Universität Bremen

2. Online Info-Session for International Exchange Students

Agenda

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

Application for **The Erasmus exchange** at the University of Bremen

Very important! The application process has TWO STEPS!

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

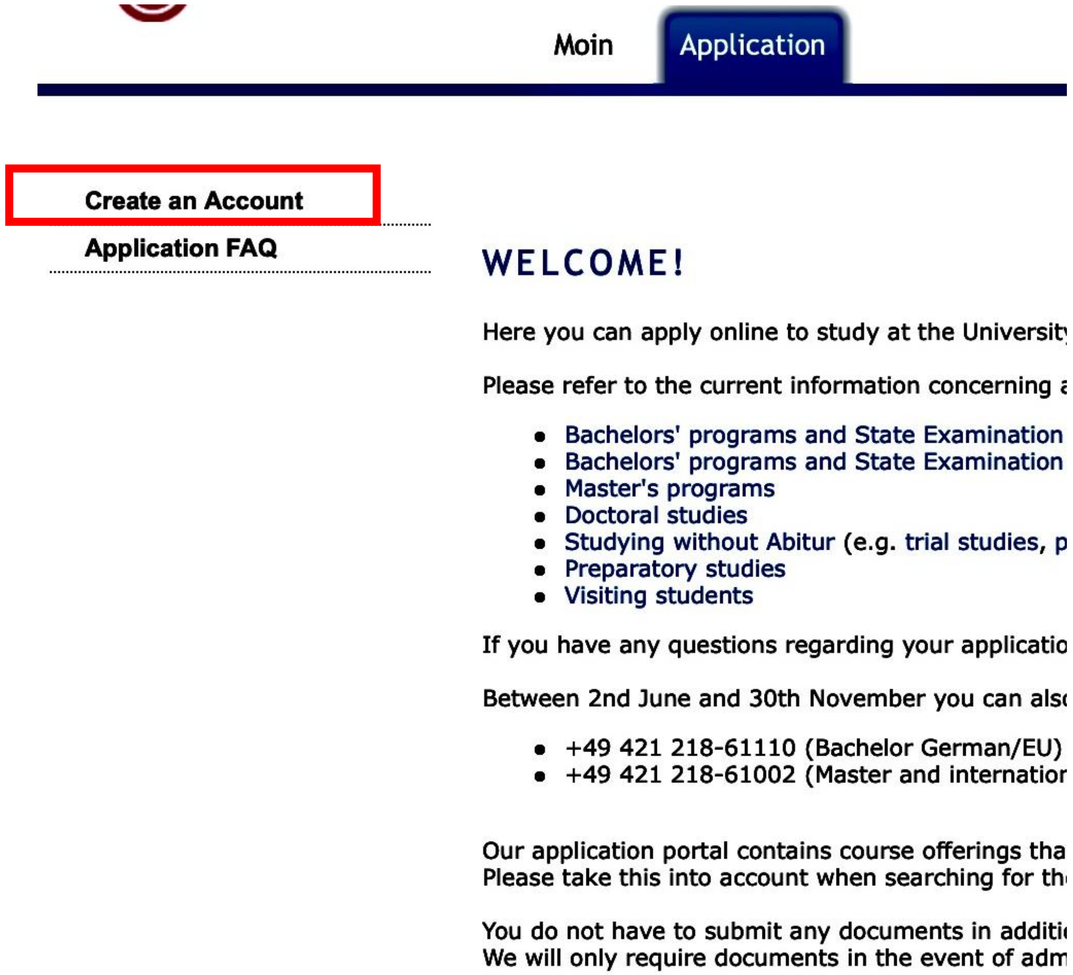
Universität Bremen

‚Moin‘ is the Enrollment portal of the University of Bremen – the 2nd Step in the process

- The International Office and Erasmus have no access to the database of MOIN, so if you have questions, you need to contact master@vw.uni-bremen.de
- „Mobility Online“ and „MOIN“ are different databases!
- Deadline for enrollment is the **30th of September (winter semester) and 31st of March (summer semester)**
- If you are not completely enrolled by this date, you will not be able to study at the University of Bremen.
  Applications will not be considered by the Student Office after that date.
- Please note:
  - 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 weeks

Enrollment at the University of Bremen (moin)

LINK: https://moin.uni-bremen.de/



1. Create your user account

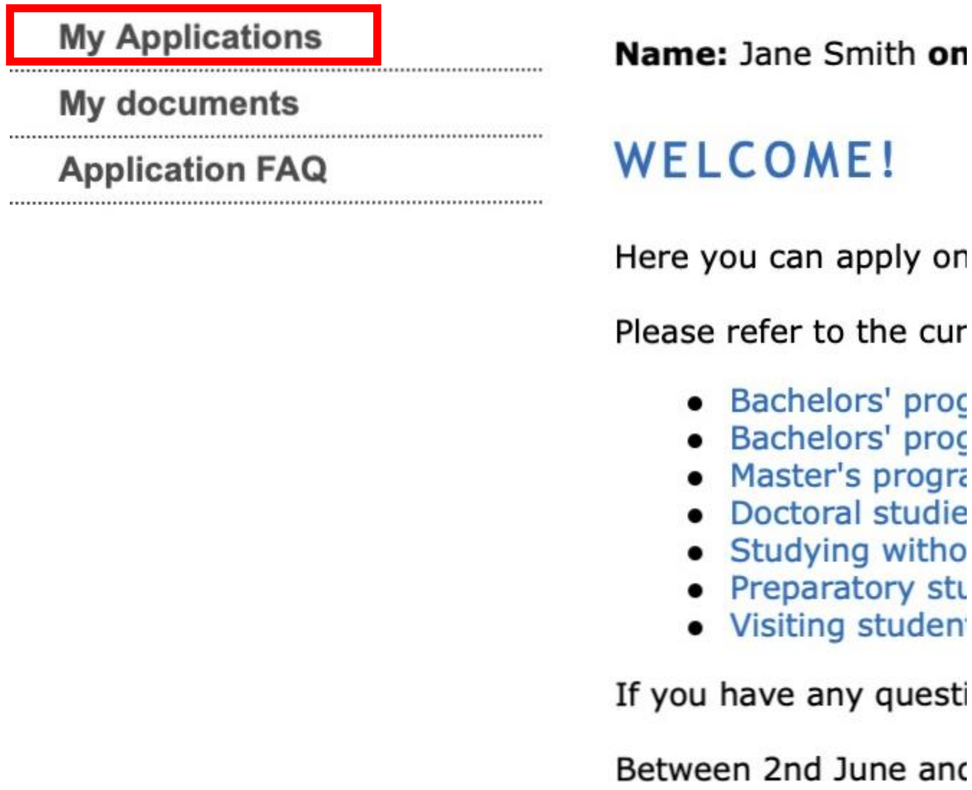
- Click on "Application" → "Create an Account"
- You will receive an email with a password.
- Your user name is your email address.

