insurance. Please remember: Many private insurers will often reimburse you after you have paid for the cost of treatment by yourself. The costs for treatment can be very high.

For the enrollment process, students have to provide a certificate stating their health insurance coverage. Students who have only travel health insurance insurance will not be allowed to enroll. Please note that the Immigration Office also checks your health insurance coverage when issuing or extending your residence visa.

**Students who are older than 30 years old** can no longer benefit from the favorable student rates offered by the statutory health insurance providers.

If you are older than 30 years, you have two options:

1. You can register for health insurance from a statutory health insurance provider, or
2. You can register for private health insurance.

In the latter case, the German student union, *Deutsches Studentenwerk*, has negotiated favorable conditions with a private health insurance company.

Further information:

- www.studentenwerke.de
- www.internationale-studierende.de

**Scholarship holders** should ask their stipendiary advisor for recommendations concerning health insurance companies.

**Visiting Scientist with a working permit.** If you are employed with a contract, it depends on the amount of income whether you can get insurance with a private or statutory health insurance company.

(a) If your gross annual income does not exceed EUR 3,750 per month (in 2010), you have to be insured with a statutory health insurance company. The contributions to statutory health insurance companies are limited to a certain percentage of gross income (between 12% and 15%). You may choose a statutory health insurance company.

(b) If you have a gross annual income of more than EUR 3,750 per month (in 2010), you have the choice between statutory and private health insurance. You may also continue with your own insurance of your home country if this insurance covers all medical and hospital costs during your stay in Germany.

Once you have chosen a health insurance company, you have to inform your employer. It is the employer’s responsibility to register the employee with the health insurance company.
Contributions to health insurance will be taken directly from your gross salary. Usually, the employer pays half of the contribution and the employee the other half. You will find the contact details of the most popular health insurance companies in Germany in the appendix.

**ACCOMMODATIONS**

**Students** can find accommodation in a student dormitory (Wohnheim). It is possible to share an apartment with other students (Wohngemeinschaft – kitchen, bathroom, toilet and living room is shared, but everybody has an individual bedroom) or to rent a one-room-apartment (small kitchen and bathroom).

Details of both can be obtained from the Karlsruhe student union (Studentenwerk Karlsruhe) located on campus next to the KIT Library at the main entrance of the Studentenhaus (Bldg. 01.13).

www.uni-karlsruhe.de/info/campusplan → Sonstige Einrichtungen → Mensa und Studentenhaus

The Studentenwerk Karlsruhe operates the Accommodation Department for students in Karlsruhe and Pforzheim. The Studentenwerk Karlsruhe has 18 student dormitories available with more than 2,000 rooms.

Especially at the beginning of the semester, the dormitory rooms are regularly reserved and the waiting lists are long. It is therefore recommended to apply as early as possible for a room, at least six months before the requested date. The application form for all student dormitories of the Studentenwerk Karlsruhe can be found online or at the accommodation department in the Studentenwerk Karlsruhe.

German:
www.studentenwerk-karlsruhe.de → Ich interessiere mich für… → Wohnen → Wohnen → Formulare/Download → Aufnahmeantrag Karlsruhe

English:
www.studentenwerk-karlsruhe.de → English → I’m interested in... → Accommodation → Housing → Application forms → accommodation application for Karlsruhe

Please note that the rooms in the dormitories normally do not include cooking utensils, bedding or towels. However, you can purchase your own sheets, blankets and pillow from the Studentenwerk Karlsruhe for about EUR 30. In order to have the possibility to move in your new room as fast as possible, please contact the Studentenwerk Karlsruhe before you leave your home country to arrange when and where you can pick up your room key.

Further general information concerning accommodation are provided on the webpage above under “General information on accommodation in Karlsruhe.”

Of course, you have also the option to search for a private accommodation. More information is provided here:

www.studentenwerk-karlsruhe.de → English → I´m interested in... → Accommodation → Housing → Private Accommodation
GETTING TO KARLSRUHE

If you travel by **airplane**, you will arrive in Stuttgart or Frankfurt / Main. Once in Stuttgart or Frankfurt, you can continue to Karlsruhe by **train**. Please visit the internet website of the *Deutsche Bahn* to find out more about the best train connections, prices and traveling times.

www.db.de
www.bahn.de

Of course you can also reach Karlsruhe by **car**. Karlsruhe is located at the intersection of highway A8 Munich–Karlsruhe and highway A5 Frankfurt–Basel.
3 Arriving in Karlsruhe / Formalities upon arrival

During your first days in Karlsruhe, you will have to do a lot of bureaucratic work. Most important after your arrival is your accommodation. If you have already reserved a room at a dormitory, you should have contacted the Studentenwerk Karlsruhe before you left to arrange when and where you can pick up your room key. If you have not yet reserved an accommodation for your first days in Karlsruhe, you can stay at one of the hostels in Karlsruhe (for addresses, see the appendix).

After that, there are four main tasks that have to be done.

1. Register at the Citizens’ Advice Bureau
2. Apply for a residence permit at the Immigration Office
3. Matriculate in order to receive your student ID
4. Open a bank account

For persons who want to work in Germany, the application for Social Insurance at the Federal Insurance Institution For Employees and the application for an Income tax card are also important.

It is important that you keep the order of the steps as it is shown here because you will need the documents you received in the previous step to do the next one.

City

Citizens' Advice Bureau– Resident Registration

After your entry into federal territory, you have to register with your new residential address at the Citizens' Advice Bureau of Karlsruhe (Bürgerbüro) within seven days after your arrival in Germany.

Documents:
- Passport
- Registration form filled out and signed. This form is only available in German and is provided for download here:
  www.karlsruhe.de → Rathaus → Stadtverwaltung und Bürgerdienste → Bürgerdienste → zur Datenbank → Staat und Bürger → Meldewesen → Meldewesen: Anmeldung bei Zuzug nach Karlsruhe → Elektronische Erledigung → Formular (PDF) herunterladen

Please take your documents to the Citizens' Advice Bureau of Karlsruhe and conduct the registration process (for contact details, see the appendix).
IMMIGRATION OFFICE - RESIDENT PERMIT

After the registration process, you will receive a written invitation for an appointment at the Immigration Office per regular mail in order to apply for a residence permit. The invitation letter also contains information about the required documents. It is necessary to bring all documents with you to the appointment.

