





2. Online Info-Session for International Exchange Students

International Office

INTERNATIONAL OFFICE



Agenda

- Application for the Enrollment at the University of Bremen
 - ,Moin'
 - Health Insurance
 - Semester Contribution
- Access to University Account
- Course Registration / ,Stud-IP'
- Questions and Answers





Universität Bremen

Application for The Erasmus exchange at the University of Bremen



1st Step: Application for the Erasmus exchange through the portal, Mobility Online 2nd Step: Enrollment at the University Bremen through the portal, Moin'

One is for the Erasmus exchange itself, one for the University. You need both! You will only be able to enroll if you have finished your Mobility Online application Invitations to enroll will be sent to you via email after the application process You will only get your Enrollment Certificate / Admission Letter after the Moin process



,Moin' is the Enrollment portal of the University of Bremen – the 2nd Step in the process

- questions, you need to contact <u>bachelor@vw.uni-bremen.de</u>
- "Mobility Online" and "MOIN" are different databases!
- Deadline for enrollment is the 30th of September (winter semester) and 31st of March \bullet (summer semester)
- Bremen. Applications will not be considered by the Student Office after that date.
- Please note:

 - weeks

• The International Office and Erasmus have no access to the database of MOIN, so if you have

• If you are not completely enrolled by this date, you will not be able to study at the University of

• the transfer/processing of the semester contribution might take up to 10 working days the electronic notification procedure for the health insurance (ESMV) might take up to 2



LINK: <u>https://moin.uni-bremen.de/</u>

1. Create your user account

- Click on "Application" \rightarrow "Create an Account"
- You will receive an email with a password.
- Your user name is your email address.
- 2. Change the password













3. Click on "My Applications"

- Choose "Visiting Student" (!) as your <u>academic</u> goal
- Click on "find courses offered" and choose your subject
- Then click on "Search" to find your study program
- Then, click on "Apply"





International Office

My Applications

My documents

Application FAQ

Name: Jane Smith on

WELCOME!

Here you can apply on

Please refer to the cur

- Bachelors' prog
- Bachelors' prog
- Master's progra
- Doctoral studie
- Studying witho
- Preparatory stu
- Visiting studen

If you have any questi

Between 2nd June and





4. Fill out / edit all the required data sections

- Check the "status" to see whether everything is complete

Sections Name Information Personal details Home address Adress during the semester Contact details Study program you are applying for Uploads Health insurance Final declaration









5. Enter/edit all required application data

- Select "Erasmus/Partner University"
- The "Address during the semester", should be already prefilled with the address of the International Office (c/o International Office, Bibliothekstr. 1, 28359 Bremen
- Leave this address unchanged so you can collect your semester ticket from the International Office
- Select "Semester address" under "Postanschrift" (maili address)
- Update the semester address after your arrival, when you have moved in and put your name on the letter box outside of your house



International Office

Adress during the semester

Your semester documents can be deposited at the Welcome Desk of the International Office (IC there.

If you would like to have the semester documents sent to you, please delete the address of the

		Entry
	Use alternative recipient	
	Alternative recipient	
).	Address supplement	c/o International Office
	Street and unit number	Bibliothekstr. 1
	Postcode / zip code	28359
ina	Town	Bremen
	Country	Germany

Postanschrift

Required information

Entry

An welche Adresse soll Ihre Post gerichtet werden?*







- 6. Upload/edit all required documents (same uploads as in "Mobility Online")

- **Recommendation:** 1st page of the Application Form generated in Mobility Online _____

Uploads

Upload registration docu

Upload certification of Ge competence*

Upload recommendation



Registration document: Enrollment certificate or certificate of student status at home university Certification of German Language Competence: 2nd page of the Application Form generated in Mobility Online ("Declaration of Language Competence") or any other language certificate (if available)

	Entry	Notes
ment*	File upload	Please upload registration document issued by home university.
erman language	File upload	Please upload certification of German language competences (min. level B2). If your guest study is part of the Erasmus programme or takes place via a partner university, please upload the 2nd page of the application form from Mobility Online with the heading "Declaration of Language Competence".
k	File upload	Please upload confirmation from a faculty of the University of Bremen that you will be accepted as a visiting student. If your guest studies are part of the Erasmus programme or take place via a partner university, please upload the 1st page of the Application Form from Mobility Online.