2. Change the password

Enrollment at the University of Bremen (moin)

3. Click on "My Applications"

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



Enrollment at the University of Bremen (moin)

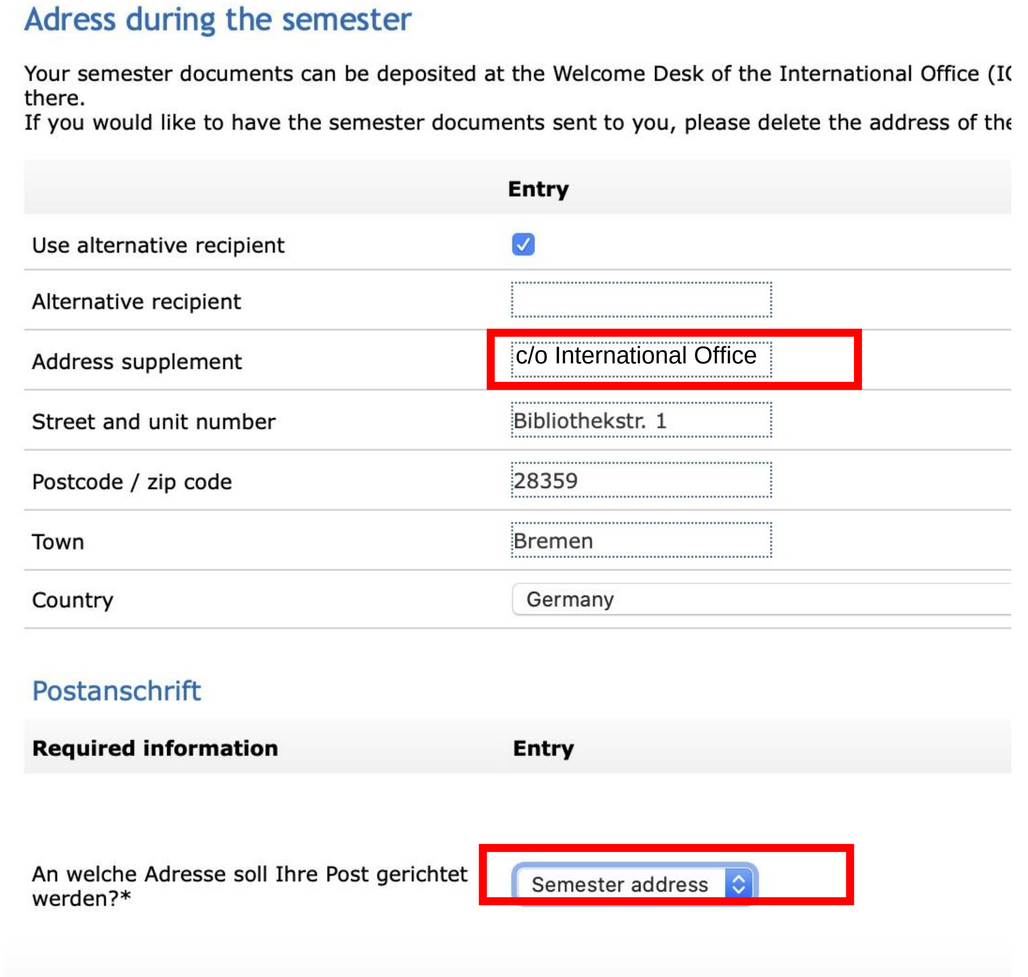
4. Fill out / edit all the required data sections

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

Enrollment at the University of Bremen (moin)

5. Enter/edit all required application data

- Select "Erasmus/Partner University"
- The "Address during the semester", should be already pre-filled 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” (mailing 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



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
Town	Bremen
Country	Germany

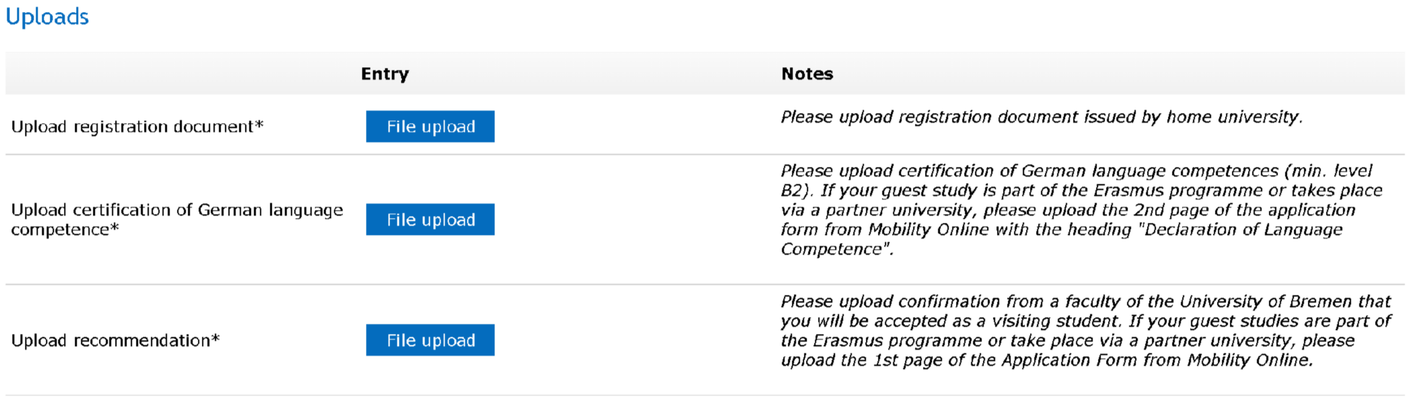
Postanschrift

Required information	Entry
An welche Adresse soll Ihre Post gerichtet werden?*	Semester address

Enrollment at the University of Bremen (moin)

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

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



Uploads

Entry		Notes
Upload registration document*	File upload	*Please upload registration document issued by home university.*
Upload certification of German language competence*	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".*
Upload recommendation*	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.*

Enrollment at the University of Bremen (moin)

7. Submit your application

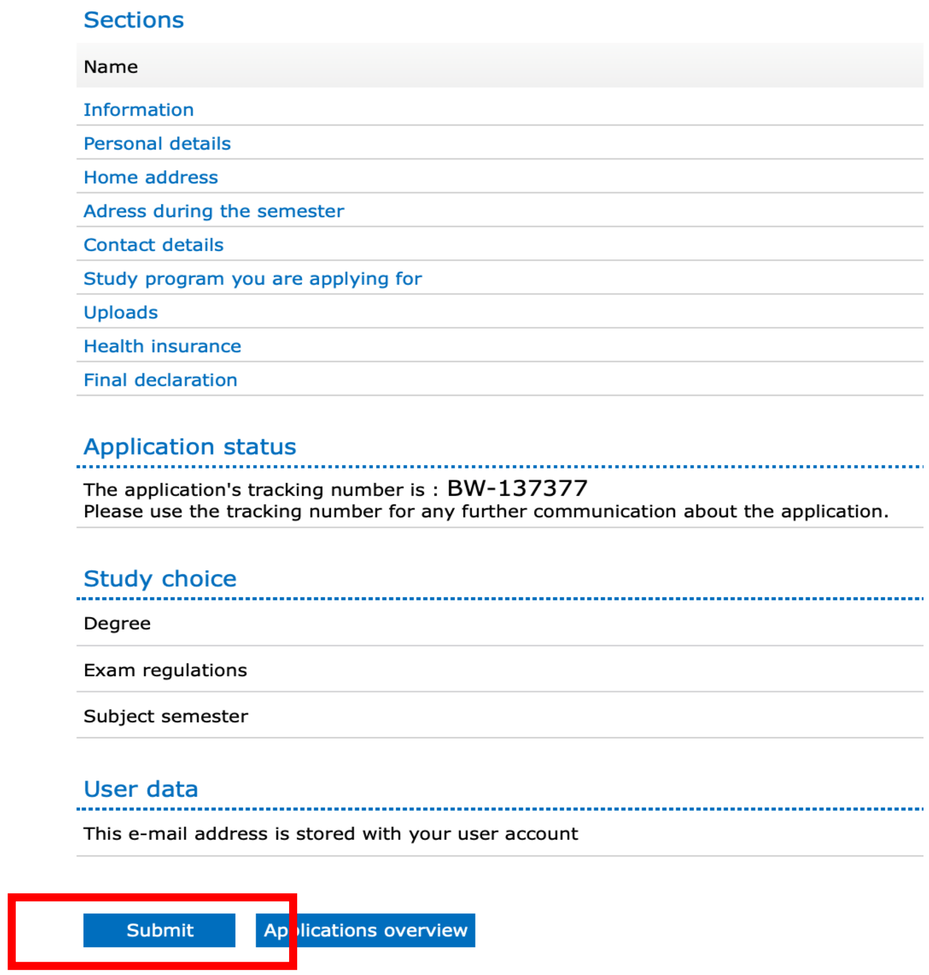
After entering all data correctly and uploading all required documents:

- 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 notifiy you to edit and correct your application.
- After the correction, do not forget to “submit“ again!



