

# JLU

NEUE WEGE. SEIT 1607.

JUSTUS-LIEBIG-  
 UNIVERSITÄT  
GIESSEN

INTERNATIONAL OFFICE OF JUSTUS-LIEBIG UNIVERSITY GIESSEN

# OPENING SESSION DEGREE-SEEKING STUDENTS

## TODAY'S TOPICS

1. Contacts for International Degree-Seeking Students
2. Orientation Week(s) / Days
3. Late Arrival
4. First Steps for your Stay in Giessen
  1. Health Insurance
  2. Accommodation
  3. Registration at the Municipal Authorities
  4. Bank Account
  5. Immigration Authorities
5. Financial Support
6. Registrar's Office: Study Certificates, (Re-)Enrolment and Student ID Card
7. Important Dates
8. German Language Courses
9. Workshops / JustInternational Series / International Calendar

# SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

## International Students

[studium-international@uni-giessen.de](mailto:studium-international@uni-giessen.de)

Phone: +49 641 99 12174/-43



Patrycja Zakrzewska

Head of  
Support Services for  
International Students



Marina Urdinov

Advisor for  
International  
Students



Marina Mohr

Advisor for  
Refugee  
Students

# SUPPORT SERVICES FOR INTERNATIONAL STUDENTS

## International Students

[studium-international@uni-giessen.de](mailto:studium-international@uni-giessen.de)

Phone: +49 641 99 12174/-43



Anna Pehlgrimm

Advisor for  
International  
Students



Nadine Linßen

Advisor for  
International  
Students



Erik Werner

Advisor for  
International  
Students



# SUPPORT SERVICES FOR INTERNATIONAL DOCTORAL STUDENTS

## **International Doctoral Students**

[promotionsstudium-international@uni-giessen.de](mailto:promotionsstudium-international@uni-giessen.de)

Phone: +49 641 99 12167



Dr. Imke Neumann-Fatia

# SUPPORT SERVICES FOR INTERNATIONAL STUDENTS AND DOCTORAL STUDENTS

## We give advice on:

- visa and resident permits
- scholarships
- working in Germany
- health insurance: public and private
- finding and changing accommodation
- language courses
- social and individual issues
- all consultation sessions are confidential



# OPEN OFFICE HOUR FOR INTERNATIONAL STUDENTS

**Mondays: 10:00 am – 12:00 pm**

**Fridays: 10:00 am – 12:00 pm (for refugee students)**

Additional Open Office Hour during OWIS:

Thursday, 17 April: 02:00 pm – 04:00 pm

- No registration needed
- Pick-up a free tote bag with information material

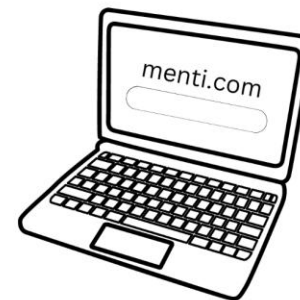
**Address: Room 38, Goethestrasse 58, 35390 Giessen**



# GETTING TO KNOW YOU – MENTIMETER SURVEY

We would like to get to know you:

1. Which country are you from?
  2. Which study programme are you enrolled in?
  3. If you are not yet in Germany, when will you arrive?
- Go to **menti.com** and type in the **number code** *or* use the **direct link** provided via the chat





# CENTRAL STUDENT ADVISORY OFFICE

## ZENTRALE STUDIENBERATUNG

Erwin-Stein-Gebäude, 1st floor

Goethestrasse 58, 35390 Giessen

Email: [zsb@uni-giessen.de](mailto:zsb@uni-giessen.de)

Phone: 0641 99 16223 or

0641 99 16400 (via Call Justus)



Photo: JLU / Sebastian Ringleb

### Office Hours (via phone):

Mon: 10 a.m. – 12 p.m. & 1 p.m. – 3 p.m.

Tue: 1 p.m. – 3 p.m. (focus teacher education)

Thu: 3 p.m. – 5 p.m.

Fri: 10 a.m. – 12 p.m.

### Office Hours (in person)

Tue: 3 p.m. – 5 p.m.