Documents:
- Filled out form or to be filled out at the office
  www.karlsruhe.de → Rathaus → Stadtverwaltung und Bürgerdienste → Bürgerdienste
  → zur Datenbank → Auslandsangelegenheiten → Aufenthalt zum Studium, zum Sprachkurs, zum Schulbesuch → Verfahren → Antrag auf Erteilung / Verlängerung einer befristeten Aufenthaltserlaubnis / Duldung
- Passport(s)
- Biometrical photo(s)
- Letter of invitation or letter of admission of the KIT
- Proof of health insurance
- Proof of financial support (e.g. Confirmation that you have been awarded a scholarship)

Please take these documents to the Immigration Office (Ausländerbehörde or Ausländer & Staatsangehörigkeitsstelle, contact details appendix).

In case your visa is not valid until the end of your stay, you will have to extend the validity of your visa on time at the Immigration Office, the place where you registered.

Please note: You need to call the Immigration Office at least 3 weeks in advance for an appointment. The documents you have to take with you are the same as mentioned above.

KIT

OFFICE OF MASTER STUDY PROGRAM “RESOURCES ENGINEERING”

Winter, Josef, Univ.-Prof. Dr.rer.nat. habil. (Academic Director)*
Kämpf, Charlotte, Dr.rer.nat. (academic co-director)
Herbert, Svenja, Dipl.-Kffr. (academic assistant)
Rieger, Maria (secretary)

Fakultät für Bauingenieur-, Geo- und Umweltwissenschaften
Karlsruhe Institute of Technology (KIT)
Otto Ammann – Platz 1; Bldg. 10.81, R 312
76128 Karlsruhe
Germany
E-mail: res.eng@bgu.uka.de
Internet: www.reseng.bau-verm.uni-karlsruhe.de

*Director of Institute for Engineering Biology and Wastewater Biotechnology
**MATRICULATION / STUDENT ID**

You are required to provide the following documents to matriculate:

- Letter of admission from the Karlsruhe Institute of Technology (KIT)
- Passport with student visa
- Proof of health insurance coverage
- Proof of payment of tuition fees
- Originals of certificates with original translations

You will receive your student ID (Fricard) approximately two weeks after matriculation via regular mail. Your Fricard is an important document with various functions and can be used as:

- Train ticket (in combination with a semester ticket or the kvv ticket)
- Means of payment (*Mensa*, cafeterias, photocopies, print-outs, etc.)
- User ID at the KIT Library
- Internet access at the university
- Online self–service for students
- Access control (*Rechenzentrum (URZ)*, KIT Library, institutes, lecture halls)

To get access 24/7 to the Resources Engineering lecture hall (Bldg. 10.50, R. 103), please mail your Fricard number to Ms. Rieger:

res.eng@bgu.uka.de

If you lose your Fricard, please call:

++49-721-608-2075

or email:

fricard-verlust@verwaltung.uni-karlsruhe.de

You have to pay EUR 10 for a new Fricard.

**INTERNATIONAL OFFICE**

Foreign students and students who are interested in continuing their studies at KIT may find information about registration and their studies in general at the International Office Karlsruhe (*Akademisches Auslandsamt Karlsruhe*).

Further information and tips on researching, teaching, working and living in Karlsruhe are offered here:

www.aaa.kit.edu → English → Study in Karlsruhe

www.aaa.kit.edu → English → Visiting Scientists

Your contact person at the International Office Karlsruhe is **Dr. Petra Roth** who is the counsellor for international scholars and scholarship holders, relations with Latin America and international alumni programs.
BANK – OPEN A BANK ACCOUNT

In Germany, it is very uncommon to pay high bills in cash (e.g. for rent, utilities, services). Practically all payments are transferred electronically. Therefore a personal bank account such as a giro account (*Girokonto*) is indispensable.

When you open an account, you will also receive a debit card called an "EC card" (Eurocheque card) with which you can withdraw cash from the ATM (cash machine) and pay for your purchases at most stores. Most banks offer bank accounts to students free of charge.

It is recommended to compare banks since there is a great variety of accounts with different services, interest rates and charges.

Usually, you can benefit from the following services:

- Withdraw money with your EC card. You will receive the EC-Card with your PIN number approximately 1 week after you have opened your account. It is free of charge to withdraw money from the ATMs of your home bank. Withdrawing money from ATMs of other banks is charged with about EUR 5 per transaction.
- Transfer money via transfer form, online banking or directly at a machine of your bank
- Set up a standing order (*Dauerauftrag*) in order to recur payments of the same amount (e.g. rent)
- Set up a direct debit authorization (*Einzugsermächtigung*) for recurring payments to a specific payee (e.g. telephone bill, insurance contributions)

To open a bank account, you will have to bring your registration form of the Citizens' Advice Bureau, your passport and residence permit.

After finishing all administrative requirements, scholarship holders should contact their scholarship institution or the office of the Master Study Program “Resources Engineering” as soon as possible to inform them about the new local address and bank details to receive the payment of the scholarship.
Welcome to Karlsruhe!

