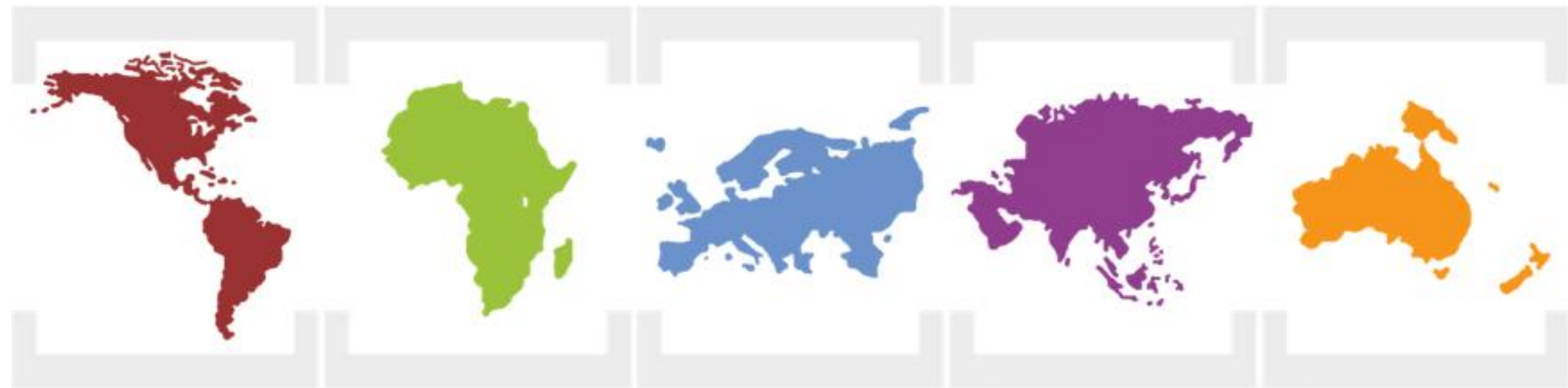




welcome!



Universität  
Bremen

INTERNATIONAL OFFICE

# 1. Online Info-Session for International Exchange Students

# Agenda

- Application for **The Erasmus exchange** at the University of Bremen
  - ‚Mobility Online‘
  - German Courses
  - Visa / BAMF
- Accommodation in Bremen
- Learning Agreement / Study Plan
- 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

and will be discussed in the next session

You will only get your Enrollment Certificate / Admission Letter after the Moin process

# **1st Step: Registration of the exchange place at the Erasmus 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) )

1. Fill Out the Application form in the link and send it off
2. You will receive a **1st** automatic email from [noreply@uni-bremen.de](mailto:noreply@uni-bremen.de)
- 3. Please check your spam folder if you haven't!**
4. Click the registration link to create your user account and your password
5. You will receive a **2nd** automatic email from [noreply@uni-bremen.de](mailto:noreply@uni-bremen.de)
6. Click the 2nd registration link to complete your personal data

Please register **until 30th of June (winter semester) /31st of December (summer semester)** at the latest!

**Check your email account entered in Mobility Online regularly!**

1. Your Application will be formally checked by the International Office
2. You will receive a **3rd** automatic email from [noreply@uni-bremen.de](mailto:noreply@uni-bremen.de)
3. Please print the **two forms**, sign and upload your documents
4. They will then be checked by the International Office
5. You will receive a link for the **Moin** enrollment **(the 2nd Step)**

## Required documents

### 1. ‚Application Form‘

- can be printed from the website
- signed and dated by you

### 2. ‚Declaration of Language Competence‘

- can be printed from the website (usually on the back of the ‚Application form‘)
- signed and dated by you
- signed, dated and stamped by your home university
- Digital signatures may only be valid in certain circumstances. Please get the original!

### 3. **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)

# German Courses

- During your application, you will be asked if you want to participate in a German course

You have two options

- 1. Intensive Course during the Orientation Weeks**
- 2. Normal Course during the semester**

- You can earn 6 ECTS each (and add this course to your learning agreement)
- Whichever course you take, one is free of charge! For any additional course during the semester there is a fee of 60€ per 3 ECTS, 120€ for 6 ECTS (two or four teaching hours per week)

# German Course

## Registration:

1. tick „yes“ in Mobility Online („Are you interested in the Intensive German language course during the Orientation Weeks?“) or the one during the semester
2. You will be automatically sorted in a list and contacted via email from the "Goethe Institut“
3. If this has not happened by February (summer semester) or August (winter semester), please check your spam folder and contact us!
4. They will send you a link to the online placement test, please complete it within the deadline
5. If you are a complete beginner, please respond to their email and inform them ([hochschulkooperation-bremen@goethe.de](mailto:hochschulkooperation-bremen@goethe.de))
6. You will receive the result and your course details by mid to end of February or August



# Visa

If you study in a **non-EU country**, you will need a **Visa**

- We will issue you with an **Invitation Letter**, with which you need to make an appointment at your German embassy in your home country
- This letter will only be issued after your documents have been checked!
- Please do so **as early as possible** because visa take time



# Registration Requirements for Non-EU Erasmus Students with a study permit for another EU country

- If you study in an **EU** country, but you are from a **non-EU** country with a Residence Permit/study visa from your **EU** country/Schengen State, you can get a visa, or you can get registered with the **BAMF** (Ministry for Migration and Refugees)
- **Important! Your EU Residence Permit has to be valid until the end of your study period in Bremen**
  - If it is not valid until the end or you cannot renew it in time, you will need a **visa**
  - We will inform you of this in time and send you the list of documents you need to send us
  - the BAMF will then issue a mobility pass for your Erasmus study period

# Housing in Bremen

How to find Accommodation?



