



## Center for Doctoral Studies Lübeck

### Practical Information for International Students

Welcome to the Center for Doctoral Studies Lübeck. We hope you get off to a good start at the University of Lübeck. Explore our Welcome Information Services early to help get your life essentials settled so that you can quickly focus on your academic program.

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#### 1. Accommodation

There are several possibilities of living in Lübeck. Either you can choose to live in a student dormitory, or in a shared flat or you decide to find a flat/ room by yourself.

##### Student Dormitories

University dormitories: The "Studentenwerk Schleswig-Holstein" offers rooms in several dormitories. They are located on the campus as well as in the city centre. Prices per room and month vary between 145 and 300 €. You should apply for a room as early as possible.

Please refer to [www.studentenwerk-s-h.de](http://www.studentenwerk-s-h.de), select "WOHNEN" on the left, and then use the English menu items. Here, you will find further information about the dorms and the application procedure.

**Flat Share and Private Rooms** (for German websites, please use Leo online dictionary to check the key words of the advertisements):

- <http://kiel.homecompany.de>
- [www.studenten-wg.de](http://www.studenten-wg.de)
- [www.studenten-wohnung.de](http://www.studenten-wohnung.de)
- <http://www.immowelt.de>
- <http://www.immonet.de/schleswig-holstein/luebeck-moebliertes-wohnen.html>
- <http://www.wg-gesucht.de/wohnraumangebote.html>

Please be minded that most of the rooms for renting in Germany are unfurnished, i.e. you need to buy furniture when you come to Lübeck. If you wish to find only a furnished room, you must specify your searching criteria on the website.

## 2. Travel to Lübeck

There is a shuttle bus from Hamburg airport to Lübeck railway station, please see Traveliner <http://www.traveliner.de> .

The bus stop for Traveliner is at C Area beside Terminal 1 (see the map on the website). When you get on the Traveliner, please buy from the bus driver a "**einfach Kombi-Tarif City-Nah**" adult ticket to Lübeck railway station. It costs 23.50 EURO. It is a combination of shuttle bus and taxi, which means after you get off the Traveliner at Lübeck railway station, you can go on a taxi for free asking the taxi driver to take you to the accommodation. You must show the taxi driver your ticket.

## 3. Registration at Residents' Office

Every new student needs to register at the local Residents' Office within 14 days of his or her arrival in Lübeck (Anmeldung). You would need to take your passport with you and fill out a form which states the city where you lived before you come to Lübeck and your current address in Lübeck. Please ask for the "Welcome Money" (Begrüßungsgeld) at your first time registration. You will need to fill in a form and will get the money one year after registration. In case of moving to another address in Lübeck later, you would need to go to the Residents' Office again to register your new address (Ummeldung).

### Anmeldung bei der Meldestelle

Dr.-Julius-Leber-Str. 46-48

23552 Lübeck

Opening hours: 8:00 – 14:00 (Monday to Tuesday)

Closed (Wednesday)

8:00 – 18:00 (Thursday)

8:00 – 12:00 (Friday) 3

## 4. Opening a Bank Account

Contact: Ms. Susann Ulrich

Sparkasse zu Lübeck

Branch Wirth-Centre

Ratzeburger Allee 111-125 (opposite the main gate of the University)

Opening hours: 9:00 – 13:00, 14:00 – 18:00 (Monday to Thursday)

9:00 – 13:00, 14:00 – 15:30 (Friday)

Mr. Susann Ulrich speak sEnglish and takes care of the international students from the University.

Please call 0451 – 147 147 to make an appointment with Mr. Ulrich. You should show your admission letter to her proving your student status so that you can open the account without charges.

Considering the fact that you would travel to conferences and other events during the PhD study, it is recommended that you apply for a credit card with your account.

## 5. Health Insurance

Due to the German health insurance regulations, PhD students with scholarships who have not been insured in public health insurance for the past 12 months (calculating from the day of registration at the University) cannot apply for public health insurance. Therefore, the only option is to apply for a private health insurance. ECUCARE24 and Mawista provide the PhD students with a reasonable offer. For more info please see

<http://www.educare24.com>

<http://www.mawista.com>

## 6. Registration at University

Student Service Centre

Opening hours: 9:00 – 12:00 (Monday to Friday)

House 2, Room 9 (see the campus map attached)

You would need to show the following documents in order to register for the 1<sup>st</sup> semester:

- letter of acceptance
- passport
- 1 standard passport photo
- Master / Diplom degree certificate copy (certified translation in English unless the original one is in English or German)
- health insurance certificate
- public health insurance exemption certificate (applies to most international PhD students who are required to purchase private health insurance, you can get this exemption certificate “Befreiungsbescheinigung” at the AOK Students Service, 2<sup>nd</sup> floor, MGZ, Paul-Ehrlich-Str. 1-3, 23562 Lübeck, tel: 0451 1508 8561, opening hours: 8:00-15:00, Monday to Friday)
- proof of payment of registration fee (one time, 50€)
- proof of payment of semester fee (around 90€)

You will get the money transfer form from the staff in the centre. The fees can be paid in cash at the Sparkasse bank opposite the University’s main gate. After submitting all the required documents, you will get a student card, an enrolment certificate and a password for further printing. Registration for the semesters afterwards requires only the payment of semester fee. You can print out the student card and enrolment certificate in the Student Service Centre.

**Please give the Management Office a copy of your student card and enrolment certificate (Immatrikulationsbescheinigung) after the registration for each new semester.**

## 7. Visa Extension

You would need to apply for a residence permit at the Foreigners’ Office before your current visa expires (applies to students from outside the EU).

### **Ausländerbehörde**

Dr.-Julius-Leber-Str. 46-48

(the same building as the Residents’ Office)

Opening hours: 8:00 – 14:00 (Monday to Tuesday)

Closed (Wednesday)

8:00 – 18:00 (Thursday)

8:00 – 12:00 (Friday)

You would need to show the following documents:

- registration form from the Residents’ Office
- valid passport
- scholarship certificate
- current enrolment certificate (Immatrikulationsbescheinigung)
- 1 standard passport photo

## 8. Life on and off Campus

**Dining:** if you wish to have lunch at the Mensa (cafeteria), please purchase a card from the administration office on the ground floor of the Mensa. It costs 10 EURO to purchase the card, with 2,50 EURO for deposit and 7,50 EURO for payment. You could load the card with more money later in the Mensa.

**Transport:** with your student card, you could take bus for free within Lübeck and Travemünde.

**Germany:** for more information about life in Germany, please see the following links:

<http://www.deutschland.de>

<http://www.howtogermaany.com>

<http://www.tatsachen-ueber-deutschland.de>

<http://www.magazine-deutschland.de/en>

<http://www.eduserver.de>

**NOTE:** The Management Office of the Center of Doctoral Studies Lübeck is located in building 64 (see university map), ground floor, room 99.