4 Studying at KIT

ACADEMIC CALENDER

<table>
<thead>
<tr>
<th></th>
<th>Summer term 2010</th>
<th>Winter term 2010/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration of semester</td>
<td>01.04.10–30.09.10</td>
<td>01.10.10–31.03.11</td>
</tr>
<tr>
<td>Lecture period</td>
<td>12.04.10–17.07.10</td>
<td>18.10.10–12.02.11</td>
</tr>
<tr>
<td>Transfer study fees</td>
<td>01.02.10–31.03.10</td>
<td>01.07.10–30.09.10</td>
</tr>
</tbody>
</table>

Holidays of Baden-Württemberg:

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>01.01</td>
<td>01.01</td>
</tr>
<tr>
<td>Epiphany</td>
<td>06.01</td>
<td>06.01</td>
</tr>
<tr>
<td>Good Friday</td>
<td>02.04</td>
<td>22.04</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>04.04</td>
<td>24.04</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>05.04</td>
<td>25.04</td>
</tr>
<tr>
<td>Labor Day</td>
<td>01.05</td>
<td>01.05</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>13.05</td>
<td>02.06</td>
</tr>
<tr>
<td>Whit Sunday / Pentecost</td>
<td>23.05</td>
<td>12.06</td>
</tr>
<tr>
<td>Whit Monday / Pentecost</td>
<td>24.05</td>
<td>13.06</td>
</tr>
<tr>
<td>Corpus Cristi</td>
<td>03.06</td>
<td>23.06</td>
</tr>
<tr>
<td>German Unification Day</td>
<td>03.10</td>
<td>03.10</td>
</tr>
<tr>
<td>All Saints’ Day</td>
<td>01.11</td>
<td>01.11</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>25.12</td>
<td>25.12</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>26.12</td>
<td>26.12</td>
</tr>
</tbody>
</table>

www.feiertage.net/frei-tage.php

ACADEMIC SYSTEM

The European Qualifications Framework for lifelong learning (EQF) (Expertengruppe der Europäischen Kommission) is a common European reference framework which relates countries’ qualifications systems together in eight reference levels, acting as a translation device to make qualifications more readable and understandable across different countries and systems in Europe. The Recommendation formally entered into force in April 2008. It sets 2010 as the recommended target date for countries to relate their national qualifications systems to the EQF, and 2012 for countries to ensure that individual qualification certificates bear a reference to the appropriate EQF level.

The levels span the full scale of qualifications, from basic to advanced (level 1, e.g. school leaving certificates to level 8, e.g. doctoral studies). The eight reference levels are defined in terms of learning outcomes; e.g. statements of what a learner knows, understands and is able to do on completion of a learning process. The EQF therefore emphasises the results of learning rather than focusing on inputs such as length of study. Learning outcomes are
specified in three categories – as knowledge, skills and competence. This signals that qualifications – in different combinations – capture a broad scope of learning outcomes, including theoretical knowledge, practical and technical skills, and social competences where the ability to work with others will be crucial. Descriptors defining levels in the European Qualifications Framework (EQF) can be found here:


Learning outcomes and goals of qualification (skills, knowledge, competencies) for an academic education on level 6 (= first cycle, bachelor level), level 7 (= second level, master level) and level 8 (= third cycle, doctoral studies)

```
<table>
<thead>
<tr>
<th>Learning outcomes</th>
<th>Level 6 (Bachelor)</th>
<th>Level 7 (Master)</th>
<th>Level 8 (Doctoral studies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>knowledge</td>
<td>advanced knowledge of a field of work or study, involving a critical understanding of theories and principles</td>
<td>highly specialized knowledge, some of which is at the forefront of knowledge in a field of work or study, as the basis for original thinking and/or research</td>
<td>knowledge at the most advanced frontier of a field of work or study and the interface between fields</td>
</tr>
<tr>
<td></td>
<td></td>
<td>critical awareness of knowledge issues in a field and at the interface between different fields</td>
<td></td>
</tr>
<tr>
<td>skills</td>
<td>advanced skills, demonstrating mastery and innovation, required to solve complex and unpredictable problems in a specialized field of work or study</td>
<td>specialized problem-solving skills required in research and/or innovation in order to develop new knowledge and procedures and to integrate knowledge from different fields</td>
<td>the most advanced and specialized skills and techniques, including synthesis and evaluation, required to solve critical problems in research and/or innovation and to extend and redefine existing knowledge or professional practice</td>
</tr>
<tr>
<td>competencies</td>
<td>manage complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable work or study contexts</td>
<td>manage and transform work or study contexts that are complex, unpredictable and require new strategic approaches</td>
<td>demonstrate substantial authority, innovation, autonomy, scholarly and professional integrity and sustained commitment to the development of new ideas or processes at the forefront of work or study contexts including research</td>
</tr>
<tr>
<td></td>
<td>take responsibility for managing professional development of individuals and groups</td>
<td>take responsibility for contributing to professional knowledge and practice and/or for reviewing the strategic performance of teams</td>
<td></td>
</tr>
</tbody>
</table>
```

Academic performance credits are awarded based on a student’s quantitatively defined workload. Credits are awarded when a particular learning outcome or a specific competence has been achieved. The European Credit Transfer System (ECTS) is based on the principle that 60 credits represent the workload of a full-time student during one academic year. Accordingly, 30 credits can be awarded per semester.

We assume a workload of 30 hours for one ECTS credit point, which is equivalent to 1,800 hours of study per academic year—the average working time of a German employee. An academic year is assumed to comprise about 45 weeks of work.

Academic workload includes contact hours (time spent in lectures, on excursions, in labs) and self-study (literature review, preparation for examinations, etc.).
**LANGUAGE COURSES**

The Language Centre, *Sprachenzentrum (SPZ)*, at KIT offers classes in 15 languages. Some courses offer modules in scientific and technical language especially designed for students of study programs in engineering and natural sciences.

The *Studienkolleg für ausländische Studierende (STK)* offers classes in “German as a foreign language” on different levels during the semester and during the semester break. Preparatory courses for TestDaF, *Test Deutsch als Fremdsprache*, and DSH, *Deutsche Sprachprüfung für den Hochschulzugang*, are also available. Furthermore, the Studienkolleg offers onDaF, *online Einstufungstest Deutsch als Fremdsprache* (for details see „Language Proficiency Tests“).