Enrollment at the University of Bremen (MOIN)

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.			☑
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.			☑
Nachweis Deutschkenntnisse / German Language Level	Weisen Sie bitte Ihre Deutschkenntnisse nach. / Please now provide proof of your German language level.			☑
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.			☑
Studienplatzannahme / Acceptance of Study Place	Reichen Sie bitte die unterschriebene Annahmeerklärung ein. / Please submit the signed declaration of acceptance.			☑
Krankenversicherungsnachweis / Proof of Health Insurance	Reichen Sie bitte Ihren Krankenversicherungsnachweis von einer gesetzlichen Krankenkasse ein. / Please submit proof that you have statutory health insurance.			☑
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.			☑

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**

1. Download the document **“Acceptance of Study Place”,** sign it and send a scan to the Student Office; email address: master@vw.uni-bremen.de before the deadline(!)
   Bring the original with you to Bremen.
2. Download the **Admission letter**
3. Pay the **Semester contribution** to the bank account stated in the admission letter (for this you have an **individual deadline and fee amount** stated on the admission letter!)
   - Make sure that you write the correct reference number **only**
   - It might take up to 2 weeks until the amount is credited to your account and ticked off in the checklist, 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!**
4. Prove your valid **health insurance** for the whole semester (!)

Health Insurance

Exchange students are required to have a valid health insurance that is equivalent to the German statutory health insurance for the whole duration of their stay.

EU-Nationals: The European Health Insurance Card (EHIC, CEAM) is accepted and should be applied for as early as possible if you do not have one already.
Turkish Nationals: TA11 forms issued by SSK (Sosyal Sigortalar Kurumu) are accepted as well.

Send a scan of your EHIC or TA11 to one of the German statutory health insurances on the campus (AOK or TK) to 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: studenten@hb.aok.de or TK: eu-studies@tk.de, university@tk.de
Contact in Bremen: Matthias.Kurzawski@tk.de

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:

- Foreign private travel health insurances (e.g. for visa application) are not accepted for the enrollment if they limit the cost coverage or the duration of validity.
- 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 insurance.
- Statutory health insurance for students will start at the first day of the semester, i.e. on the 1.10 or 1.4
- In case of early arrival (e.g. for the orientation weeks) an additional private travel insurance for the time gap between departure from the home country and the first day of the semester (1.10./1.4.) is recommended

Access Data for University Account

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

- Your enrollment is completed, when the Student Office has received:
  - Your scan of the form „Acceptance of a Study Place“ (send to master@vw.uni-Bremen.de)
  - Electronic confirmation of sufficient health insurance by either AOK or TK (ESMV)
  - The payment of your semester contribution as stated in your Admission Letter

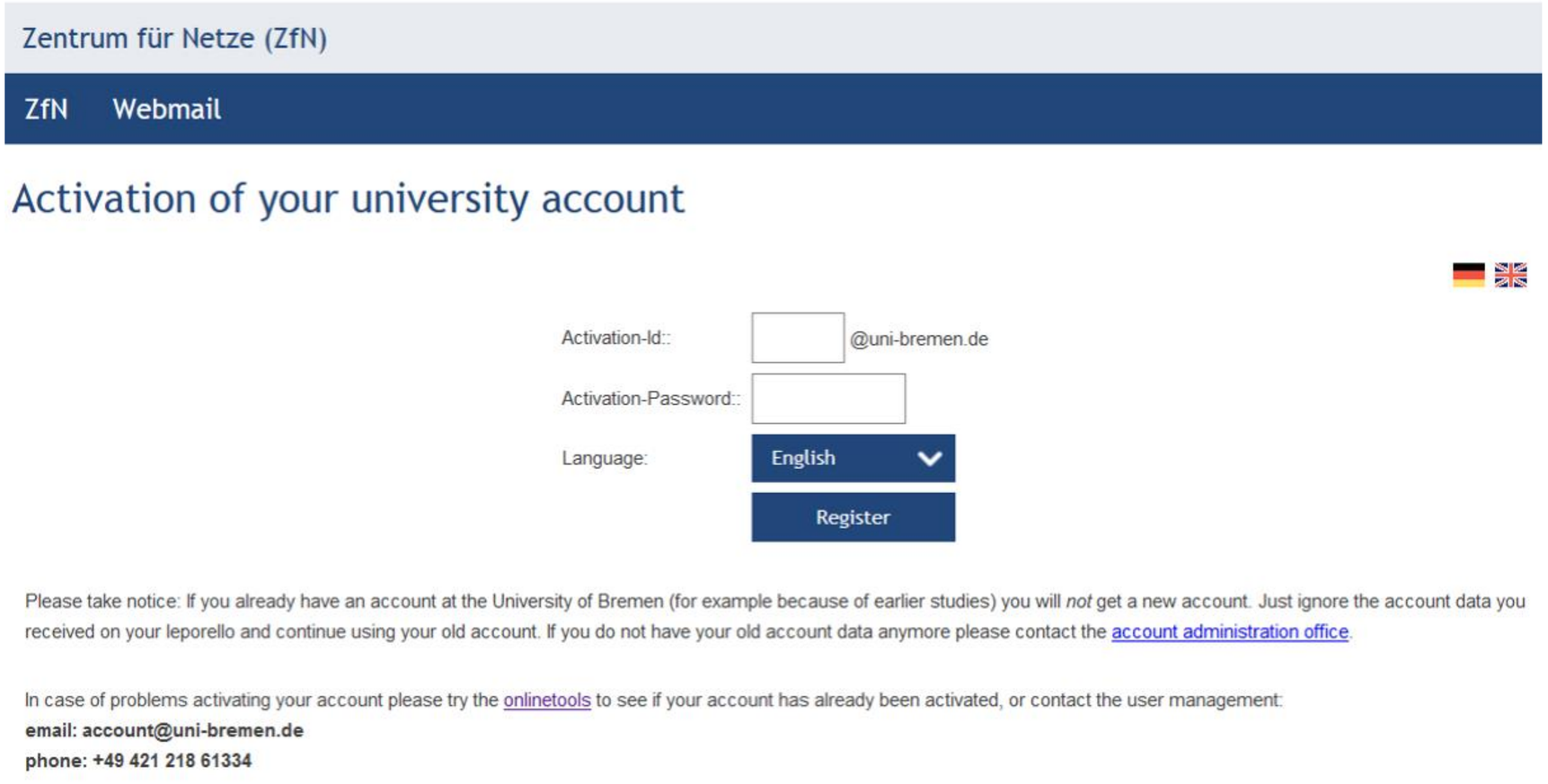
Check in your account in MOIN if all items on the checklist are ticked off.

