

How to get to Germany to study at the Institute for Applied Theatre Studies

In order to study Applied Theatre Studies or Choreography and Performance, you have to have passed **the admission test** (which will be the case if you have received this document) and to enroll at the Justus-Liebig-University Giessen. Foreign applicants who have obtained their Bachelor's degree abroad must register through **the uni-assist platform** after they have been accepted. We ask you to start this process immediately! Depending on your nationality, you will also need to apply for visa to enter Germany. In this manual, we have collected knowledge around how to get to Germany and study at the Institute for Applied Theatre studies – we hope, it will support you to arrive smoothly in Giessen!

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I. Registration Through uni-assist

Foreign applicants who have obtained their Bachelor's degree abroad must register through **the uni-assist platform** after they have been accepted. There, your application documents will be checked if they are complete and eligible to authorize you to study at the Justus-Liebig-University resulting in the desired qualification (therefore, you will be charged 75 EUR). This inspection is independent of the admission test at the Institute for Applied Theatre Studies.

All information regarding the registration through uni-assist can be found here:

https://www.uni-giessen.de/international-pages/study/application/ug/uni-assist?set_language=en

Some practical information: You have to deliver certified copies of the demanded documents on paper (= sending them postally, not only uploading them digitally). If not in German or English, the demanded documents also have to be translated by a certified translator. For any further questions regarding the uni-assist-application, please contact Katarzyna Smolka or Sandra Wobisch from the International Office (international.admission@admin.uni-giessen.de).

As the registration-process might take some time, we ask you to start this procedure immediately! The official deadline is 15th of July.

II. German Student Visa

This is the standard student visa for international students who have been admitted to a German university and will be doing their studies at a full-time university program. Full-time studies means that you are expected to spend around 40 hours in a week for your studies. In most cases you have to apply for the German student visa in your home country. Please check the federal foreign office website for more information. Make sure that you have enough time to do so, please apply for a visa in a good time.

To apply for a visa, please contact the German embassy or consulate in your home country. You can find the addresses of the German diplomatic missions on the website of the Federal Foreign Office, which also contains information on exactly which documents you will need. The application forms and any necessary documents can usually be downloaded directly from the websites of the diplomatic missions.

<https://www.auswaertiges-amt.de/en/aamt/zugastimaa/buergerservice/faq/08-studentenvisum/606690>

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

<https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>

Please note, that the visa application process can take several months and it is therefore recommended making an appointment at the German diplomatic mission as soon as possible

Also, please note that Visa regulations are made by the German government and university cannot influence these! But there are people at the International Office, which do their best to support you. You can get in touch here: studium-international@uni-giessen.de.

There are also websites by the German government, which might help:

<https://visa.diplo.de/en/#/vib>

<https://visa.diplo.de/en/#/vib/schnelltest>

<https://www.daad.de/en/study-and-research-in-germany/>

Please be aware that entering the country with a tourist visa is actually illegal in case you are planning to study here.

III. Blocked Account

A blocked account (*Sperrkonto*) is a special account for international students or Job seekers which is required to get a German visa as proof for sufficient funds. It is called a blocked account because the money in the account is blocked and you can only withdraw a fixed sum each month. If you are not yet in Germany and you are required to open a blocked account from your home country before coming to Germany, there are a few options. The German federal foreign office provides information about the blocked account in German and English here:

<https://www.auswaertiges-amt.de/en/sperrkonto/388600>

Whatever option you might choose, please take care of your blocked account in advance and apply for it as soon as you receive a confirmation of your studies in Germany. International transfers normally take some time and there is always a risk of unexpected complications.

- **Deutsche Bank:** If you will choose this option please be aware that the opening account through Deutsche Bank might take a little bit more time as other options, as you will have to make an appointment at the German embassy/consulate in order to certify your documents. Afterwards, they will be sent to Deutsche Bank per Post.

https://www.deutsche-bank.de/dam/deutschebank/de/pgk/pk/konto-und-karte/pk-kredit_finanzierung-db_international_opening_a_bank_account_for_foreign_students.pdf

- **Fintiba:** Fintiba is an intermediary between you as the customer and Sutor Bank. The advantage of opening a blocked account with Fintiba and other similar options listed below is that it enables you to open the bank account and send all required documents online.