Thu: 1 p.m. – 3 p.m.

# ORIENTATION WEEK / DAYS ORGANIZED BY THE CENTRAL STUDENT ADVISORY OFFICE AND FACULTIES

- *Studieneinführungswoche* ([StEW](#)): 14 April – 17 April for Bachelor and State Examination students
- *Master-Studieneinführungstage* ([StET](#)): 16 & 17 April for master's degree students
  - faculties will organize introductory events for specific master's programmes during these two days
  - In these events you will learn about the content and structure of your study programme and can ask questions e.g. on course registration

# ORIENTATION WEEK ORGANIZED BY THE INTERNATIONAL OFFICE

Orientation Week for International Students (OWIS):  
**14 - 17 April 2025** for all international students:

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

Website includes:

- Overview of upcoming events (“Schedule”) including links to online information sessions
- Presentation slides and flyers for download
- Contacts
- FAQ Section

# WELCOME RECEPTION FOR INTERNATIONAL STUDENTS

- Information on living and studying in Giessen
- Presentation of important institutions/groups of JLU & Giessen
- Informal get-together – snacks and drinks will be provided 😊

**Wed, 16 April, 4:30 p.m.**

Lokal International  
Eichendorffring 111  
35394 Giessen



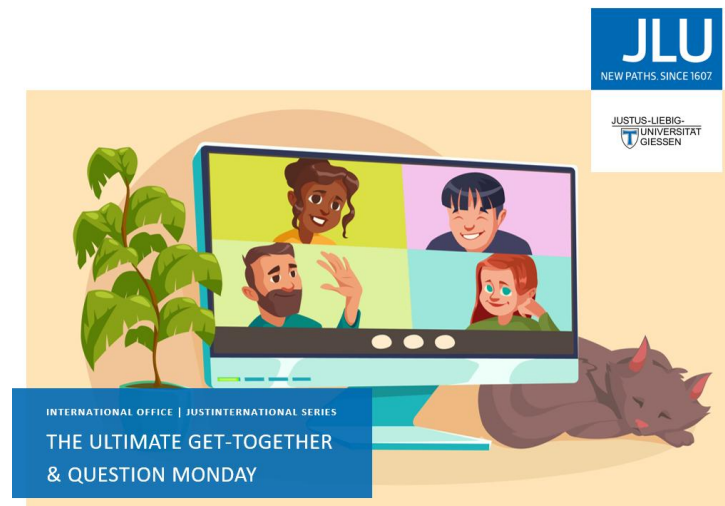
# WELCOME & SPEED-FRIENDING (ONLINE)

- Online alternative to Welcome Reception
- Part of Just.International series
- No password or registration required
- Organised by our student assistants 😊

**Wed, 14 April, 7:30 p.m.**

(German time)

Where: [BigBlueButton](#)

