

welcome!



# 1. Online Info-Session for International Exchange Students

20th June, 2024, 12:00 (Bremen time)

# Agenda

- Housing in Bremen
- Application procedure for “**Visiting Studies**“ at the University of Bremen:
  - in Mobility Online (1<sup>st</sup> step)
  - in MOIN (2<sup>nd</sup> step)
- Questions and Answers



# Housing in Bremen

How to find Accommodation?



# „Studierendenwerk Bremen“


- easily accessible housing
- furnished single rooms and flats on an apartment complex
- rent from 299 € - 360 € per month
- limited availability, waiting list may be long if you apply late

<https://www.stw-bremen.de/en/accommodation>


# Application for a room in a dorm of the „Studierendenwerk“

- <https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#home>

**Student Services**  
Welcome to the Student Administration Bremen

English 

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 Application for admission

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**Application conditions**

Valid enrolment certificate: You are enrolled as a full-time student at a public university in the state of Bremen or strive to enroll.

Your income or the grant you have been awarded must not be more than 1.5 times the applicable BAföG rate per month.

Fully filled and signed application for housing, including the following documents:


- 1. Valid enrolment certificate.**  
For first semester students, the written confirmation that you have been allocated a university place is also accepted. When you have received your enrolment certificate, you must submit it immediately.
- 2. Proof of income:**  
BAföG notification (copy), other grant notifications (copy), informal declaration from your parents if they are funding your studies, or other verifications.
- 3. Up-to-date photo**
- 4. Pass Copy of your passport**

In principle, an application can also be made without a confirmation of enrollment. However, initially no allocation of living space can be made. Incomplete applications will not be processed after 6 months.

# Application Form of the „Studierendenwerk“

- <https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#admission>

**Student Services**  
Application for admission

English 

Application for admission

Please complete application fully

Data about the rental property

Location of University\*

Desired rental property\*  Apartment  
 Flat (apartment for families, students with children)  
 Room in a shared flat

Available choices of our student residences\*

University\*

Desired date of moving in\*

Max. amount of costs for rental  €

Personal data

Name\*

First name\*

Birth date

# Application Form of the „Studierendenwerk“

- <https://wohnraumvermittlung.stw-bremen.de/ipack3/index.html#admission>

Do not forget to type in „yes“ at the question:  
„Would you like to be placed on our waiting list?“

upload documents

Valid enrolment certificate*	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.
Proof of income*	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.
Pass Copy of your passport*	<input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt.

other application fields

Valid enrolment certificate number	<input type="text"/>
Would you like to be placed on our waiting list ? Please answer yes or no*	<input type="text" value="ja / yes"/>

Hints

Security code

Security code		<input type="button" value="🔊"/>
Enter security code*	<input type="text"/>	

**Note according to GDPR:** Our [information sheet according to Article 13 GDPR](#) in accordance with European data protection law contains information on how personal data are handled.

I have read and understood the information sheet according to Article 13 GDPR from the Studierendenwerk Bremen (STW). I



# Application Form of the „Studierendenwerk“

## Supporting Documents:

### 1. preliminary:

**Application Form** generated in Mobility Online

**Invitation Letter** of the International Office

2. Proof of income (scholarship, bank statement, declaration of parents etc.)

3. Copy of passport or ID

(4. Enrolment certificate must be handed in as soon as available)



# Application for a room in a dorm of the „Studierendenwerk“

**Please submit the application as soon as possible because the availability of rooms is limited!**

**Generate the Application Form in Mobility Online as soon as possible!**

# Other Options to find Housing

- Private Student Dormitories:

<https://www.uni-bremen.de/en/university/campus/housing>

- Apply individually at the dormitory which meets your preferences

For example:

Studentshouse.de <https://www.studentshouse.de/freie-apartments>

Nido Student <https://www.nidostudent.de/standort/lillenthal-studios>

THE FIZZ <https://www.the-fizz.com/studentenwohnheim/bremen#apartments>

Galileo Residenz <https://www.galileoresidenz.de>

CAMPUS VIVA <https://www.campusviva.de>

Conway's Home <https://conways-home.de>

# Other Options to find Housing

The International Office has a limited number of private rooms (350,- to 650,- per room)

We will contact you if there is an offer.

Last winter semester there were 30 rooms only for 150 exchange students.