For further information on German language classes at KIT please visit:

- [www.spz.uni-karlsruhe.de](http://www.spz.uni-karlsruhe.de)
- [www.stk.kit.edu](http://www.stk.kit.edu)
- [www.stk.kit.edu/studienbegleitende_Kurse.php](http://www.stk.kit.edu/studienbegleitende_Kurse.php)
- [www.stk.kit.edu/DSH_Kurse.php](http://www.stk.kit.edu/DSH_Kurse.php)

If you feel like you need some practice in talking with German native speakers, you can sign up for a *language tandem* at the *Studentenwerk Karlsruhe*. The main principle of a tandem partnership is to give lectures to your German partner in your mother tongue and to receive help and lectures from your student partner. How you arrange the meetings is up to you and your partner; the *Studentenwerk Karlsruhe* provides the platform to get in touch with other students. The registration form is available online.

Further information:

- [www.studentenwerk-karlsruhe.de/tandem.php](http://www.studentenwerk-karlsruhe.de/tandem.php)

Another option to attend language courses is at the *Volkshochschule Karlsruhe (VHS)*.

Further information:

- [www.vhs-karlsruhe.de](http://www.vhs-karlsruhe.de)

**LANGUAGE PROFICIENCY TESTS**

Common test forms are: DSH, onDaF, TestDaF. The DSH and TestDaF (TDN) certificates are each made up of three stages or levels: DSH-1, DSH-2, DSH-3 and TDN 3, TDN 4, TDN 5. onDaF enables a placement by analogy with the levels A2, B1, B2 and C1 of the Common European Framework of Reference for Languages (CEFR). Those below A2 and above C1 are not distinguished.

To be admitted to study “Resources Engineering” you need German language proficiency at *onDaF level B1* or higher.

For more information concerning German language proficiency test please visit:

- [www.ondaf.de](http://www.ondaf.de)
- [www.ondaf.de/gast/ondaf/info/tas-faq_en.jsp#all1](http://www.ondaf.de/gast/ondaf/info/tas-faq_en.jsp#all1)
- [www.testdaf.de](http://www.testdaf.de)
- [www.coe.int/T/DG4/Linguistic/CADRE_EN.asp](http://www.coe.int/T/DG4/Linguistic/CADRE_EN.asp)
- [www.daad.de/deutschland/foerderung/hinweise/00461.en.html#headline_0_5](http://www.daad.de/deutschland/foerderung/hinweise/00461.en.html#headline_0_5)
**COMPUTER POOLS / IT RESOURCES**

Within the framework of the Karlsruhe Institute of Technology (KIT), the University and the Research Center of Karlsruhe founded the Steinbuch Centre for Computing (SCC) as a collective institute. This institution is an association of the computer center of the university ([Rechenzentrum URZ](#)) and the institute for scientific computing ([Institut für Wissenschaftliches Rechnen IWR](#)) forming the new Information Technology Centre at KIT.

You will be able to take advantage of all services that SCC provides for students such as a free E-mail account, free access to the internet (WLAN all around the campus and in the KIT Library) and the ability to print and plot.

Further information:
- www.scc.kit.edu

**LIBRARIES**

The libraries of Karlsruhe will play a central role in providing you with information to support your academic studies. As a student at the Karlsruhe Institute of Technology (KIT), you will have access to an excellent array of information at the three main libraries of Karlsruhe: The KIT Library, [Badische Landesbibliothek (BLB)](#), [Stadtbibliothek Karlsruhe](#) and some smaller ones. The collection of all libraries contains books, standards, autographs, microforms and other electronic data, electronic journals, printed periodicals and international newspapers. All libraries of Karlsruhe are electronically connected in the [Bibliotheksportal](#). Here you can search for books in every library of Karlsruhe in one step!

Please find more information here:
- www.bibliotheksportal-karlsruhe.de

The KIT Library is located on campus next to the Mensa and the building of the Studentenwerk Karlsruhe.

www.uni-karlsruhe.de/info/campusplan → Sonstige Einrichtungen
→ Universitätsbibliothek, Altbau

The library is open 24 h a day, 7 days a week for studying and lending books and provides individual places of study, quiet study areas and a large number of PCs with internet access. From 7 p.m. to 8 a.m. you need your Fricard to enter the library. With your Fricard you can also take advantage of the services offered by the KIT Library, like search, reserve and lend books electronically 24h a day, and use the internet. All material in the library is listed in the library’s electronic catalogues and can be renewed or recalled by users online. As mentioned above, the network Bibliotheksportal allows access to local databases. The KIT Library operates the university’s document and publication server where members of the university have the opportunity to publish scientific papers.

For more information visit:
- www.ubka.uni-karlsruhe.de
- www.ubka.uni-karlsruhe.de/kvk.html
In addition to the KIT Library, we recommend you sign up for a library card of the Badische Landesbibliothek (BLB). The library card is given to students free of charge.

www.blb-karlsruhe.de

Another library that might be helpful is the City Library, Stadtbibliothek Karlsruhe. Here, you can borrow books and magazines, but also games, movies and CDs – all of which might be helpful to improve your German language competence.

www.stadtbibliothek-karlsruhe.de

**STUDENT CANTEENS ("MENSA") AND CAFETERIAS**

The canteens and cafeterias operated by Studentenwerk Karlsruhe are well-known among students. You will find the service facilities providing food and beverages in every university in Karlsruhe and in some of the bigger departments. Up to 10.000 meals a day are served from Monday to Friday.

In the Mensa at KIT, lunches are served daily at nine different counters. Pasta and pan dishes, soups, salads, vegetarian and sweet dishes as well as different side-dishes and desserts are always on the menu. During semester breaks services are reduced. For dinner you can always choose between three different hot meals with various side-dishes, salads and desserts. The main Mensa on campus is located next to the KIT Library and the Studentenhaus. Its opening hours for lunch and dinner are:

- **Lunch**
  - Mon–Fri: 11.00 a.m.–2.00 p.m.

- **Dinner**
  - Mon–Thu: 5.00 p.m.–7.30 p.m.

The cafeterias of the Studentenwerk Karlsruhe offer different coffees and teas at low prices; also available are sandwiches, pastries, cakes and other snacks like fruit, yogurt, curd and cold beverages. Students who like to have cereals for breakfast can compose their own special breakfast from a variety of cereals, cornflakes, yogurt, curd and fruit salad. There are many cafeterias all around campus and almost all offer sitting inside and outside the building which allows you to enjoy the fresh air in summer and to stay inside in winter.