www.fintiba.com

- **Expatrio**

www.expatrio.com

- Coracle

www.coracle.de

Please also be aware that in most cases, you need a deposit of 10.332 EUR on a blocked bank account to be given a visa for one year. German officials calculate that you would need approx. 860 EUR per month to make a living here, and want you to prove that you have this amount of money to make sure you come studying (and not working) here. Considering the actual conditions, it is a realistic amount and we would like to ask you to make up your mind how you would like to finance your studies. The MA CuP is a full time program and considering students experience of the last years, it will probably be impossible to earn all the money you need aside. Furthermore, international students who do not come from the EU or the EEA are only allowed to work 120 full days or 240 half days per year - but not as self-employed or freelance persons.

IV. Health Insurance

The law in Germany requires everyone to have health insurance, including international students. In order to study and live in Germany you must be insured. You will need to provide a medical insurance while applying for the German visa in your home country. In Germany there are two possibilities: a **private** or a **statutory** medical insurance. **We strongly recommend a statutory health insurance for students who are under 30!** Private health insurances offer various benefit levels but their conditions are mostly worse than the ones of statutory health insurances. Besides that, students with a private health insurance must pay the costs for the treatments and medicines first on their own and only then, can apply for a refund. (which might be huge amounts of money in the worst case, several hundreds or even thousands of euros). Private health insurances for students are also for a limited time. Please note that students **over the age of 30** are required to get a private health insurance.

1. Statutory / Public Health Insurance

The public health insurance in Germany is known as *Gesetzliche Krankenversicherung (GKV)*, which actually translates as 'statutory health insurance', and covers the vast majority of people – around 90 per cent. Here are a few possibilities:

- AOK

www.aok.de

- TK

www.tk.de

- Barmer

www.barmer.de/en

2. Private Health Insurance

Private Krankenversicherung = Private Health Insurance, often shortened to just *PKV* might be the only option if you are over 30 years old. Please note that private health insurances offer various benefits levels. Please chose a higher tariff, not the basic one (e.g. Student Comfort by Mawista etc.) because immigration authorities do not accept basic insurance policies. **Paying attention to the scope and quality of the conditions is of utmost importance if you want to avoid any unpleasant surprises!**

- Mawista

<https://www.mawista.com/en/>

- Care Concept

www.care-concept.de

- Hanse Merkur

www.hansemerkur.de/

- Dr. Walter

www.dr-walter.com/en/products/products-a-z/educare-world.html

V. Accomodation

1. WG (=Wohnungsgemeinschaft) / Shared Flat

Wohngemeinschaft refers to a living arrangement in which several tenants share the same apartment. Each person has a separate room and common areas such as kitchen, bathroom and living room are shared. Most of the time *WGs* are mixed gendered, but there are also some that prefer only women or men. A *WG* might be a nice way to meet people and not to feel lonely in a foreign country if you are coming to Germany alone. If you have decided to live in shared flat, the first thing you have to do is to look for suitable proposals. They are easy to find through *wg-gesucht* website. Please look for a few and contact several shared flats, as even though, there are many proposals, it is not always easy to find a suitable room. While applying, it is recommended to write some additional information about you, like what are you going to do in Germany, your hobbies, what are you doing in your free time and your cooking and living habits. After this step and in the case you will be contacted, you might have a casting. This casting is basically the occasion to get to know each other and talk to the tenants that are already living in the apartment you are applying for. In might not be easy to find a suitable living situation, so be prepared that your search might take some time.

www.wg-gesucht.de

It is also recommended getting in touch with students, which are already studying at the institute as they might know about free rooms.

2. Living in a Student Hall of Residence

Alternatively you might look for a student hall residence. For this option you will have to do an application as soon as you receive the letter of acceptance from the university as it might take time and in some cases you will have to wait several semesters until you get a room or a flat.

www.uni-giessen.de/international-pages/erasmus/europe/in/application/accommodation

www.studentenwerk-giessen.de/wohnen/

3. Own Flat

If you prefer to live alone, you might be interested in looking for a separate flat. Be aware that sometimes it is written **KM (Kaltmiete)** next to the proposal, which means that the rent does not include heating costs or other additional costs. Also be aware that if you are living alone you will have to pay internet costs and Rundfunkbeitrag (broadcasting fee, 210 EUR per year) which is mandatory in Germany for each household. So altogether you might pay 50 to 60 EUR additionally per month, depending on your internet provider.

www.immobilienscout24.de

VI. Financial Support

Life in Germany is quite expensive and it is not easy to work and study at the same time, so looking for a scholarship before you are in Germany might be a good idea as it will allow you to focus more on your studies. But if you were unable to apply for the financial support in your home country, you may still try to do it in Germany. The most well - known scholarships for the international students are provided by DAAD (German Academic Exchange Service), which can support you during the whole period of your studies.