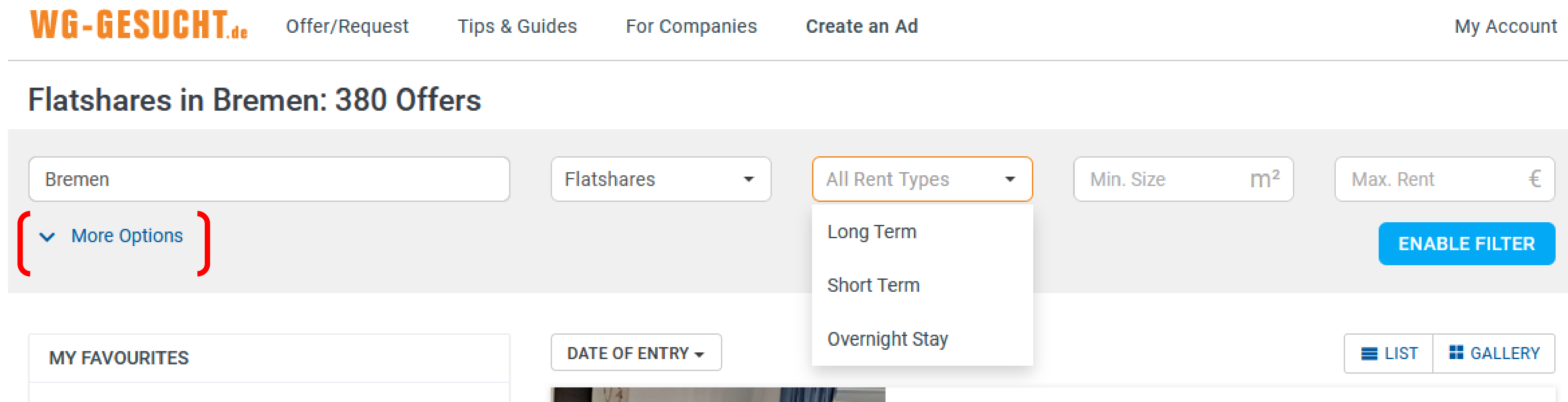
# Other Options to find Housing

- „WG“ (shared flat) in the city
- Offered on many online platforms, check „Private room search“ here:

<https://www.uni-bremen.de/en/university/campus/housing>

# Other Options to find Housing

*Example: Private Online Platform „WG-gesucht“*



The screenshot shows the search interface of the website WG-gesucht.de. The header includes the logo and navigation links: Offer/Request, Tips & Guides, For Companies, Create an Ad, and My Account. The main heading is "Flatshares in Bremen: 380 Offers". Below this is a search bar with several filters: a location input field containing "Bremen", a dropdown menu for "Flatshares", a dropdown menu for "All Rent Types" which is open to show options "Long Term", "Short Term", and "Overnight Stay", a "Min. Size" input field with "m<sup>2</sup>", and a "Max. Rent" input field with a Euro symbol. A blue "ENABLE FILTER" button is to the right. Below the search bar are sections for "MY FAVOURITES" and "DATE OF ENTRY". At the bottom right, there are "LIST" and "GALLERY" view options. A red bracket highlights the "More Options" link in the location field.

Link (German): <https://www.wg-gesucht.de>

Link (English): <https://www.wg-gesucht.de/en/>

# Other Options to find Housing

*Example: Private Online Platform „WG-gesucht“*

Flatshares in Bremen: 380 Offers

Bremen Flatshares All Rent Types Min. Size m<sup>2</sup> Max. Rent €

Move in Date Earliest Latest

Location / Radius Districts Address Max. Distance

Flatshare Details Flatmates Searched Flatshare size to

Flatshare types My age Smoking

Other Details Furnished Pets allowed New offers since

Swap only ↻ Floor Level

Handicapped accessible  with photos  Garden

Balcony/Terrace  Online viewing available

Less Options ENABLE FILTER

# Other Options to find Housing

*Example: Private Online Platform „WG-gesucht“*

## Tips:

- Focus on the newest offers
- Read the WG introduction carefully
- Introduce yourself – do not be too informal (Good English/German communication skills)
- Highlight your own strengths – why would it be great to live with you?
- Pick up points from the WG introduction
- Beware of scams!
- Do not transfer any money if you are in doubt about the reliability of the landlord



# Application Procedure for „Visiting Studies“ at the University of Bremen



## **1st Step: Registration of the exchange place at the International Office in „Mobility Online“**

**Link:** has been sent individually by email (if you did not receive the link, please contact: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de) )

### **Dokuments:**

- signed Application Form
- signed „Declaration of Language Competence“ (signature and stamp of home university!)
- recent enrollment certificate of home university in English (not older than 3 months!)
  - (Student Cards and certificates in other languages than German or English will not be accepted by the Student Office („*Sekretariat für Studierende*“) for the enrolment)

# **1st Step:** Registration of the exchange place at the International Office in „Mobility Online“

Erasmus students: please register **until 30th of June** at the latest!

1. formal check by the International Office
2. uploads of documents and check by the International Office
3. detailed instructions for the application in MOIN

## **2nd Step: Application for Visiting Studies in “MOIN“ („Sekretariat für Studierende“/Student Office)**

**Documents:** same uploads as for the registration at the International Office in Mobility Online

**Deadline:** as soon as possible (*before 15th of August*)

**Attention:** „Mobility Online“ and „MOIN“ are different databases!

The International Office has no access to MOIN!

The contact emails are different, too!