Some examples:

- **Studentenhaus** (Bldg.: 01.13)
- **Chicco di Café** (Bldg.: 01.13)
- **Wiwi-Cafébar Stucky’s** (Bldg. 20.11., Kollegium am Schloss)
- **Cafeteria at the Institute of Anorganic Chemistry** (Bldg. 30.81)

You will find all opening hours and addresses here:

www.studentenwerk-karlsruhe.de → Meal → refectories / cafeterias
SPORT FACILITIES (Unihochschulsport)

The university's sports program (Unihochschulsport) includes a wide range of activities for students and employees alike. It covers non-competitive and competitive sports as well as health training programs. Qualified instruction is available for a total of 41 different types of sports. The courses convey not only practical but also theoretical competence. In addition, there is the possibility of taking part in sport's competitions—with training and options to compete in 28 different disciplines. There are an indoor swimming pool, a sauna, a fitness center (Walk-in center) and tennis courts available.

For detailed information on the various activities offered by the university’s sports program, please refer to the university sports homepage or to the university sports brochure, which is published at the beginning of each new semester.

Further information:
www.sport.kit.edu/hochschulsport
www.sport.uni-karlsruhe.de/walkin

STUDENT SPECIAL INTEREST GROUPS

There are many ways for you to take an active part in university life outside seminars and lectures. For example, you may become involved in one of the many student organizations that influence university policy making.

- From dormitories to financial aid: Student Union (Studentenwerk Karlsruhe)
- Student representation in university policy (Unabhängiger Studierendenausschuss, UStA)
- Students’ Cultural Centre (Studentisches Kulturzentrum)
- Workgroup for culture and communication (Arbeitskreis Kultur und Kommunikation AKK)
- Women’s representation (Beauftragte für Chancengleichheit)

Take advantage of the many options for counseling and information! Please find a list of all these organisations here:
www.uni-karlsruhe.de/students/sus.php

STUDENT UNION OF KARLSRUHE ("Studentenwerk Karlsruhe")

The Studentenwerk Karlsruhe provides extensive assistance to the international students at its information center (Bldg. 01.13):

- The staff will help you to find suitable accommodation and assist you in dealing with authorities, banks, etc.
- Orientation events incl. guided tours through the university and the city are offered. Excursions, get-togethers and theme-nights will help you to settle in and feel at home.
- During the lecture period, a regular get-together at the information centre will give you the chance to exchange ideas and experiences with fellow students (every Wednesday from 6 p.m. to 7.30 p.m.).
In order to help international students to settle in easier, the Studentenwerk Karlsruhe set up a tutor programme. The Studentenwerk Karlsruhe is always looking for students and for citizens of Karlsruhe who are interested in becoming a tutor for an international newcomer.

Being a tutor gives you the opportunity to help other international students who are in the same situation of being a newcomer as you were in the beginning.

Please find more information here:

www.studentenwerk-karlsruhe.de
5 Living in Karlsruhe

PLANNING YOUR MONTHLY BUDGET

When planning your studies at the KIT, you should also plan your monthly living expenses. It would be a shame if you had to quit your studies for lack of money.

You should plan on spending from EUR 700 to 800 per month. Your budget plan should include the following monthly expenses:

- Accommodation and incidental expenses: 250,00 €
- Food: 150,00 €
- Clothes, washing, body hygiene: 100,00 €
- Books and learning material: 50,00 €
- Public Transportation (Semesterticket): 20,00 €
- Health insurance, doctor’s fee, medicine: 70,00 €
- Fon, Internet, GEZ (TV fee): 45,00 €
- Traveling: 80,00 €

\[ \sum 765,00 \text{ €} \]

You should also make allowances for the study and tuition fees which are due at the beginning of each semester. Currently, the study and tuition fees for each semester are EUR 600.

Further information:
- www.unicum.de
- www.aaa.kit.edu/english/1494.php

PUBLIC TRANSPORTATION

Bicycles are very common in Karlsruhe. There are different shops where students can buy a second-hand bicycle. There are also public sales (Versteigerung) on different dates, where you can buy bicycles at a budget rate.

Further information:
- www.karlsruhe.de → Rathaus → Stadtverwaltung und Bürgerdienste → Bürgerdienste
  → zur Datenbank → Ordnungswesen → Fundbüro → Fundbüro: Versteigerungswesen

If your bike is broken and you cannot repair it yourself or you do not have the money to buy a new one, you can get help at bicycle repair shops like Radler-Martin or Madame Velo.

Students of the KIT can use the Tram KVV Network from 7 p.m. to 5 a.m. showing the Fricard and the KVV certificate. This certificate is provided by the online self-service for students, which you can use with your Fricard.

- www.uni-karlsruhe.de → Studierende → Universität Fridericana
  → Universitätsverwaltung → Universitätsverwaltung → Service-Einrichtungen
  → FriCard / Selbstbedienung → LOGIN Selbstbedienungsfunktion
Welcome to Karlsruhe!

Students who need to use the tram a lot are recommended to buy a semester ticket for EUR 112.50 (winter term 2009/10). This semester ticket is to be obtained at KVV center. The semester ticket is only valid in combination with the Fricard and the current immatriculation form which is available at the online self service for students as well.

Further information:
www.kvv.de
www.kvv.de/kvv/service/kundenzentren_1.php?navid=79

**Carsharing.** It is very expensive to have an own car in Germany. We recommend to rent a car via carsharing if necessary.

Please find more information here:
www.stadtmobil.de

For the holders of a foreign **driving licence**, there are many important rules in Germany. Licences issued by a **member state of the EU or the EEA** remain valid until they expire.

If you obtained your licence in a country that is **neither a member of the EU nor of the EEA**, your licence will remain valid for the subsequent six months after you moved to Germany. To continue to drive in Germany, you will then need a licence issued in Germany.