Access Data for University Account

- The activation code for your University account will be sent to you by the "Zentrum für Netze" (ZfN = IT services) as soon as the enrollment at the University of Bremen is completed
- Use your access data for your personal email account (….@uni-bremen.de), for MOIN and for the e-learning platform „Stud.IP"
- Keep the password and your login safe!
- Check both inboxes (Webmail and StudIP-Emails) on a regular basis

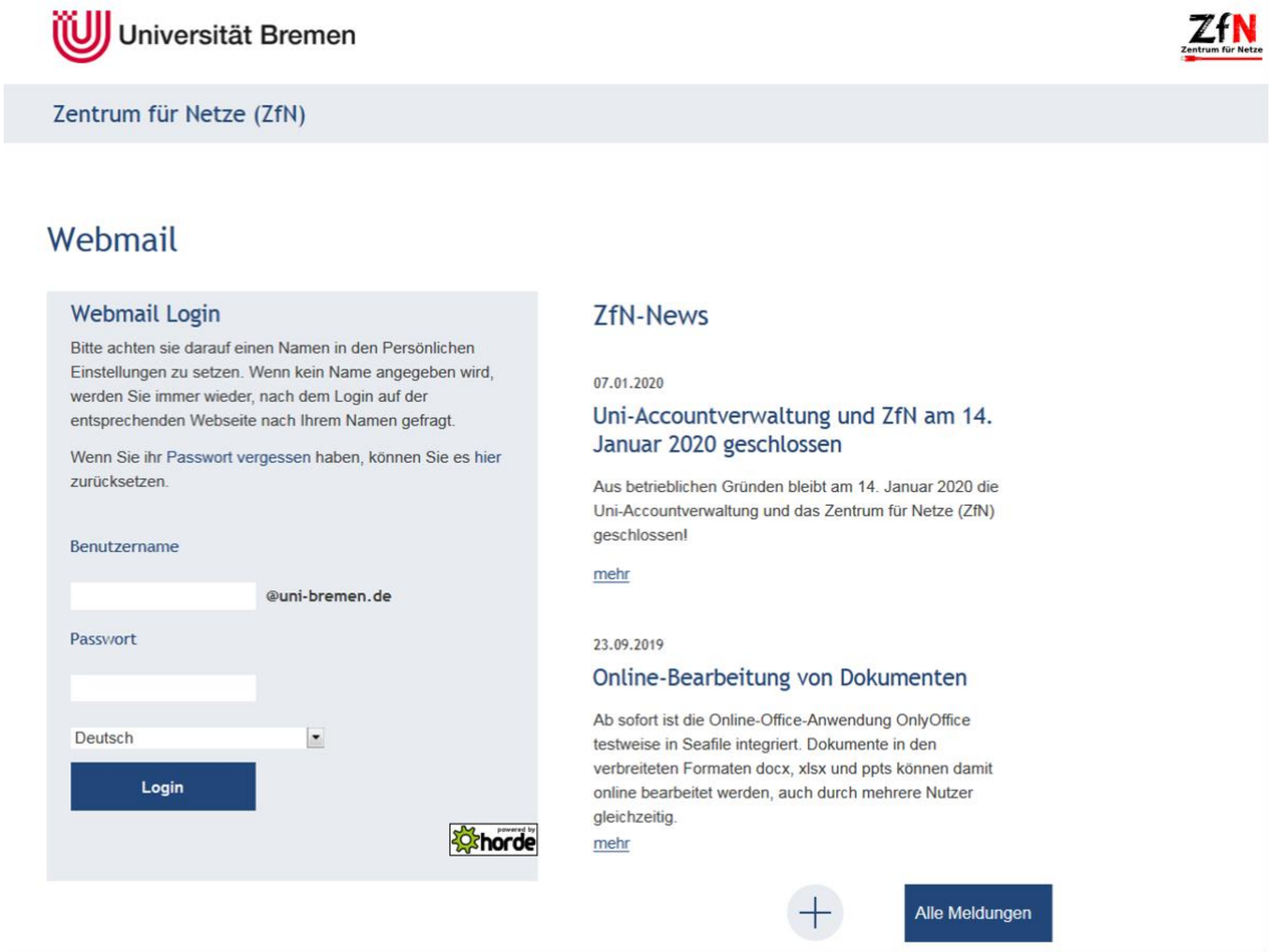
1. Activation of your university account

Link!



2. Log in to webmail

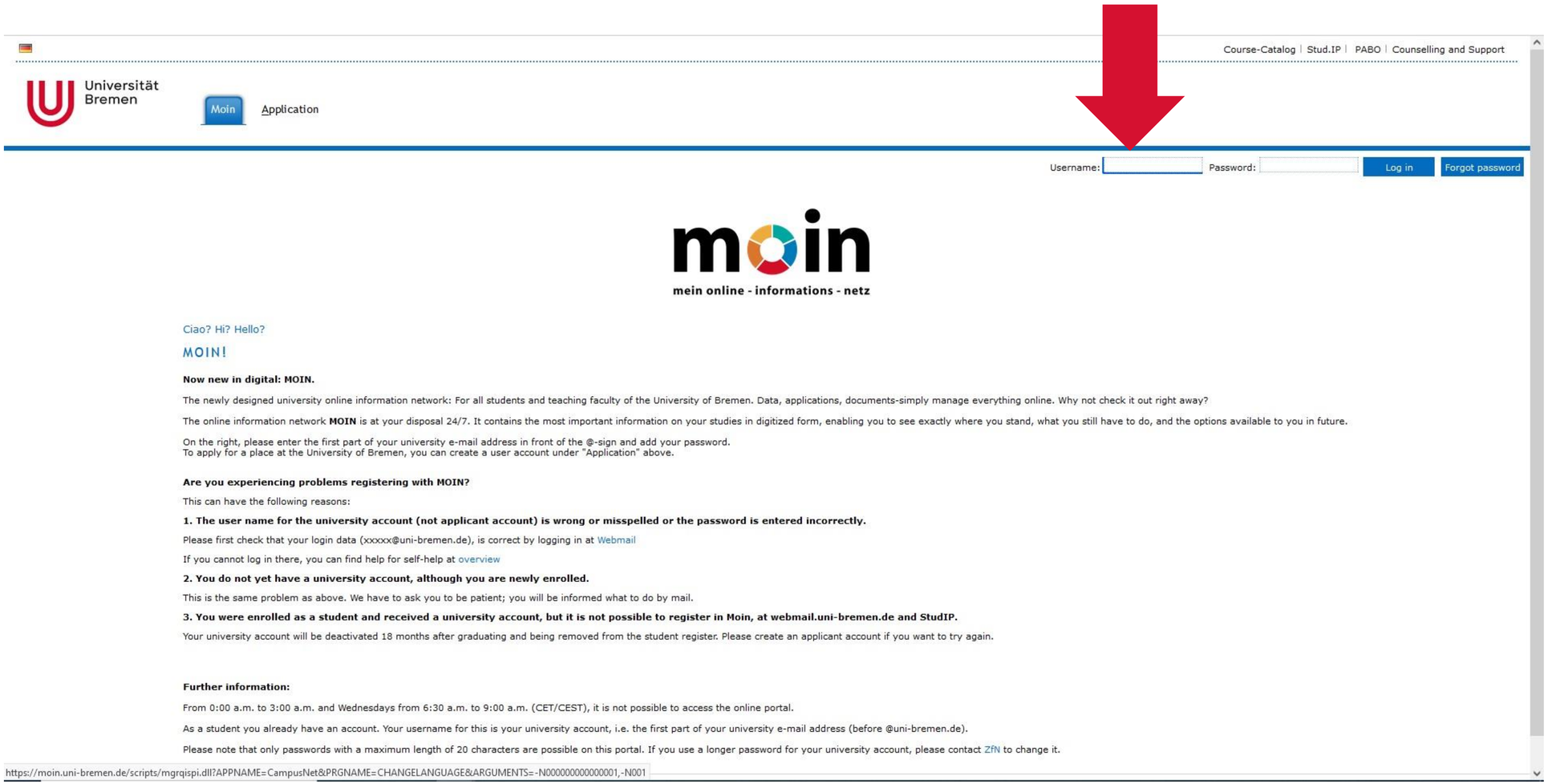
[Link!]



3. Log in to Moin

[Link!]

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



Universität Bremen

4. VPN

Access to Stud.IP is not possible without a VPN if you are not on campus!

- You can download the VPN „Cisco AnyConnect Secure Mobility Client“ **for free**
- Go to **this website** to choose the right programme for your computer (Mac, Windows, etc.) and follow the instructions
- For the download, you will need your @uni-bremen.de email and password
- To install the programme, please follow the instructions on the website
- To connect, enter
    - Group: Tunnel-All-Traffic
    - Username: The part in front of the @uni-bremen.de from your email address
    - Password

    - You have to connect again every time, it doesn‘t save the login details
    - You can also do this for your phone, tablet, etc.