1. Scholarships

- **Deutscher Akademischer Austauschdienst**

www.daad.de/en/

- **Konrad –Adenauer Stiftung**

www.kas.de/de/home

www.kas.de/de/web/begabtenfoerderung-und-kultur/auslaendische-studierende

- Heinrich - Böll – Stiftung

www.boell.de/en/scholarships

- JLU Financial Aid (not a full scholarship, only for the closing phase of a degree)

www.uni-giessen.de/international-pages/study/grants/closingphase

-Friedrich Naumann Stiftung

<https://www.freiheit.org/>

-Deutschlandstipendium at the JLU

<https://www.uni-giessen.de/studium/deutschstip>

2. Part-time Jobs

Alternatively you might look for some job offers, sometimes it is possible to get a student assistant job at the university (HIWI - Studentische Hilfskraft).

- JLU Jobs

www.uni-giessen.de/karriere/stellenangebote

www.uni-giessen.de/karriere/stellenangebote/ausschreibungen/studentische-wissenschaftl-hilfskraefte/

- Consulting Service by JLU for international jobseekers

<https://www.uni-giessen.de/fbz/zentren/zfbk/career/international/english>

- Other Job Opportunities

<https://de.indeed.com/Jobs-in-Gie%C3%9Fen>

<https://www.ebay-kleinanzeigen.de/s-jobs/giessen/c10214710>

- Employment Agency in Giessen

www.arbeitsagentur.de

- At the AStA (Jobbörse)

www.asta-giessen.de

VII. Structure of the Institute

1. Introductory Week

Upon your arrival in Giessen, it is strongly recommended take part in the introductory week. During this week you will have the possibility to get familiar with the study structure, organization system of the university as well as with the institute's organization and working spaces.

2. Students Self-Organization

One of the main particularities of the Institute for Applied Theatre Studies is that students are actively participating: Festivals such as *Theatermaschine* or *Diskurs* are organized exclusively by students. Most of the courses for the MA CuP, BA and MA ATW are open for everyone studying at the Institute, which enables to meet people from different study programs. But please be aware that courses for the BA and MA ATW might be in German as they are both German study programs. The institute also provides you with technical resources and rehearsal space to enable you to work on your own project independently and / or in collaboration with other students.

Student Representatives and Fachschaftsrat

Different to most institutes and faculties at Justus-Liebig-University Giessen, the Institute for Applied Theatre Studies has both a *Fachschaftsrat (FSR)* **and** students representatives. Both are a part of the organizational structure of students within the institution. The students representatives (*Studentische Vertretung, SV*) work mainly on an internal level. They are responsible for the organization of the student assemblies: these are meetings where all students can discuss and exchange about their concerns, but also where decisions are made through consensus building and / or voting. The students representatives also take part in the institute's *Direktorium*, which is the leading council of the institute (including the professors, representatives of the non-professorial teaching staff as well as representatives of the administrative and technical staff). In this council, *SV* represents the students interests.

Moreover, *SV* functions as an equally intersectional and non-hierarchical contact for all students at the institute. You are always welcome to approach the *SV* with concerns, questions or delicate issues regarding your studies at the institute. The *SV* is elected annually in the frame of a students general assembly.

studentische.vertretung.atwcup@gmail.com

The *Fachschaftsrat* for Applied Theatre Studies (*FSR*) represents the students interests at the conference of all *Fachschaften* (students councils) and to the university's general students committee (*AStA*). The *Fachschaftsrat* is elected annually. Meetings are appointed inordinate

and according to necessity. If there are any questions or problems concerning your studies or you need support for a students initiative, please don't hesitate to contact the *FSR* at any time.