You will need a translation to accompany your national driving license if:
- Your national license was not issued by a member state of the EU or a member of the EEA (Iceland, Liechtenstein, Norway), or
- Your license is in a language other than German, or
- Your license does not comply with the Convention on Road Traffic of 8 November 1968 (Annex 6). Contact the relevant authorities in the country of issue to find out whether this is the case.

Holders of licences from Andorra, Hong Kong, Monaco, New Zealand, San Marino, Switzerland, and Senegal do not need to provide a translation.

For **international driving licences** no translation is required.

Please find more information here:
www.bmvbs.de → English → Transport → Roads Validity of foreign driving licenses in GER

**TELECOM SERVICES: PHONE, IT SERVICES, TV, PARCEL SERVICE**

All the major German **phone, internet** and **mobile phone** service providers have local stores in Karlsruhe, mostly along Kaiserstraße, where you can take out a contract for phone and internet and purchase a pre-paid mobile phone card or conclude a contract (addresses see appendix).

Most providers offer students inexpensive rates and contracts. Please visit the following webpages to find out more about rates concerning IT Services in Germany:

www.billiger-telefonieren.de
www.dsl-flatrate-abc.de
TV is available via cable connection or satellite. TV is not for free in Germany, you have to pay a fee for every radio receiver at GEZ (Gebühreneinzugszentrale). Normally, you will receive a letter from the GEZ as soon as you have a fixed address in Germany. If not, you are supposed to register online here:

www.gez.de

Information concerning receiving and sending s-mail is provided here:

www.deutschepost.de

All sending via s-mail that are carried in or out of the customs area of the European Community are controlled by the customs office Karlsruhe. If you have to pick up your postal package at the customs office, please find the address in the appendix.

Further information:

www.zoll.de

Activities for leisure time

In Karlsruhe, there are a lot of activities to do and to enjoy. You can visit different museums, concerts, cinemas, swimming pools and outside activities. Various cinemas (AKK, Schauburg and ZKM) feature original movies (not dubbed).

Further information:

www.karlsruhe.de/Kultur

Shopping. There are many stores in Karlsruhe where you can purchase the basic necessities of life. The main shopping area of Karlsruhe is located in the center of the town, all around the Kaiserstraße between Kronenplatz and Europaplatz. There are cafés, bakeries, supermarkets, market places and a wide range of stores which sell shoes, clothing and electronics. There is also one shopping mall which offers shoppers a supermarket and various other shops.

www.ettlinger-tor.de

Opening hours vary from store to store. Larger supermarkets, like Real and Scheck-in Center, are open until 10 p.m. every day, while smaller shops usually stay open until 6 or 8 p.m..

Stores are closed on Sundays except the shops at the Central Railway Station (Hauptbahnhof). Although cash is always welcome, many stores accept the EC card as payment. Credit cards, however, are not accepted everywhere (see “Bank – Opening a bank account” above). When purchasing electronic devices or clothing, be sure to keep the receipt in case you need to exchange it for some reason (usually possible within 14 days after buying, exemptions might apply.)
Traveling. If you want to explore the region around Karlsruhe you can use the train or the tram, depending on where you want to go. You can book your train tickets online.

If you want to travel Europe, the airport Karlsruhe / Baden-Baden is closer to Karlsruhe than Stuttgart and Frankfurt. However, this airport is used exclusively by RyanAir and Germanwings. From Karlsruhe you can reach this airport by bus within 30 minutes.

www.badenairpark.de/
www.baden-airpark-express.de
www.db.de | www.bahn.de

EMERGENCY

The most important emergency numbers are:

- Police: 110
- Fire department / Emergency ambulance: 112

Emergency medical service. If you need to see a doctor or if you urgently need medicine on the weekend, hospitals are always open. Additionally, there are always some emergency doctors and pharmacies which are open during the weekend. Every weekend, the emergency service is provided by another doctor or pharmacy. Dates and addresses are listed here:

www.karlsruhe.de → Gesundheit und Soziales → Gesundheit → Notdienste
www.apotheken.de

Counseling services. The Studentenwerk Karlsruhe provides a psychotherapeutical counselling service at the Psychische Beratungsstelle (PBS). Subsequent to the first one-to-one session the following options are offered by the PBS:

- additional one-to-one sessions,
- integration into an existing group
- admission to a new group (usually with a waiting period), or
- referral to other counseling services or doctors.

It is also possible to bring along partners, friends or family members. Personal counselling in meetings and in the phone is offered free of charge.

Hotline: ++49-721-9334060 every day from 08:00 a.m.–09:00 p.m.

Further contact details see appendix.
6 Working at KIT / in Karlsruhe

EMPLOYMENT OPPORTUNITIES

When looking for a job, you have various options. You can work as a student assistant, do a part or short time job or search for a continuous job outside the university.

To get a job as a **student assistant**, please ask for information at the institutes on campus, have a look on the bill-boards at *Studentenhaus* or in the Internet. To be allowed to work, students from countries outside the European Union (EU) need an amendment of the residence permit, which can be applied for at the Immigration Office (*Ausländer & Staatsangehörigkeitsstelle)*.

Students from non-EU countries are allowed to work full-time for 90 days or part-time for 180 days per year. Students from countries inside EU have to follow the same rules as students from Germany: You are allowed to work for EUR 400 per month without paying taxes. If you work more, you have to pay taxes. Students who have a working load of more than 20 hours per week or earn more than EUR 400 per month also ought to pay pension insurance. It does not matter whether the occupation takes place during the lecture period or the semester break. These regulations are just valid for student assistants.

Job board of the university:

www.uni-karlsruhe.de/markt

**Short-term and temporary jobs** are organized by various student organisations, i.e. *HilfFix* or *Der JobLaden*. The *JobCenter* also publishes job announcements. Tips on how and where to look for a job are also offered here (contact details see appendix).

In any case, please contact the International Office Karlsruhe for further information concerning regulations for employment.

When deciding on your working time per month, please consider that your workload per academic year is 1.800 h (see # 4 Studying at Karlsruhe, Academic System).