# „Studierendenwerk Bremen,, = Dorms


- 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 

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 Application for admission

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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 name

# Application Form of the „Studierendenwerk“

**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="Speaker icon"/>
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 **or**  
    **Invitation Letter** of the International Office

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

3. **Copy of passport or ID**

(4. Your **Bremen Enrolment certificate** must be handed in as soon as available in place of the Application form once you get it)



# 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!**

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

- 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>

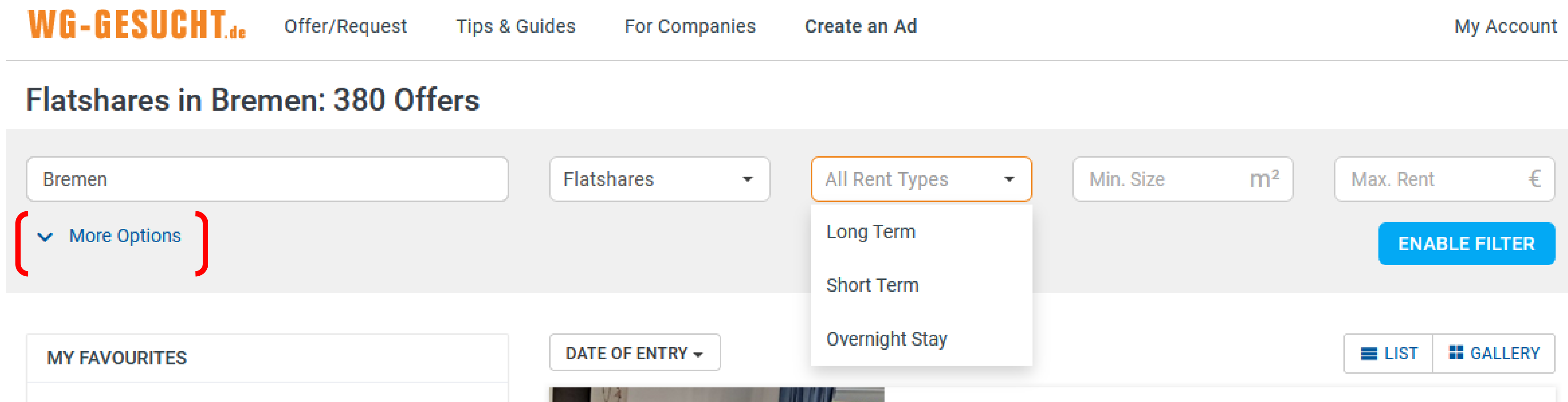
Conway's Home <https://conways-home.de>

# Other Options to find Housing

- „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 "Long Term", "Short Term", and "Overnight Stay" options, 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.

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

# Course Catalog

Please find a course list using this link: <https://www.uni-bremen.de/en/studies/starting-your-studies/course-catalog/>

If you want to take courses that are taught in English, please select your desired field of study first and then click on "in English" on top of the courses list. You will now see all courses of your field of study that are held in English.

Please notice that the course list for the upcoming term is regularly only published in December/January (for the summer semester) and August/September (for the winter semester). Therefore, kindly orientate yourself on previous semesters.

# Learning Agreement

- Assistance in selecting the courses and all questions concerning the **selection of courses, the Learning Agreement and ECTS points** should be directed to the Coordinators in the appropriate department/faculty.

**Search through the course catalogue, write down interesting courses and send your options to your Coordinator to discuss your time table!**

- Erasmus students should contact their [Departmental Erasmus Coordinator](#)
- Students coming from our partner universities outside the European Union should contact their [International Cooperation Coordinator.](#)



# Academic structure – 12 faculties

1 Physics/Electrical Engineering	2 Biology/Chemistry	3 Mathematics/Computer Science	4 Production Engineering
5 Geosciences	6 Law	7 Business Studies and Economics	8 Social Sciences
9 Cultural Studies	10 Linguistics and Literary Studies	11 Human and Health Sciences	12 Pedagogy and Educational Sciences

# Types of Classes

V - Lecture / Vorlesung

S - Seminar

Ü - Exercise / Übung

T - Tutorial / Tutorium

Ex – Excursion

SWS = Hours per week („Semesterwochenstunden“)



# Types of Exams

- Term paper / Hausarbeit (NO plagiarism!)
- Written exam / Klausur
- Oral exam / mündliche Prüfung
- Oral presentation / Präsentation

Most exams will be held within the first month after the lecture period, but alternative coursework may be possible if you are unable to stay this long (Ask your teachers for this!)



# Contacts

- General Inquiries
  - 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 enrollment 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)
- German intensive courses: [hochschulkooperation-bremen@goethe.de](mailto:hochschulkooperation-bremen@goethe.de)
- Questions about orientation weeks, health insurance and visa: [newcomer@uni-bremen.de](mailto:newcomer@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

**Thank you for your attention!**