7. Submit your application

After entering all data correctly and uploading all required documen

- Click on "submit" at the bottom of the overview

page

Only after submitting the application the next steps of the enrollment procedure can be completed!

After submitting:

- Your data will be checked by the Student Office
- You cannot edit your application anymore on your own
- If there is something wrong or missing, the Student Office will re-open your application and notify you to edit and correct your application.
- After the correction, do not forget to 'submit' again!



International Office

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Sections

Name

Information

Personal details

Home address

Adress during the semester

Contact details

Study program you are applying for

Uploads

Health insurance

Final declaration

Application status

The application's tracking number is : BW-137377 Please use the tracking number for any further communication about the application.

Study choice

Degree

Exam regulations

Subject semester

User data

This e-mail address is stored with your user account

Applications overview Submit









Confirmation of Enrollment

Gaststudium

Name	Description	additional Comments	Remark	set
Immatrikulation Heimatuniversität / Home University Matriculation	Weisen Sie bitte nach, dass Sie an Ihrer Heimatuniversität eingeschrieben sind. / Please now provide proof that you are matriculated at your home university.			\checkmark
Bescheinigung Heimatuniversität / Confirmation of Home University	Weisen Sie bitte nach, dass Ihre Heimatuniversität ein Auslandsstudium empfiehlt. / Please now provide proof that your home university requires a stay abroad.			\checkmark
Nachweis Deutschkenntnisse / German Language Level	Weisen Sie bitte Ihre Deutschkenntnisse nach. / Please now provide proof of your German language level.			\checkmark
Bestätigung Fachbereich / Confirmation of Faculty	Weisen Sie bitte die Bestätigung des Fachbereiches der Universität Bremen nach. / Please now provide confirmation from your Faculty at the University of Bremen.			\checkmark
Studienplatzannahme / Acceptance of Study Place	Reichen Sie bitte die unterschriebene Annahmeerklärung ein. / Please submit the signed declaration of acceptance.			\checkmark
Krankenversicherungsnachweis / Proof of Health Insurance	Reichen Sie bitte Ihren Krankenversicherungsnachweis von einer gesetzlichen Krankenkasse ein. / Please submit proof that you have statutory health insurance.			\checkmark
Semesterbeitrag / Semester Dues	Begleichen Sie bitte den Semesterbeitrag, um den Studienplatz anzunehmen. / Before you can take up your study place, you must first transfer the semester dues.			\checkmark



After the application for visiting studies in MOIN has been checked by the Student Office, you will be notified by email and need to do 4 things

- email address: <u>bachelor@vw.uni-bremen.de</u> before the deadline(!) Bring the original with you to Bremen.
- Download the **Admission letter** 2.
- 3. individual deadline and fee amount stated on the admission letter!)
 - Make sure that you write the correct reference number **only** \bullet
 - It might take up to 2 weeks until the amount is credited to your account and ticked off in the checklist, \bullet especially with non-EU transfers (pay attention to the currency!)
 - It is **NOT** a semester fee, but a registration contribution and **also your public transport ticket!** \bullet
- Prove your valid health insurance for the whole semester (!) 4.

Download the document "Acceptance of Study Place", sign it and send a scan to the Student Office;

Pay the **Semester contribution** to the bank account stated in the admission letter (for this you have an



Health Insurance

health insurance for the whole duration of their stay.

as possible if you do not have one already. **Turkish Nationals:** TA11 forms issued by SSK (Sosyal Sigortalar Kurumu) are accepted as well.

get it validated. The AOK or TK will then inform the University of Bremen via ESMV ("Elektronisches Studierendenmeldeverfahren⁽⁾) that you are sufficiently insured.

Contacts: AOK: <u>studenten@hb.aok.de</u> or TK: <u>eu-studies@tk.de</u>, <u>university@tk.de</u> Contact in Bremen: Matthias.Kurzawski@tk.de

- Exchange students are required to have a valid health insurance that is equivalent to the German statutory
- EU-Nationals: The European Health Insurance Card (EHIC, CEAM) is accepted and should be applied for as early
- Send a scan of your EHIC or TA11 to one of the German statutory health insurances on the campus (AOK or TK) to





















Health Insurance

- Non-EU Nationals: We recommend obtaining a German statutory health insurance. This will cost around 110 Euro per month and can be done online at one of the statutory health insurance companies (on campus e.g. AOK, TK, hkk)
- Students over 30 years of age need a private health insurance. Private insurances might charge extra for accompanying family members.