(Mobility Online: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de), MOIN: [master@vw.uni-bremen.de](mailto:master@vw.uni-bremen.de) )

## 2nd Step: Application for Visiting Studies in “MOIN“ („Sekretariat für Studierende“/Student Office)

### Link:

will be sent individually by email after receiving the uploads of the 3 required application documents in Mobility Online

1. Create your user account
2. Change your password



[Create an Account](#)

[Application FAQ](#)

### WELCOME!

Here you can apply online to study at the University

Please refer to the current information concerning a

- Bachelors' programs and State Examination
- Bachelors' programs and State Examination
- Master's programs
- Doctoral studies
- Studying without Abitur (e.g. trial studies, p
- Preparatory studies
- Visiting students

If you have any questions regarding your applicatio

Between 2nd June and 30th November you can also

- +49 421 218-61110 (Bachelor German/EU)
- +49 421 218-61002 (Master and internatio

Our application portal contains course offerings tha  
Please take this into account when searching for th

You do not have to submit any documents in additi  
We will only require documents in the event of adm

## **2nd Step: Application for Visiting Studies in “MOIN“ („Sekretariat für Studierende“/Student Office)**

### **3. Click on "My Applications“**

- choose **"Visiting Student"** (!) as your academic goal, choose your subject and select your study program (same as in Mobility Online!)

### **4. Click on "Apply,, then enter/edit all required application data**

### **5. Upload/edit all required documents (same uploads as in “Mobility Online”!)**

### **6. Submit your application - the Student Office will not be able to process your application if you do not click on “submit”!**





# Enrolment at the University of Bremen (MOIN)

**After the application for visiting studies in MOIN has been checked by the Student Office, you will be notified by email:**

- To download the **Admission letter** in MOIN – you need this admission for your application for accommodation or for your study visa (if applicable)
- To pay the **Semester contribution** to the bank account stated in the admission letter (mind the correct reference number!)
- To download the “**Acceptance of Study Place**”, sign it and send a scan to the Student Office; email address: [master@vw.uni-bremen.de](mailto:master@vw.uni-bremen.de)
- To prove your valid health insurance for the whole semester (!)



# Health Insurance




# Health Insurance

All foreign health insurances have to be validated by one of the German health insurances (on the campus e.g. AOK or TK) who will then notify the University of Bremen via ESMV („Elektronisches Studierenden-Melde-Verfahren“) that you are sufficiently insured.

## You have to initiate the ESMV procedure yourself!

- Send a scan of your **EHIC** (EU nationals) or **TA11** (Turkish nationals) to one of the German insurance companies (on campus e.g. AOK ([studenten@hb.aok.de](mailto:studenten@hb.aok.de)) or TK ([eu-studies@tk.de](mailto:eu-studies@tk.de))).
- Non-EU nationals with a private health insurance: private health insurances must also be validated by a German statutory health insurance (e.g. AOK ([studenten@hb.aok.de](mailto:studenten@hb.aok.de)) or TK ([eu-studies@tk.de](mailto:eu-studies@tk.de)))

**Attention:** *If your private health insurance cover is not sufficient you might have to get a German statutory health insurance in addition to your private health insurance.*



# Health Insurance

Non-EU nationals with a German statutory health insurance:  
your German insurance company should send the electronic notification to the University of Bremen via ESMV directly.

A private travel health insurance for the time gap between the start of the orientation weeks (on **23rd of September**) or your physical arrival in Bremen and the start of the semester (**1st of October**) is recommended.

# Contacts

- Registration for the exchange place in „Mobility Online“:
  - Erasmus students: [incoming@uni-bremen.de](mailto:incoming@uni-bremen.de)
  - Students from overseas co-operations: [studybremen@uni-bremen.de](mailto:studybremen@uni-bremen.de)
- Application for the enrolment as a visiting student (“MOIN”): [master@vw.uni-bremen.de](mailto:master@vw.uni-bremen.de)
- Housing application at „Studierendenwerk Bremen“: [wohnraumvermittlung@stw-bremen.de](mailto:wohnraumvermittlung@stw-bremen.de)
- Academic contacts for Erasmus students at the faculties: [https://www.uni-bremen.de/fileadmin/user\\_upload/sites/international/ERASMUS\\_Dokumente/Erasmusbeauftragt.pdf](https://www.uni-bremen.de/fileadmin/user_upload/sites/international/ERASMUS_Dokumente/Erasmusbeauftragt.pdf)

# Online Office Hours of the International Office

## Office hours of the International Office:

Monday and Thursday: 09:00 - 11:30 (CEST)

Wednesday: 14:00 - 16:00 (CEST)

You can reach us [online](#) during our office hours.

For data protection reasons, only one person at a time can be in consultation.

Please be patient if you have to wait a bit.

International Office Website:

<https://www.uni-bremen.de/en/university/profile/international/international-office>



**Thank you for your attention!**