FEDERAL INSURANCE INSTITUTION FOR EMPLOYEES—SOCIAL INSURANCE

Social insurance is obligatory for **Guest Professors and guest lecturers** who either receive compensation from KIT for longer than 2 months (50 work days) or have been employed in Germany for longer than 2 months during the last 12 months.

Exemptions from social insurance can be arranged before your arrival in Germany. It also is possible to be reimbursed the amount you paid after your return to your home country. Please contact the Federal Insurance Institution for Employees (*Bundesversicherungsanstalt für Angestellte*).
INCOME TAX CARD

Visiting scientist are obliged to pay taxes and will need a taxable income card (Lohnsteuerkarte) for working periods longer than 6 months at KIT. These cards will be issued free of charge at Citizens' Advice Bureau (Bürgerbüro).

The income tax card can be requested here:

www.karlsruhe.de → Rathaus → Stadtverwaltung und Bürgerdienste → Bürgerdienste → zur Datenbank → Staat und Bürger → Lohnsteuerkarte → Lohnsteuerkarte: Ausstellen einer Lohnsteuerkarte → Elektronische Erledigung → Zum Online-Dienst

When applying for the income tax card you will need your passport. Further information and contact details are provided under "Verfahren" and "Persönliche Erledigung" (see appendix).

In certain cases it is possible to receive a tax exemption. Please consult the local tax office before your period of employment.
7 Leaving Karlsruhe

KIT

GRADUATION

After you graduated, you have to remove your name from the university register (Exmatrikulation). For further information, please contact the Studienbüro:

www.zvw.uni-karlsruhe.de → Service – Einrichtungen → Studienbüro

Furthermore, you have to show proof that removed your name from the university register at the office for the Master Study Program Resources Engineering.

City

CITIZENS’ ADVICE BUREAU — RESIDENT Deregistration

Before leaving Karlsruhe, you have to deregistrate from the city of Karlsruhe. You have the option to do this personally or online:

www.karlsruhe.de → Rathaus → Bürgerdienste → Zur Datenbank → Wohnen → Meldewesen → Meldewesen: Abmeldung bei Wegzug von Karlsruhe

BANK — CLOSE YOUR BANK ACCOUNT

Another important part before you leave Karlsruhe is to close your bank account. You will have to do this personally at the branch of the bank where you have opened it. Your money will be transferred completely from your German bank account to any other bank account you wish.
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- Citizens' Advice Bureau - Bürgerbüro
- Accommodation Department – Studentenwerk Karlsruhe
- Hostels in Karlsruhe
- Health Insurance Companies

Studying at KIT
- Office of Master Study Program Resources Engineering
- International Office – Akademisches Auslandsamt Karlsruhe

Living in Karlsruhe
- Bicycle Repair Shops
- Customs Office Karlsruhe - Hauptzollamt Karlsruhe
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Working at KIT / in Karlsruhe
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- Job center / Temporary Employment Companies
- Local Tax Office Karlsruhe - Finanzamt Karlsruhe

Miscellaneous
- Checklist: Important documents
- Checklist: Contracts to quit
- Campus plan
1 Peparing for your stay / Formalities upon arrival

**Immigration Office - Ausländer- und Staatsangehörigkeitsstelle**

Ausländer- und Staatsangehörigkeitsstelle
Kaiserallee 8
76124 Karlsruhe

Fon: ++49-721-133-3388
Fax: ++49-721-133-3279
E-Mail: auslaenderstelle@bus.karlsruhe.de

Opening hours:
Appointment in advance required

By tram:
Mühlburger Tor or Schillerstraße
Tram lines 1, 2, 3, S1, S2, S5, S11

**Citizens’ Advice Bureau - Bürgerbüro**

Kaiserallee 8
76133 Karlsruhe

Fon: ++49-721-133-3381
Fax: ++49-721-133-3209
E-Mail: buergerbuero-k8@bus.karlsruhe.de

Opening hours:
Mon, Wed: 8.00 a.m.–3.00 p.m.
Tue, Thu, Fr: 8.00 a.m.–noon
Thu: 2.00 p.m.–5.45 p.m.

By tram:
Mühlburger Tor or Schillerstraße
Tram 1, 2, 3, S1, S2, S5, S11

**Accommodation Department - Studentenwerk Karlsruhe**

Adenauerring 7 (Studentenhaus)
76131 Karlsruhe

Fon: ++49-721-6909-200
Fax: ++49-721-6909-290

Email: wohnen@studentenwerk-karlsruhe.de

Opening hours:
Mon–Fri: 10.00 a.m.–2.00 p.m.

**Hostels in Karlsruhe**

**Jugendherberge Karlsruhe**

Moltkestrasse 24
76133 Karlsruhe

Fon: ++49-721-28248
Fax: ++49-721-27647

Internet: www.karlsruhe.jugendherberge-bw.de

Opening hours:
Mon–Fri: 7.00 a.m.–1.00 p.m.

**Bed and Breakfast in Karlsruhe**

Nava Fallscheer-Bosch
Karlstr. 132a

Tel: 0049 721 816479

Internet: www.bedandbreakfast-karlsruhe.de
HEALTH INSURANCE COMPANIES

**AOK** Die Gesundheitskasse
Kriegstr. 41, 76131 Karlsruhe
Fon: ++49 721 37110
Internet: www.aok.de

- **Mon-Wed:** 8.00 a.m.–5.00 p.m.
- **Thu:** 8.00 a.m.–6.00 p.m.
- **Fri:** 8.00 a.m.–4.00 p.m.
- **Sat:** 9.00 a.m.–1.00 p.m.

**BARMER** Ersatzkasse
Stephanienstr. 102, 76133 Karlsruhe
Fon: ++49 721 37121300
Internet: www.barmer.de

- **Mon-Tue:** 9.00 a.m.–4.30 p.m.
- **Wed:** 9.00 a.m.–1.00 p.m.
- **Thu:** 9.00 a.m.–6.00 p.m.
- **Fri:** 7.30 a.m.–3.00 p.m.