E-Learning System StudIP

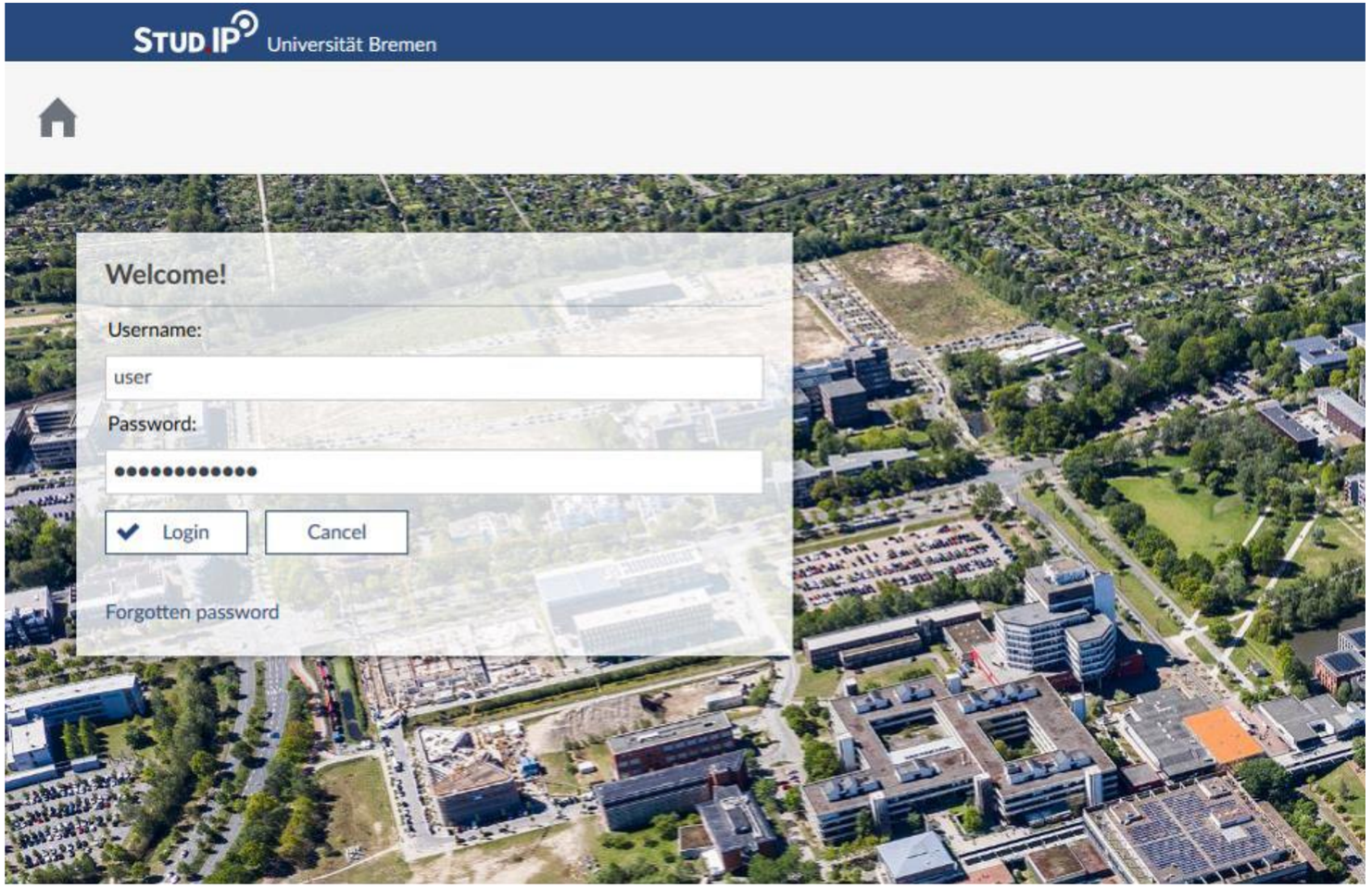
Please make sure that

- you receive your access data for StudIP
- you register for courses before the start of lectures
- you attend the lectures/seminars/practices in the first week of lectures, because the lecturers will communicate the type and topics of the exams in the first week of lectures

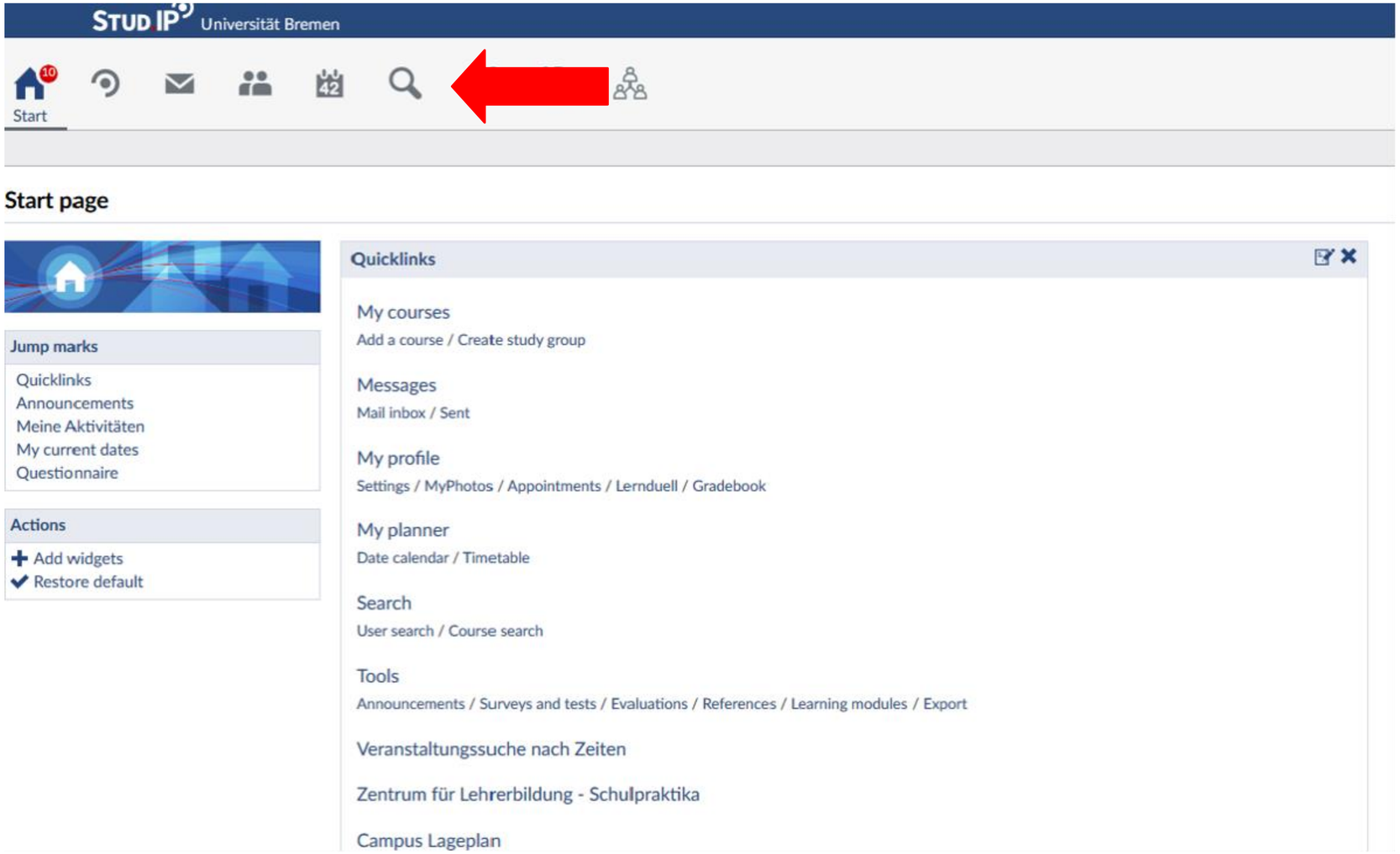
You can also find a step by step guide on how to register for courses on our Newcomer Service Website „How to study at the University of Bremen“ HERE!