Health Insurance

Health Insurance info for non-EU citizens who need a study visa:

- coverage or the duration of validity.
- insurance.
- Statutory health insurance for students will start at the first day of the semester, i.e. on the 1.10 or 1.4
- departure from the home country and the first day of the semester (1.10./1.4.) is recommended

• Foreign private travel health insurances (e.g. for visa application) are not accepted for the enrollment if they limit the cost

• The statutory health insurance agencies on the campus (AOK or TK) will check the insurance cover of your travel insurance. If it is not sufficient, you will have to get the German statutory health insurance in addition to the foreign private health

• In case of early arrival (e.g. for the orientation weeks) an additional private travel insurance for the time gap between







Access Data for University Account

- completed
- Your enrollment is completed, when the Student Office has received: •

 - Electronic confirmation of sufficient health insurance by either AOK or TK (ESMV) ullet
 - The payment of your semester contribution as stated in your Admission Letter

Check in your account in MOIN if all items on the checklist are ticked off.



International Office

• You will receive the access data for your Uni Bremen account(@uni-bremen.de) when your enrollment is

Your scan of the form "Acceptance of a Study Place" (send to <u>bachelor@vw.uni-bremen.de</u>)



Access Data for University Account

- services) as soon as the enrollment at the University of Bremen is completed
- lacksquareplatform "Stud.IP"
- Keep the password and your login safe!
- Check both inboxes (Webmail and StudIP-Emails) on a regular basis \bullet





The activation code for your University account will be sent to you by the "Zentrum für Netze" (ZfN = IT

Use your access data for your personal email account (....@uni-bremen.de), for MOIN and for the e-learning



1. Activation of your university account

Zentrum für Netze (ZfN)

ZfN Webmail

Activation of your university account



Please take notice: If you already have an account at the University of Bremen (for example because of earlier studies) you will not get a new account. Just ignore the account data you received on your leporello and continue using your old account. If you do not have your old account data anymore please contact the account administration office.

email: account@uni-bremen.de phone: +49 421 218 61334

International Office

@uni-bremen.de Activation-Id:: Activation-Password:: English Language: V Register

In case of problems activating your account please try the onlinetools to see if your account has already been activated, or contact the user management:









2. Log in to webmail

Link!



Zentrum für Netze (ZfN)

Webmail

Webmail Login

Bitte achten sie darauf einen Namen in den Persönlichen Einstellungen zu setzen. Wenn kein Name angegeben wird, werden Sie immer wieder, nach dem Login auf der entsprechenden Webseite nach Ihrem Namen gefragt.

Wenn Sie ihr Passwort vergessen haben, können Sie es hier zurücksetzen.





International Office



ZfN-News

07.01.2020

Uni-Accountverwaltung und ZfN am 14. Januar 2020 geschlossen

Aus betrieblichen Gründen bleibt am 14. Januar 2020 die Uni-Accountverwaltung und das Zentrum für Netze (ZfN) geschlossen!

mehr

23.09.2019

Online-Bearbeitung von Dokumenten

Ab sofort ist die Online-Office-Anwendung OnlyOffice testweise in Seafile integriert. Dokumente in den verbreiteten Formaten docx, xlsx und ppts können damit online bearbeitet werden, auch durch mehrere Nutzer gleichzeitig.



mehr



Alle Meldungen



3. Log in to Moin



Moin can then be used if you need to change your address, need a new semester ticket or need to download your Enrollment certificate



Moin

Application

Ciao? Hi? Hello?

MOIN!

Now new in digital: MOIN.

The newly designed university online information network: For all students and teaching faculty of the University of Bremen. Data, applications, documents-simply manage everything online. Why not check it out right away?

On the right, please enter the first part of your university e-mail address in front of the @-sign and add your password. To apply for a place at the University of Bremen, you can create a user account under "Application" above.

Are you experiencing problems registering with MOIN? This can have the following reasons:

The user name for the university account (not applicant account) is wrong or misspelled or the password is entered incorrectly.
 Please first check that your login data (xxxxx@uni-bremen.de), is correct by logging in at Webmail
 If you cannot log in there, you can find help for self-help at overview
 You do not yet have a university account, although you are newly enrolled.
 This is the same problem as above. We have to ask you to be patient; you will be informed what to do by mail.
 You were enrolled as a student and received a university account, but it is not possible to register in Moin, at webmail.uni-bremen.de and StudIP.
 Your university account will be deactivated 18 months after graduating and being removed from the student register. Please create an applicant account if you want to try again.