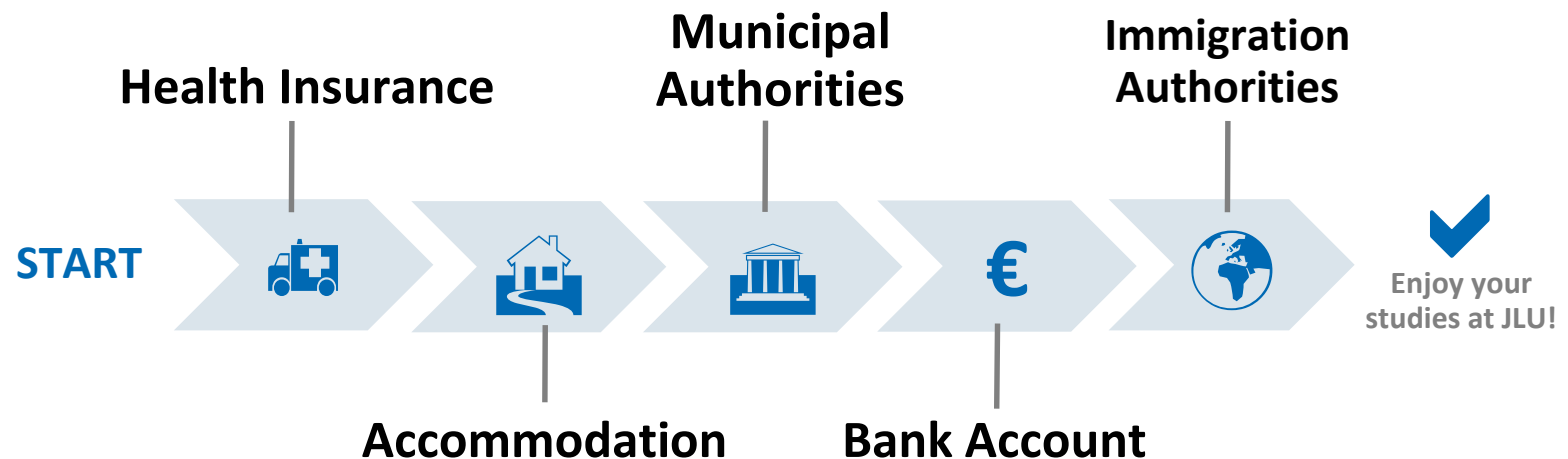




# LATE ARRIVAL

- If you are arriving late, e.g. due to visa issues, please check in with your faculty whether online courses or blocked seminars (usually towards the end of the semester) are offered
- Also check in with your faculty up to which week you can join a course and still gain credits
- Enrol for the summer semester and stay enrolled unless you want to apply again next year
- Your admission cannot be deferred to a later semester
- Participate in extra-curricular online courses like workshops and German classes

# FIRST STEPS FOR YOUR STAY IN GIESSEN



You can find all necessary steps explained in our document "To Do List".

# FIRST STEPS FOR YOUR STAY IN GIESSEN: HEALTH INSURANCE

- All students must have adequate health insurance coverage when studying and living in Germany
- If you were enrolled with a foreign or travel health insurance we recommend that you switch to a German statutory insurance provider once you arrive in Germany
- Statutory health insurance providers are e.g.: Barmer, Techniker, AOK,...
- If you are over 30 years old, you can choose a private health insurance. For a *private* insurance provider, please **seek our advice at the International Office first, BEFORE you sign any contracts!**

# FIRST STEPS FOR YOUR STAY IN GIESSEN: ACCOMMODATION

- Look for an apartment or a room in a flatshare (“WG”) (with the [Studierendenwerk](#)\* or from private landlords)
- Ask the landlord to sign the confirmation of tenancy (**Wohnungsgeberbescheinigung**)!
- You can find a brochure with tips on finding accommodation in the download section of [www.uni-giessen.de/de/internationales/studierenjlu/imma/owisprogramm](http://www.uni-giessen.de/de/internationales/studierenjlu/imma/owisprogramm)

\*Waiting list of the Studierendenwerk:

It is important to stay on the waiting list. The Studierendenwerk will send an email every two weeks which you have to reply to in order to stay on the waiting list.

# FIRST STEPS FOR YOUR STAY IN GIESSEN: REGISTRATION AT THE MUNICIPAL AUTHORITIES

- Once you have found accommodation, register as a resident of the city Giessen (or the town you are staying in)
- For the registration you will need:
  - ✓ passport/identity card
  - ✓ confirmation of tenancy (Wohnungsgeberbescheinigung)
  - ✓ if applicable, your residence permit (Aufenthaltstitel) or visa
  - ✓ if applicable, previous certificates of registration (Meldebestätigung)
- In Giessen you can book an appointment online by choosing the option [„Zuzug aus dem Ausland“](#)
- If you have not previously lived in Germany, you will also receive your personal **tax identification number** after your registration (keep this letter safe for working in Germany!)



# FIRST STEPS FOR YOUR STAY IN GIESSEN: BANK ACCOUNT

- If you don't have a **bank account in Germany**, open one:
  - ✓ Some banks require an appointment. Check in with them beforehand!
  - ✓ Banks and savings banks in Giessen (amongst others): Deutsche Bank branch, Postbank, Sparkasse Gießen, Volksbank Mittelhessen eG
  - ✓ Please remember to mention that you are a student to receive discounts
- If you have a **blocked account** and would like to release the funds in it, you will need a confirmation from the immigration authorities (Ausländerbehörde).