5. Log in to Stud.IP

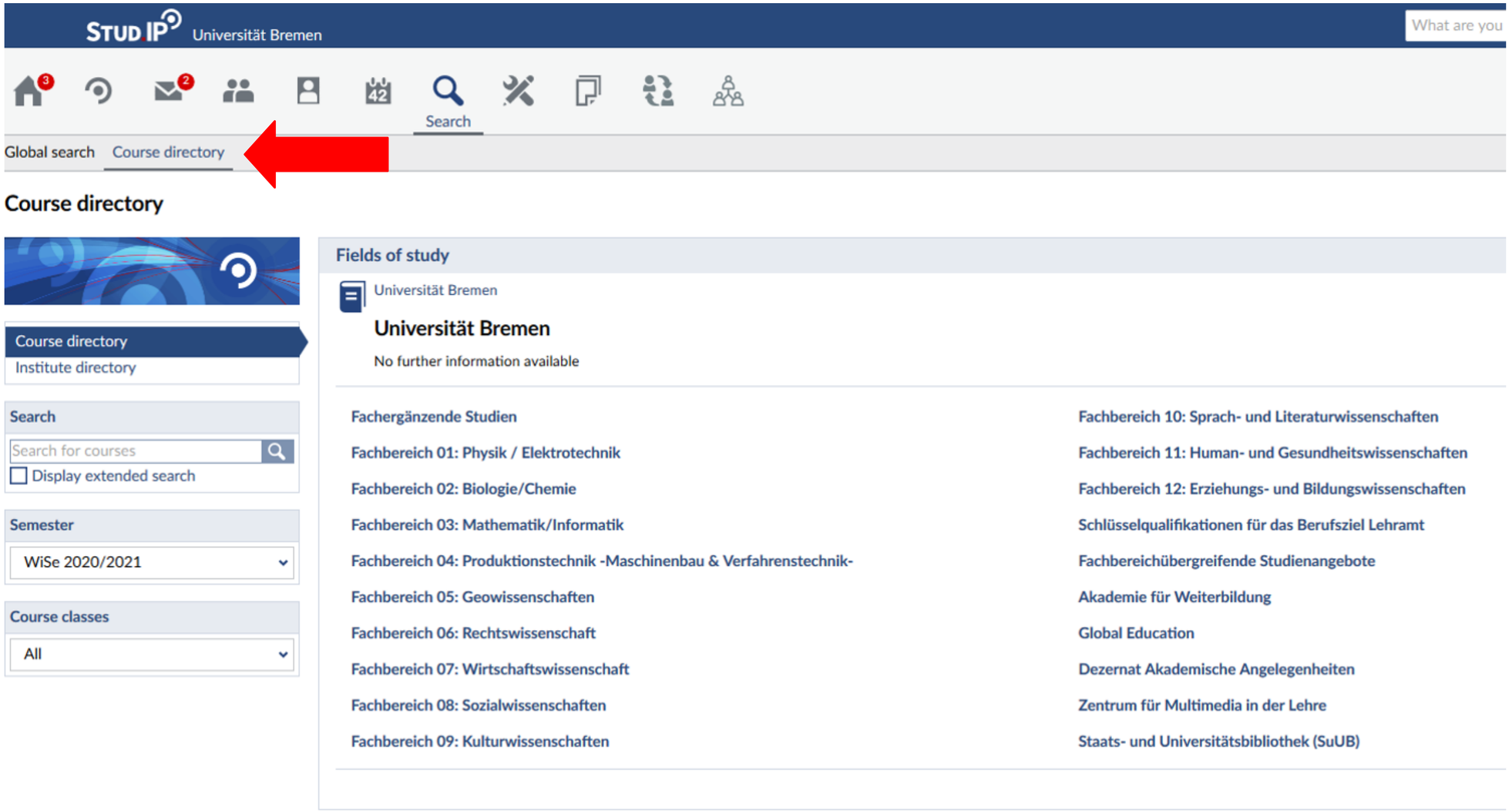
[Please click here for the link!]