fachschafft.atw@googlemail.com

AStA

There is also a students self-administration within the frame of *AStA* at the university, which is the executive organ of the constituted student body. Its members – the so called *Referent*innen* – work in different departments called *Referate*. AStA is responsible for the semester ticket, NextBikes in Giessen and many other cities throughout Germany, which is free of charge for one hour at a time. Furthermore, AStA offers psychological and legal consulting for students at no cost and organizes special offers for local events. More information on AStA could be found here:

<https://www.asta-giessen.de/>

There is even an international department at AstA which can be found here:

<https://www.asta-giessen.de/autonome-referate/auslaendische-studierendenvertretung/>

3. Where to Find the Courses

Information about the courses can be found here:

<https://studip.uni-giessen.de/evv/extern.php>

You will find the courses offered by the institute under 'FB 05'. On the institute's website, you will find news and further useful information. There is a part on the website called *Files (internal) / Dateien (intern)* where files for modules, credit certificates etc. are accessible. All inscribed students can access this page with their student ID and password. If you would like to announce your piece / performance etc. in the institute's newsletter, you will have to fill in a form that will be send around by *Hiwis* (student associates working for the institute).

VIII. Additional information

1. Registration of Address Upon Arrival

Within 14 days after you arrival, you must register you address with the local authorities in "Stadtbüro/Stadt Gießen."

<https://www.giessen.de/Rathaus/B%C3%BCrgerservice/Stadtb%C3%BCro>

<https://www.giessen.de/Leben/Wohnen-Planen-Bauen/Wohnen/index.php?object=tx%7c2874.2&ModID=10&FID=640.3045.1&NavID=1894.118>

2. Mobile Communication

Prepaid Simcards:

- ALDI TALK Prepaid-Karte
- Telekom Prepaid Karte
- O2 my Prepaid S Startpaket Prepaid-Karte
- Lebara Prepaid Karte

Simcards:

-Blau

www.blau.de

-Vodafone

www.vodafone.de

-Lebara

<https://mobile.lebara.com/de>

3. Important Contacts

Secretary's Office @ Institut für Angewandte Theaterwissenschaft:

Room 112
Gutenbergstr. 6
35390 Gießen
Germany

Tel. 0641/99-31221

Fax. 0641/99-31229

Office: Ms. Sylvie Guillou, Ms. Julie Pownall and Ms. Carina Speitkamp
sekretariat-atw@theater.uni-giessen.de

Course Guidance MA Choreography and Performance:

Ms. Rose-Anabel Beermann: rose.beermann@theater.uni-giessen.de

International Office / Support Services for International Students:

Dr. Saltanat Langohr and Ms. Patrycja Zakrzewska

Goethestrasse 58, Room 38

studium-international@uni-giessen.de

Studierendensekretariat / Registrar's Office

Goethestraße 58

stud-sekretariat@admin.uni-giessen.de

Contact for internationals:

Katarzyna Smolka and Sandra Wobisch

Goethestr. 58, Room 7

35390 Giessen

international.admission@admin.uni-giessen.de

4. Transport / Semesterticket

You can use your student ID card as a ticket for public transport ("Semesterticket"), for travelling within the boundaries of the Rhine-Main-Transport-System. RMV covers nearly the whole area of the Federal State of Hessen. You can use local trains, trams, buses, the underground, etc. Please be aware that you will have to pay an extra charge if you use the fast long-distance IC and ICE trains of Deutsche Bahn.

The ticket consists of the rewritable white stripe on the front of the ID card which shows the RMV-logo as well as the expiration date. Please be aware that you have to update the imprint after each re-matriculation. To renew your Semesterticket, you have to insert your ID card into a special printer. You can find such printers at the Students Office in Goethestr. 58 (Studierendensekretariat).

More information on the semesterticket could be found here:

https://www.uni-giessen.de/faculties/svc/it/index_html/userid/id-card/use/features/semesterticket-student-id-card-as-ticket-for-public-transport

5. Important Telephone Numbers

- Police / Emergencies, Ambulance: 110
- Fire Service / Emergency Call Centre: 112
- Emergency Poison Centre: 06131 / 192 40
- Emergency Medical Services Giessen: 0641 / 4 50 91

6. German Classes

There are German classes offered at JLU during the semester, more information here:

https://www.uni-giessen.de/international-pages/language-courses/in/eveningclasses?set_language=en

7. Offers for Internationals from the University

<https://www.studentenwerk-giessen.de/internationales/lokal-international/>

<https://www.uni-giessen.de/internationales/veranstaltungen>