# FIRST STEPS FOR YOUR STAY IN GIESSEN: IMMIGRATION AUTHORITIES - RESIDENCE PERMIT

- Contact the Immigration Authorities via email for your registration: [auslaenderbehoerde@giessen.de](mailto:auslaenderbehoerde@giessen.de) or telephone **0641 306-2280**
- For students in Giessen: approx. two months before your residence permit expires, you will receive a letter with information on the extension of your residence permit from the Immigration Office.
- If you don't receive any letter, please contact the immigration authorities **at least two weeks before your residence permit expires!**

**Tue, 15 April, 2:00 p.m.**

Residence Permit for Your Study Period

Join the online  
meeting for more  
information!

# FINANCIAL SUPPORT

- Securing a grant in Germany is not easy
- As a rule, you will have to prove **excellent academic achievements** as well as **social commitment**
- For a first orientation: [DAAD Grants Database](#)
- DAAD Prize for outstanding academic and social achievement of an international student at JLU
- Financial Aid for Foreign Students at JLU in the closing Phase of Their Degree
- Financial hardship assistance grants (e.g. <https://solifonds-giessen.de>)

[www.uni-giessen.de/international-pages/study/grants](http://www.uni-giessen.de/international-pages/study/grants)

# REGISTRAR'S OFFICE: APPLICATIONS, ADMISSIONS & ENROLMENT

## INTERNATIONAL ADMISSION

Katarzyna Smolka & Onja Paulsen

[international.admission@admin.uni-giessen.de](mailto:international.admission@admin.uni-giessen.de)

+49 (0)641-99 16400 (via Call Justus)

Tuesday: 08:00 – 10:30 a.m.

Thursday: 10:00 – 12:30 p.m.

# STUDIENBESCHEINIGUNG (STUDY CERTIFICATE)

Name &  
address

JUSTUS-LIEBIG-  
UNIVERSITÄT  
GIESSEN

Justus-Liebig-Universität Gießen, Postfach 11 14 40, 35390 Gießen

Herr  
Manfred Herbert Karl Mustermann-Dingenskirchen  
Zu Hause 1 ABCD 12345678901234  
24944 Flensburg

PRÄSIDENT

Dezernat B - Recht, Zentrale  
Aufgaben, Sicherheit und  
Angelegenheiten der Studierenden

Studierendensekretariat  
Erwin-Stein-Gebäude  
Goethestraße 58  
35390 Gießen

Telefon: (0641) 99 - 16400 (über Call  
Justus)  
Telefax: (0641) 99 - 12159  
Email: stud-sekretariat@admin.uni-  
giessen.de  
Internet: <http://www.uni-giessen.de>

Immatrikulationsbescheinigung/Stammdatenblatt für das Sommersemester 2024

Matrikelnummer: 4000000  
Immatrikulationsdatum: 14.06.2017  
Hörerstatus: Haupthörer  
Hochschulsemester: 40  
Urlaubssemester: 1

Manfred Herbert Karl Friedrich Mustermann-Dingenskirchen (geb.: 11.12.1980) ist im Sommersemester 2024 vom 01.04.2024 bis 30.09.2024 an der Hochschule im Studiengang oder in folgenden Studiengängen eingeschrieben:

Abschlussziel	Studienfach	Studientyp	Fachsemester	Beginn
Baccalaureus Artium	Kultur der Antike	Vollzeitstudium	2	01.04.2024

Student ID /  
matriculation  
number: 8\*\*\*\*\*

Information on your  
study programme

Verification code

Verification link

Gießen, 18.03.2024

Dieser Bescheid ergeht gemäß § 37 Absatz 5 Hessisches Verwaltungsverfahrensgesetz ohne Unterschrift.