Further information:

From 0:00 a.m. to 3:00 a.m. and Wednesdays from 6:30 a.m. to 9:00 a.m. (CET/CEST), it is not possible to access the online portal. As a student you already have an account. Your username for this is your university account, i.e. the first part of your university e-mail address (before @uni-bremen.de). Please note that only passwords with a maximum length of 20 characters are possible on this portal. If you use a longer password for your university account, please contact ZfN to change it.

https://moin.uni-bremen.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=CHANGELANGUAGE&ARGUMENTS=-N00000000000001,-N001



International Office





The online information network MOIN is at your disposal 24/7. It contains the most important information on your studies in digitized form, enabling you to see exactly where you stand, what you still have to do, and the options available to you in future.





E-Learning System StudIP

Please make sure that

- you receive your access data for StudIP \bullet
- you register for courses before the start of lectures \bullet
- \bullet topics of the exams in the first week of lectures

You can also find a step by step guide on how to register for courses on our Newcomer Service Website "How to study at the University of Bremen" <u>HERE!</u>

International Office

you attend the lectures/seminars/practices in the first week of lectures, because the lecturers will communicate the type and



4. Log in to Stud.IP

Please click here for the link!





5. Register for courses in Stud.IP





Course directory

STUD.IP Universität Bremer	า
♠ ⑦	Search
Global search Course directory	
Course directory	
	Fields of study
	Universität Bremen
Course directory	Universität Bremen
Institute directory	No further information avai
Search	Fachergänzende Studien
Search for courses	Fachbereich 01: Physik / Elek
Display extended search	Fachbereich 02: Biologie/Che
Semester	Fachbereich 03: Mathematik
WiSe 2020/2021 🗸	Fachbereich 04: Produktionst
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Course classes	Fachbereich 06: Rechtswisser
All	Fachbereich 07: Wirtschaftsv
	Fachbereich 08: Sozialwissen
	Fachbereich 09: Kulturwissen

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hen	nie		Fach	hbereich 12: Erziehungs- und Bildungswissen	schaften
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isch	aften		Aka	demie für Weiterbildung	
sens	schaft		Glob	bal Education	
swi	ssenschaft		Dez	ernat Akademische Angelegenheiten	
enso	chaften		Zent	trum für Multimedia in der Lehre	
ens	chaften		Staa	ats- und Universitätsbibliothek (SuUB)	







Fields of Study



	STUD	יי °AL	niversität l	Bremen																What are	you lc
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Displ	ay extende	ed search			Geograp	hie, B.Sc./ I	B.A./LA (5	7)								Politikwissensc	haft, B.A./I	A/Politik	-Arbeit-W	/irtschaft, LA	(76)
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WiSe	2020/202:	1		•	Geschick	nte, B.A./LA	(108)									Slavische Studi	en , Master				
	-				Geschic	nte, M.A. (2	6)									Sozialpolitik, M	.A. (46)				
Course of	classes				Integrier	te Europa-S	Studien, B	.A. (28)								Soziologie und	Sozialforsc	hung, M.A	. (50)		
All				~	Internati	ional Relatio	ons: Globa	al Governa	ance and S	ocial	I Theory	, MA (8)				Soziologie, B.A.	(81)				
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() Instit	ute				Misc	ellaneous: N	Methoden	workshop	für quant	titativ	ve Meth	oden (WiS	e 2011/	/12 - unlir	mited)				(Melik	e Wulfgramm	, Luka:
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Course directory

Course directory	Fields of study Universität Bremen / Fachbereich 08: Sozialwissenschaften Bachelor Geographie Pflichtbereich No further information available
Search Search for courses Display extended search	GEO-G1: Einführung in die Geographie (MV: B. Marzeion) GEO-P1: Einführungsprojekt Geographie (MV: Mossig) (2) GEO-MT1: Kartographie und GIS (MV: Tkaczick) (5)
Semester	GEO-MT3: Geographische Informationssysteme II (MV: Tk
WiSe 2020/2021 ~	No entries at this level available! / 15 entries included in any sul
Course classes	
All 🗸	