**DAK** Deutsche Angestellten Krankenkasse
Gartenstr. 76, 76135 Karlsruhe
Fon: ++49 721 98030
Internet: www.dak.de

- **Mon-Wed:** 8.00 a.m.–4.00 p.m.
- **Thu:** 8.00 a.m.–5.00 p.m.
- **Fri:** 8.00 a.m.–1.00 p.m.

**TK** Techniker-Krankenkasse
Kaiserstr. 45, 76131 Karlsruhe
Fon: ++49 721 17 06140
Internet: www.tk-online.de

- **Mon-Wed:** 8.00 a.m.–4.00 p.m.
- **Thu:** 8.00 a.m.–5.00 p.m.
- **Fri:** 8.00 a.m.–4.00 p.m.
2 Studying at KIT

OFFICE OF MASTER STUDY PROGRAM RESOURCES ENGINEERING

Fakultät für Bauingenieur-, Geo- und Umweltwissenschaften
Karlsruhe Institute of Technology (KIT)
Otto-Ammann-Platz 1; Bldg. 10.81, R 312
76128 Karlsruhe

E-mail: res.eng@bg.uka.de
Internet: www.reseng.bau-verm.uni-karlsruhe.de

INTERNATIONAL OFFICE – AKADEMISCHES AUSLANDSAMT KARLSRUHE

Dr. Petra Roth
Adenauerring 2
76131 Karlsruhe

Fon: ++49 721 6084946
Fax: ++49 721 6084918

Internet: www.aaa.kit.edu
Email: petra.roth@aaa.uni-karlsruhe.de
3 Living in Karlsruhe

COUNSELLING SERVICE - PSYCHISCHE BERATUNGSSTELLE (PBS)

Kaiserstraße 111
76131 Karlsruhe
Phone: 0721-9334-060
Fax: 0721-9334-065
Internet: www.studentenwerk-karlsruhe.de

Opening hours:
Mon–Fri: 9.00 a.m.–noon

HAUPTZOLLAMT KARLSRUHE

Ottostraße 22 b
76227 Karlsruhe
Fon: ++49-721-476500
Fax: ++49-721-4765029
Email: poststelle@zaka.bfinv.de

Opening hours:
Mon–Fri: 10.00 a.m.–2.00 p.m.

BICYCLE REPAIR SHOP

Radler-Martin

Im Gewerbehof
Steinstraße 23
76133 Karlsruhe
Internet: www.radler-martin.de

Opening hours:
Opening days may vary, see website

Madame Vélo

Georg-Friedrich-Straße 11
76131 Karlsruhe
Fon: ++49-721-6635736
Fax: ++49-721-7508806
Internet: www.madamevelo.de

Opening hours:
Mon–Fri: 10.00 a.m.–noon
02.00 p.m.–6.00 p.m.
Sat: 10.00 a.m.–1.00 p.m.
4 Working at KIT / in Karlsruhe

Federal Insurance Institution For Employees
Bundesversicherungsanstalt für Angestellte (BfA)

Kaiserstraße 215
76135 Karlsruhe
Fon: ++49-721-1804-0
Fax: ++49-721-1804-190

Email: bfa.in.Karlsruhe@bfa-berlin.de

Local Tax Office Karlsruhe - Finanzamt Karlsruhe

Schlossplatz 14
76131 Karlsruhe
Fon: ++49-721-1560
Fax: ++49-721-1561000

Email: poststelle@fa-karlsruhe-stadt.fv.bwl.de

Job Center / Temporary Employment Companies

Jobcenter Stadt Karlsruhe
Brauerstraße 10
76135 Karlsruhe
Fon: 0721 8319-0

Internet: www.arbeitsagentur.de

Hilf-Fix – Studentische Selbsthilfe
Winterstraße 44b
76137 Karlsruhe
Fon: ++49 721 9203409

Der JobLaden
Waldstraße 37
76133 Karlsruhe
Fon: ++49-721-92922-0
Fax: ++49-721-92922-22

Internet: www.derjobladen.de

Connect
Moltkestraße 63-65
76133 Karlsruhe
Fon: ++49 721 985820
Fax: ++49 721 9858226

Internet: www.connect-personal.de

Persona Service
Ettlinger Torplatz 1
76133 Karlsruhe
Fon: ++49-721-931870
Fax: ++49 721 9318730

Internet: www.persona.de
5 Miscellaneous

Checklist: Important documents

Which documents should you bring to Germany?

- Passport, valid for the entire duration of your stay
- Entry visa
- Birth certificate
- Credit card, money in cash for the first couple of days
- Vaccination certificate, if you have one, other important medical documents and medication currently needed
  
  If you intend to drive a car in Germany:
  - International driving licence or foreign national driving licence

- Letter of Admission of KIT
- Original version of your university degree with original German or English translations
- Proof of financial support
  (e.g. confirmation that you have been awarded a scholarship)
- Proof of language proficiency (English and/or German)
- Original version of insurance documents with German or English translations

- Confirmation of your health insurance provider that you are also covered in Germany, if applicable (in English or German)
- Several biometric passport photographs. Please note regulations for photographs required for official documents like the residence permit:
  www.bundesdruckerei.de → Englisch Services → Citizens´ service → Downloads → Sample Photos for ID-Documents as PDF

Please make sure to carry all your documents with you on board! You might need them at the airport immediately upon arrival.
Checklist: Contracts to cancel

Be sure to cancel all your contracts right on time! This might be up to one year before the end of the contract!

- [ ] Citizens’ Advice Bureau – Resident deregistration
- [ ] Bank – Close your bank account
- [ ] Telecom Services – Cancel your phone / internet / mobile phone contract
- [ ] TV – Deregistration at GEZ
- [ ] Health insurance – Terminate your health insurance
- [ ] Accommodation – Terminate your room / flat
- [ ] Work – Give your notice right on time
- [ ] Cancel any subscriptions or standing orders
- [ ] Deregister from any sports or student interest group
Campus Plan

http://www.uni-karlsruhe.de/info/campusplan