Verifikationsnummer: Naa2vXFzKJIL

Diese Bescheinigung kann bis 180 Tage nach der Erstellung verifiziert werden. Zur Verifikation wählen Sie bitte folgende

Webadresse: [https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?\\_flowId=verification-flow](https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?_flowId=verification-flow)



# WAHLBENACHRICHTIGUNG (VOTING NOTICE)

**JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN**

Justus-Liebig-Universität Gießen, Postfach 11 14 40, 35390 Gießen

Herr  
Manfred Herbert Karl Mustermann-Dingskirchen  
Zu Hause 1 ABCD 12345678901234  
24944 Flensburg

**PRÄSIDENT**  
Dezernat B - Recht, Zentrale  
Aufgaben, Sicherheit und  
Angelegenheiten der Studierenden

Studierendensekretariat  
Erwin-Stein-Gebäude  
Goethestraße 58  
35390 Gießen

Telefon: (0641) 99 - 16400 (über Call  
Justus)  
Telefax: (0641) 99 - 12159  
Email: stud-sekretariat@admin.uni-  
giessen.de  
Internet: <http://www.uni-giessen.de>

**Wahlbenachrichtigung**

Soweit in diesem Semester Wahlen zu den universitären oder studentischen Selbstverwaltungsgremien stattfinden und Ihre Einschreibung oder Rückmeldung bis zum Stichtag für die Aufnahme in das Wählerverzeichnis erfolgt ist, sind sie vorbehaltlich Ihrer Eintragung in das Wählerverzeichnis bei den universitären Wahlen oder bei den studentischen Wahlen wahlberechtigt.

Wer sich nicht bis zum Stichtag rückmeldet oder einschreibt, kann auch nicht in das Wählerverzeichnis aufgenommen werden. Die Wahlform (Urnen-/Briefwahl, elektronische Wahl) wird in der jeweiligen Wahlbekanntmachung festgelegt. Briefwahl ist - sofern vorgesehen - auf Ihren persönlichen Antrag möglich.

Der untenstehende Antrag auf Aushändigung der Briefwahlunterlagen ist an das Wahlamt, Ludwigstraße 23, 35390 Gießen zu richten (im Hauptgebäude, 2. Stock, Zimmer-Nummern 220). Weitere Einzelheiten entnehmen Sie bitte den jeweiligen Wahlbekanntmachungen.

Die Wahlleiterin  
der Justus-Liebig-Universität Gießen

Gießen, 18.03.2024  
Dieser Bescheid ergeht gemäß § 37 Absatz 5 Hessisches Verwaltungsverfahrensgesetz ohne Unterschrift.  
Verifikationsnummer: Naa2vXFJKIL  
Diese Bescheinigung kann bis 180 Tage nach der Erstellung verifiziert werden. Zur Verifikation wählen Sie bitte folgende Webadresse: [https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?\\_flowid=verification-flow](https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?_flowid=verification-flow)

3

**Antrag auf Aushändigung der Briefwahlunterlagen**  
(Sommersemester 2024)

Name, Vorname: Mustermann-Dingskirchen, Manfred Herbert Karl Friedrich	Geburtsdatum: 11.12.1980
Matrikelnummer: 4000000	wahlberechtigt im Fachbereich: Geschichts- u. Kulturwiss.
Straße, Hausnummer: Zu Hause 1 ABCD 12345678901234	wahlberechtigt in Fachschaft: keine Fachschaft (Studienkolleg)
	Postleitzahl, Ort: 24944 Flensburg

Ich bitte um Übersendung der Briefwahlunterlagen an meine obenstehende Anschrift.

Ort und Datum: Gießen,  
Eigenhändige Unterschrift:  
Rücksendeadresse: Wahlamt der Justus-Liebig-Universität Gießen, Ludwigstraße 23, 35390 Gießen  
Ludwigstraße 23, 35390 Gießen

Gießen, 18.03.2024  
Dieser Bescheid ergeht gemäß § 37 Absatz 5 Hessisches Verwaltungsverfahrensgesetz ohne Unterschrift.  
Verifikationsnummer: Naa2vXFJKIL  
Diese Bescheinigung kann bis 180 Tage nach der Erstellung verifiziert werden. Zur Verifikation wählen Sie bitte folgende Webadresse: [https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?\\_flowid=verification-flow](https://gude.uni-giessen.de/qisserver/pages/startFlow.xhtml?_flowid=verification-flow)

4

As a registered student, you may participate in the elections of the **student council**.