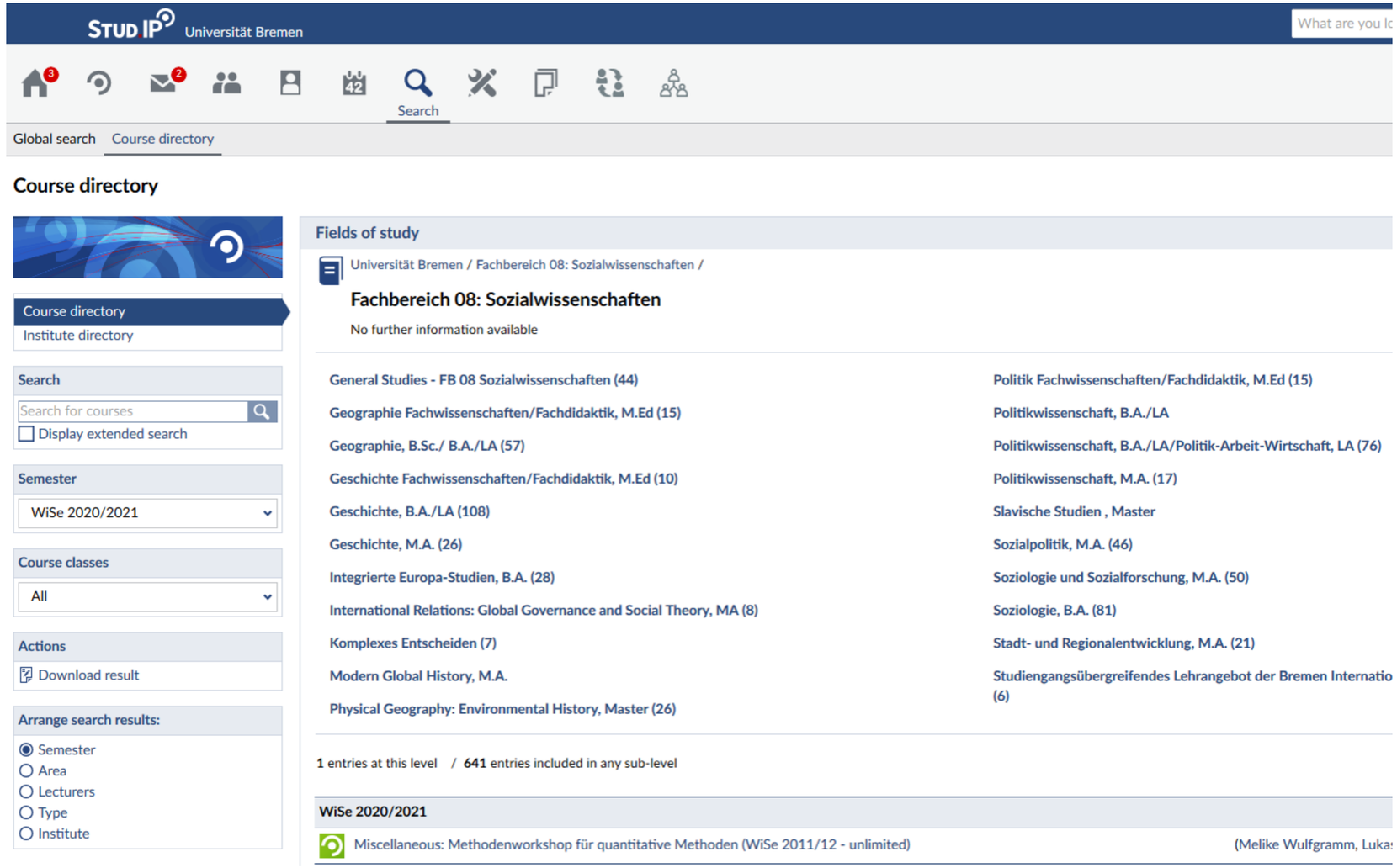
6. Register for courses in Stud.IP

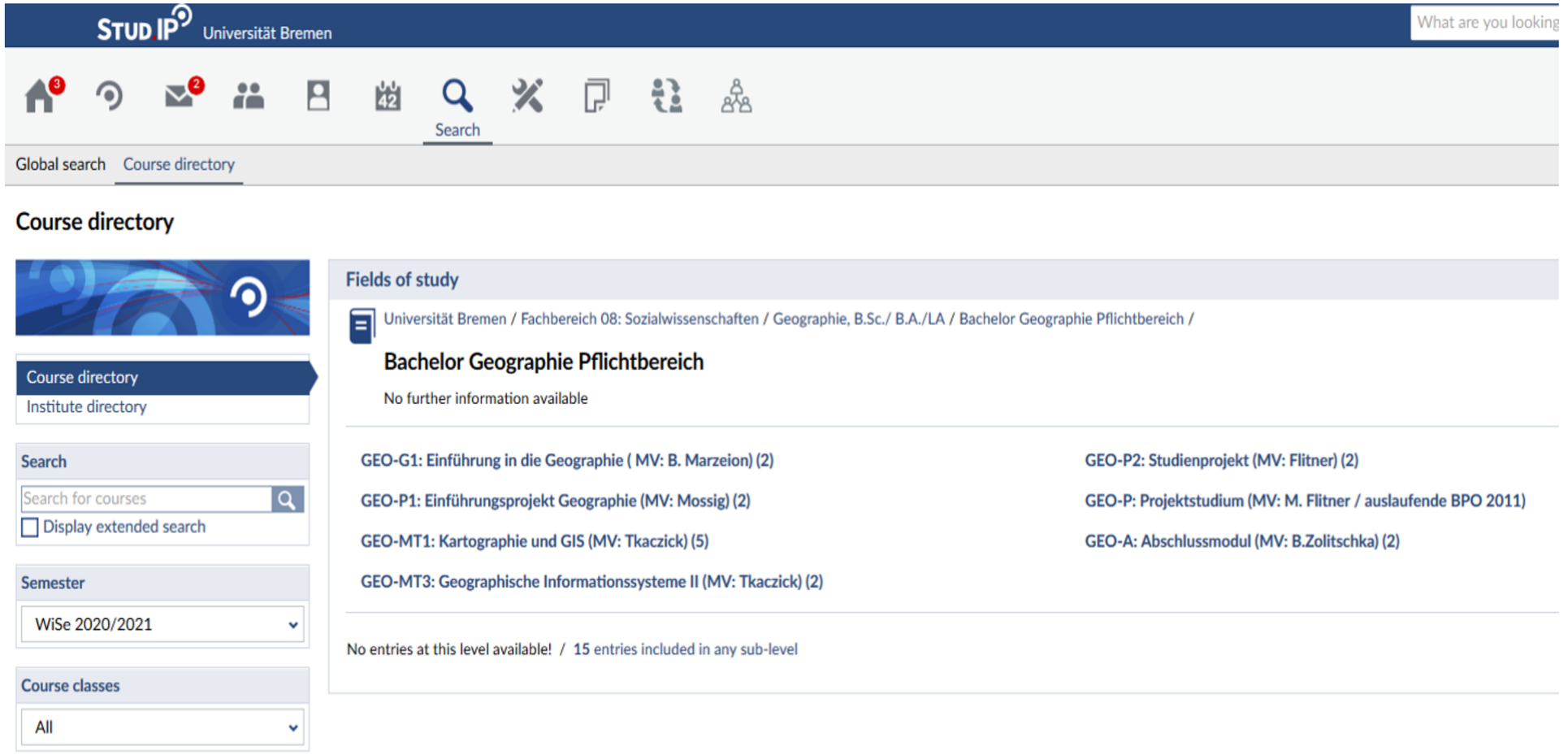


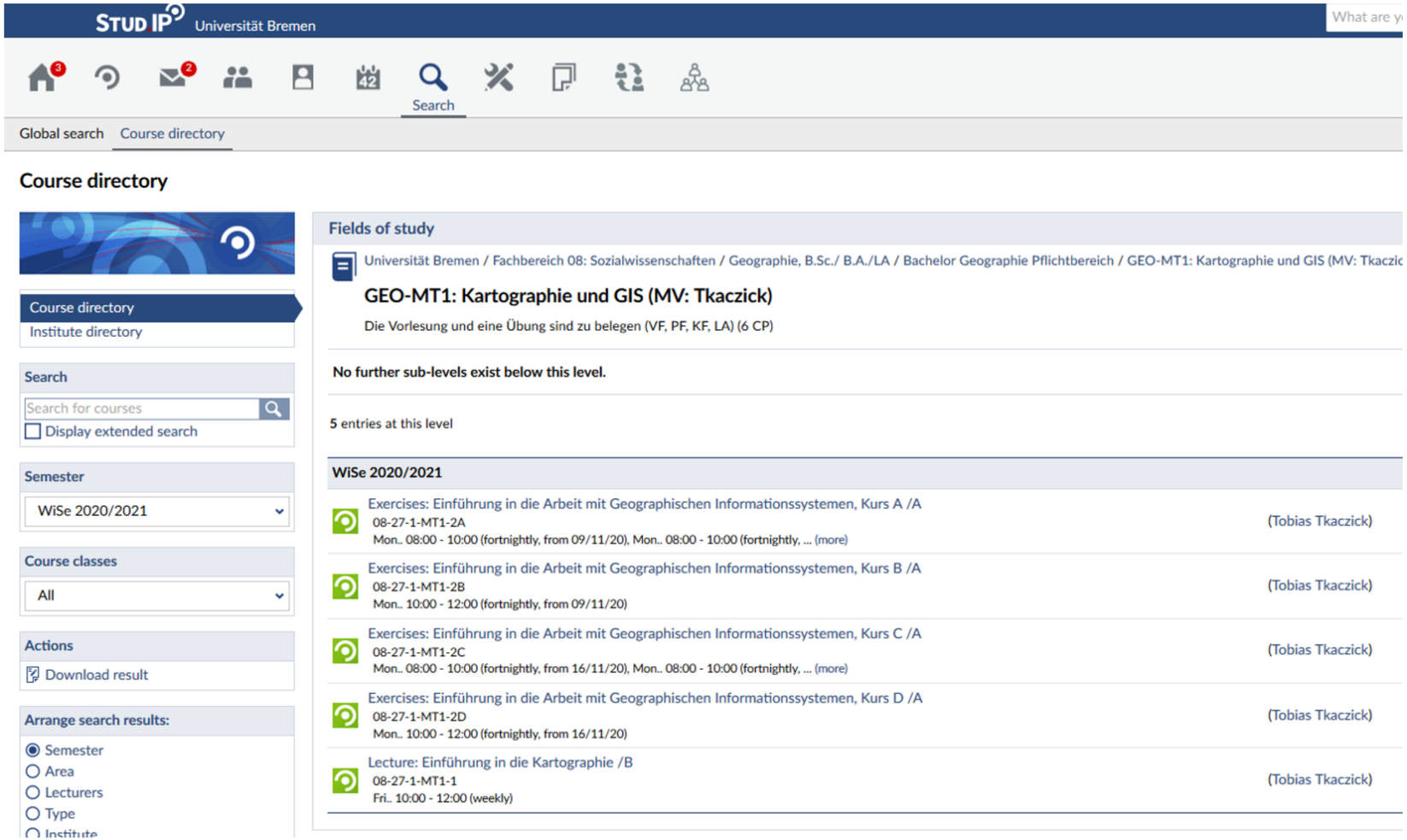
Course directory



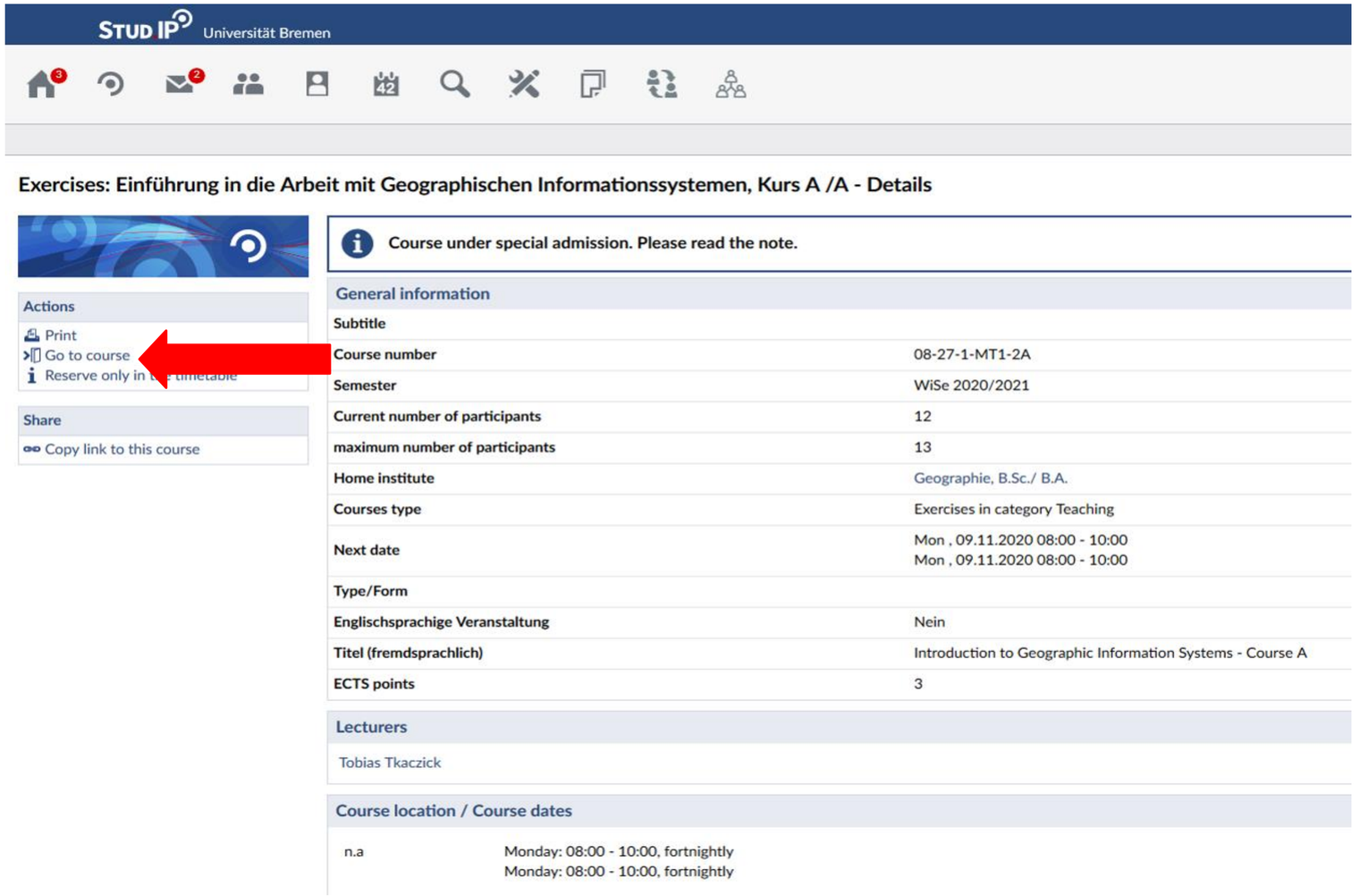
Fields of Study




STUD.IP Universität Bremen
What are you looking
Search
Global search
Course directory
Course directory
Course directory
Institute directory
Search
Search for courses
Display extended search
Semester
WiSe 2020/2021
Course classes
All
Fields of study
Universität Bremen / Fachbereich 08: Sozialwissenschaften / Geographie, B.Sc./ B.A./LA / Bachelor Geographie Pflichtbereich /
Bachelor Geographie Pflichtbereich
No further information available
GEO-G1: Einführung in die Geographie (MV: B. Marzeion) (2)
GEO-P1: Einführungsprojekt Geographie (MV: Mossig) (2)
GEO-MT1: Kartographie und GIS (MV: Tkaczick) (5)
GEO-MT3: Geographische Informationssysteme II (MV: Tkaczick) (2)
GEO-P2: Studienprojekt (MV: Flitner) (2)
GEO-P: Projektstudium (MV: M. Flitner / auslaufende BPO 2011)
GEO-A: Abschlussmodul (MV: B.Zolitschka) (2)
No entries at this level available! / 15 entries included in any sub-level


STUD.IP Universität Bremen
What are y
Search
Global search
Course directory
Course directory
Course directory
Institute directory
Search
Search for courses
Display extended search
Semester
WiSe 2020/2021
Course classes
All
Actions
Download result
Arrange search results:
Semester
Area
Lecturers
Type
Institute
Fields of study
Universität Bremen / Fachbereich 08: Sozialwissenschaften / Geographie, B.Sc./ B.A./LA / Bachelor Geographie Pflichtbereich / GEO-MT1: Kartographie und GIS (MV: Tkaczic
GEO-MT1: Kartographie und GIS (MV: Tkaczick)
Die Vorlesung und eine Übung sind zu belegen (VF, PF, KF, LA) (6 CP)
No further sub-levels exist below this level.
5 entries at this level