		What are you looking
8		
en / Geographie, B.Sc./ B.A./LA / Bachelor Geograp	hie Pflichtbereich /	
n) (2)	GEO-P2: Studienprojekt (MV: Flitner) (2)	
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	GEO-A: Abschlussmodul (MV: B.Zolitschka) (2)	
Tkaczick) (2)		
sub-level		





Course directory

	Fields of study
	Universität Bremen / Fachbereich 08: Sozialwissenschaften
Course directory	GEO-MT1: Kartographie und GIS (MV: Tka
Institute directory	Die Vorlesung und eine Übung sind zu belegen (VF, PF, KF, L
Search	No further sub-levels exist below this level.
Search for courses Display extended search	Q 5 entries at this level
Semester	WiSe 2020/2021
WiSe 2020/2021	 Exercises: Einführung in die Arbeit mit Geographischen I 08-27-1-MT1-2A Mon 08:00 - 10:00 (fortnightly, from 09/11/20), Mon 08:00 - 10
Course classes All	 Exercises: Einführung in die Arbeit mit Geographischen I 08-27-1-MT1-2B Mon 10:00 - 12:00 (fortnightly, from 09/11/20)
Actions	Exercises: Einführung in die Arbeit mit Geographischen I 08-27-1-MT1-2C Mon 08:00 - 10:00 (fortnightly, from 16/11/20), Mon 08:00 - 10
Arrange search results:	 Exercises: Einführung in die Arbeit mit Geographischen I 08-27-1-MT1-2D Mon., 10:00 - 12:00 (fortnightly, from 16/11/20)
 Semester Area Lecturers Type Institute 	Lecture: Einführung in die Kartographie /B 08-27-1-MT1-1 Fri 10:00 - 12:00 (weekly)

	What are y
n / Geographie, B.Sc./ B.A./LA / Bachelor Geographie Pflichtbereich / GEO	-MT1: Kartographie und GIS (MV: Tkaczic
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Informationssystemen, Kurs A /A	(Tobias Tkaczick)
10:00 (fortnightly, (more)	
Informationssystemen, Kurs B /A	(Tobias Tkaczick)
Informationssystemen, Kurs C /A	(Tobias Tkaczick)
10:00 (fortnightly, (more)	
Informationssystemen, Kurs D /A	(Tobias Tkaczick)
	(Tobias Tkaczick)





- **Click through the courses** lacksquareuntil you find yours
- Click on 'Go To course' to \bullet register



You can then see it in your lacksquarecourse list and you can access the material

International Office

Exercises: Einführung in die Arbeit mit Geographischen Informationssystemen, Kurs A /A - Details

	General information	
	Subtitle	
	Course number	08-27-1-MT1-2A
DIE	Semester	WiSe 2020/2021
	Current number of participants	12
	maximum number of participants	13
	Home institute	Geographie, B.Sc./ B.A.
	Courses type	Exercises in category Teaching
	Next date	Mon , 09.11.2020 08:00 - 10:00 Mon , 09.11.2020 08:00 - 10:00
	Type/Form	
	Englischsprachige Veranstaltung	Nein
	Titel (fremdsprachlich)	Introduction to Geographic Information Systems - Cours
	ECTS points	3
	Lecturers	
	Tobias Tkaczick	

Monday: 08:00 - 10:00, fortnightly n.a Monday: 08:00 - 10:00, fortnightly





Contacts

General Inquiries

Erasmus students: <u>incoming@uni-bremen.de</u>

- Application for the enrollment as a visiting student ("MOIN"): Housing application at "Studierendenwerk Bremen": wohnraumvermittlung@stw-bremen.de
- German intensive courses: <u>hochschulkooperation-bremen@goethe.de</u>
- Questions about orientation weeks, health insurance and visa: <u>newcomer@uni-bremen.de</u>
- Problems with the VPN: <u>vpn@uni-bremen.de</u>

- Students from overseas co-operations: <u>studybremen@uni-bremen.de</u>



Online Office Hours of the International Office

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

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

For Zoom Calls Only: (Link Here) Thursday: 09:00 – 11:30 (CEST)

You may also check the website of the **Newcomer Service** or the **International Office** Website for more information



Office hours of the International Office Consultation Bureau (VWG, Room 0580):



Thank you for your attention!