These pages explain the voting process.

If an election is coming up, you will be informed via email.

# RE-ENROLLMENT

- If you are staying in Giessen for the **winter semester 2025-26**, you will have to pay the semester contribution for re-enrollment.
- The amount will be published on our [website](#) **end of May 2025**.
- The contribution has to arrive at our bank by the **end of July 2025** at the latest because...
- ... if you transfer the payment too late and miss this deadline, you will have to pay a delay fee of **30 €**. Please remember that it may take a couple of days until the transfer arrives.

# STUDENT ID CARD (CHIP CARD)

1. An email with the subject „Aktivieren Sie bitte Ihren JLU-Account / Please activate your JLU-Account“ has been sent to your private email address.
2. During activation, each student will be given a username and an email address. You will also need to set a password to access JLU's online services. After successful activation, you will receive a confirmation email which again contains information about your **user name** and your **university email address**.
3. Please go to **iam.uni-giessen.de** in order to request your chip card.
4. The chip card will only be sent to a German postal address. We do not send chip cards to addresses outside of Germany. Please do not forget **your room number** if you are staying in a dormitory. Please do not forget to put your **name on your mailbox** or alternatively, let us know which name is on the mailbox (c/o).
  - Please update your postal address in GUDE as well as soon as you have one.
5. After registration as a student, please communicate only via your university email address – please state your matriculation number as well as your full name whenever you contact us. We will not respond to private email addresses due to data protection restrictions. Thank you for understanding.

# IMPORTANT DATES

- **Summer Semester 2025**

- Start: 01 April 2025      End: 30 September 2025

- **Lecture Period**

- Start: 22 April 2025      End: 25 July 2025

- **Re-Matriculation for the Winter Semester 2025/26**

- Start: 15 June 2025      End: 31 July 2025

# GERMAN LANGUAGE COURSES

The International Office offers German courses at all levels of proficiency:

- Intensive Courses for Study Preparation
- International Spring/Summer Courses for Academic Purposes
- **Evening Courses during the semester**
- Courses for the Enhancement of Competency in written German

**Tue, 15 April, 10:00 a.m.**

German Language Courses

Join the online  
meeting for more  
information!



# WORKSHOPS

- Free workshops for all international students and international doctoral students of JLU
  - Academic Writing
  - Presentation Skills
  - Effective Exam Preparation and Exam Anxiety
  - Career Preparation Workshops

Career preparation  
workshops [this way](#)



Study skills  
workshops [this way](#)



# JUSTINTERNATIONAL SERIES

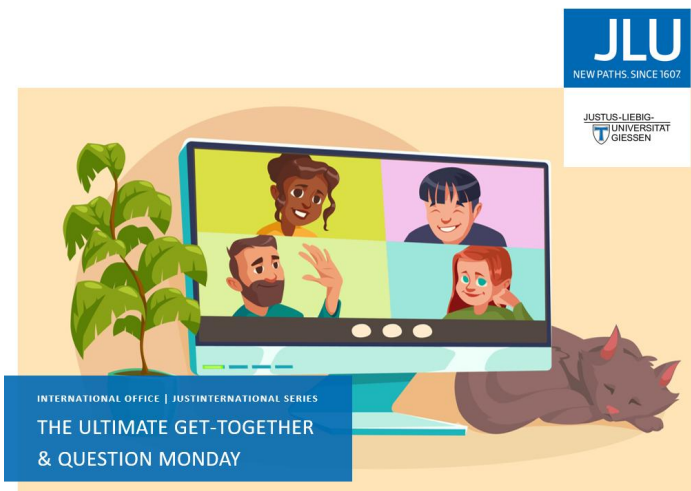
Would you like to **meet new people** or do you have **questions** about Giessen and the university? ... Join us **online** for information sessions, language cafés, board game nights and Just(us) Talks!

**The Ultimate Get-Together:** every Wednesday at 7:30 pm

**Question Monday:** every 1st and 3rd Monday at 7:30 pm



Scan me!