WiSe 2020/2021
Exercises: Einführung in die Arbeit mit Geographischen Informationssystemen, Kurs A /A
08-27-1-MT1-2A
Mon.. 08:00 - 10:00 (fortnightly, from 09/11/20), Mon.. 08:00 - 10:00 (fortnightly, ... (more)
(Tobias Tkaczick)
Exercises: Einführung in die Arbeit mit Geographischen Informationssystemen, Kurs B /A
08-27-1-MT1-2B
Mon.. 10:00 - 12:00 (fortnightly, from 09/11/20)
(Tobias Tkaczick)
Exercises: Einführung in die Arbeit mit Geographischen Informationssystemen, Kurs C /A
08-27-1-MT1-2C
Mon.. 08:00 - 10:00 (fortnightly, from 16/11/20), Mon.. 08:00 - 10:00 (fortnightly, ... (more)
(Tobias Tkaczick)
Exercises: Einführung in die Arbeit mit Geographischen Informationssystemen, Kurs D /A
08-27-1-MT1-2D
Mon.. 10:00 - 12:00 (fortnightly, from 16/11/20)
(Tobias Tkaczick)
Lecture: Einführung in die Kartographie /B
08-27-1-MT1-1
Fri.. 10:00 - 12:00 (weekly)
(Tobias Tkaczick)

- **Click through the courses until you find yours**
- **Click on ‘Go To course’ to register**
- **You can then see it in your course list and you can access the material**



Contacts

- General Inquiries
  - ➢Erasmus students: incoming@uni-bremen.de
  - ➢Students from overseas co-operations: studybremen@uni-bremen.de
- Application for the enrollment as a visiting student (“MOIN”): master@vw.uni-bremen.de
- Housing application at „Studierendenwerk Bremen“: wohnraumvermittlung@stw-bremen.de
- German intensive courses: hochschulkooperation-bremen@goethe.de
- Questions about orientation weeks, health insurance and visa: newcomer@uni-bremen.de
- Problems with the VPN: vpn@uni-bremen.de

Online Office Hours of the International Office

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

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

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Thank you for your attention!