## Next events:

16 April: The Ultimate Get-Together: Welcome and Speed Friending

23 April: Just(us) Talk: Managing the Cost of Living as a Student

30 April: Tips for Using the University Library and Online Resources

[www.uni-giessen.de/justinternational](http://www.uni-giessen.de/justinternational)

# INTERNATIONAL CALENDAR



# JLU

Über die JLU	Studium	Forschung	Fachbereiche	Organisation	Internationales	<input type="text"/>		
--------------	---------	-----------	--------------	--------------	-----------------	----------------------	--	--

Studieren und Promovieren an der JLU

Studium und Praktikum im Ausland

Erasmus+

Sprachkurse

Internationale Forschende

Internationale Studienangebote der JLU

ECTS Course Catalogue: All Courses taught in English & English Versions of all Module Descriptions of JLU

Virtual International Programme (VIP)

Abkommen mit ausländischen Hochschulen

JLU Information Points

Internationalisierung der Lehrkräftebildung

Berufseinstieg für Internationale Studierende - JLU Career Services

Angebote für Geflüchtete und Gefährdete

## Internationales



[Home](#) | [Internationaler Kalender](#) | [Semesterzeiten](#) | [Flyer und Broschüren](#) | [Kontakt](#)

**Vorträge, Workshops, Exkursionen, Infoveranstaltungen, Kultur-Events und vieles mehr für alle Studierenden und Interessierten in Mittelhessen**

### Die nächsten internationalen Veranstaltungen der JLU



[Open Q&A Session](#)

JustInternational: Question Monday  
07.04.2025 19:30 to 07.04.2025 20:30

[Just\(us\) Talk: Practical Insights for Independent Living in Germany](#)

JustInternational: The Ultimate Get-Together  
09.04.2025 19:30 to 09.04.2025 20:30

[Open Office Hour for Degree-Seeking Students](#)

Orientation Week for International Students (OWIS)  
14.04.2025 10:00 to 14.04.2025 12:00

[Opening Session Degree-Seeking Students](#)

Orientation Week for International Students (OWIS)  
14.04.2025 12:00 to 14.04.2025 14:00

[An Overview of the Electronic Systems](#)

Orientation Week for International Students (OWIS)  
14.04.2025 14:00 to 14.04.2025 16:00

[Campus Tour](#)

Orientation Week for International Students (OWIS)  
14.04.2025 17:00 to 14.04.2025 19:00

[German Language Courses](#)

Orientation Week for International Students (OWIS)  
15.04.2025 10:00 to 15.04.2025 12:00

[Studying in Germany: The Academic System](#)

Orientation Week for International Students (OWIS)  
15.04.2025 12:00 to 15.04.2025 14:00

[Residence Permit for Your Study Period](#)

Orientation Week for International Students (OWIS)  
15.04.2025 14:00 to 15.04.2025 16:00

[Willkommensempfang für internationale Studierende / Welcome](#)

Reception for International Students  
Orientation Week for International Students (OWIS)  
15.04.2025 16:00 to 15.04.2025 18:00

[Wechseln zur Kalenderansicht...](#)

[Seminare/Workshops](#)

[Vorträge/Infoveranstaltungen](#)

[Exkursionen](#)

[Kultur](#)

[Weitere](#)

Der Kalender enthält Veranstaltungen der Technischen Hochschule Mittelhessen (THM), des Studierendenwerks Gießen, der Evangelischen Hochschulgemeinde (ESG), der Katholischen Hochschulgemeinde (KHG), des Lokal International sowie nachfolgender Institutionen der Justus-Liebig-Universität Gießen (JLU): Career Centre am Zentrum für fremdsprachliche und berufsfeldorientierte Kompetenzen (Zfbk), Akademisches Auslandsamt, ESF-Projekt „Internationalisierung@JLU - lokal fördern, global qualifizieren“.



**JLU**

NEUE WEGE. SEIT 1607.



## **International Office**


Akademisches Auslandsamt

Goethestrasse 58

35390 Giessen

[studium-international@uni-giessen.de](mailto:studium-international@uni-giessen.de)

[www.uni-giessen.de/internationales](http://www.uni-giessen.de/internationales)

 jlu.international

**THANK YOU!**