

International Affairs

A guide for International exchange students to study at Munich University of Applied Sciences



UNIVERSITY
OF APPLIED SCIENCES
MUNICH



Hochschule München
Student Advisory Services |

International Affairs

Lothstraße 34

D-80335 Munich

Phone +49 (0)89 1265-1243

Fax +49 (0)89 1265-1140

Mo + Fr 9 am – 12 pm

Tu + Thu 2 pm – 4 pm

int-affairs@hm.edu

www.hm.edu/exchange

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Munich University of Applied Sciences

Founded in 1971, Munich University of Applied Sciences is the largest University of Applied Sciences in the state of Bavaria with about 18.000 students in total. It is also one of the largest universities of its kind in Germany, offering over 60 degree programmes within the areas of Engineering, Business Management, Tourism, Social Sciences and Design.

Universities of Applied Sciences like Munich University of Applied Sciences are all based upon the distinctive educational objective to prepare students for their professional career through application-oriented teaching. A Bachelor's degree programme at the Bavarian Universities of Applied Sciences consists of seven semesters. Six of them are theoretical semesters and one of them is an industrial training semester. During the latter, students go into industry for an internship to become acquainted with the structure, administration and working mechanism of a company.

A bachelor degree paves the way for a subsequent Master's programme provided that certain prerequisites are fulfilled. A completed Master's programme generally qualifies for the conferral of a doctorate.

The aim of application-oriented teaching is flexibility, i.e. the ability to apply theoretical and methodological knowledge to practical problems. This adaptability is systematically practised in courses at Universities of Applied Sciences and supported by the fact that most of the professors and part-time lecturers have been or still are leading professionals in industry.

Campus locations

Munich University of Applied Sciences is not a typical campus university: in fact, the departments are spread over three campus sites.

As well as each having their individual flair, each of the campuses has its own cafeteria and library.

Lothstraße campus – modern, technical and dynamic

The modern and dynamic Lothstraße campus is at the heart of Munich University of Applied Sciences. Situated to the north-west of the Hauptbahnhof (Central Station), the Lothstraße campus has nearly 11,500 students and is the largest at Munich University of Applied Sciences. All central administration units are based here, as well as most Engineering departments and the departments of Design, General Studies and Tourism.

Pasing campus – quietly situated amid the greenery

Study amid the greenery at Pasing campus. The picturesque building in the west of Munich, near to the Pasinger Stadtpark (Pasing City Park), is home to two large departments with around 3,500 students.

Karlstraße campus – in a charming 50s style

Fittingly for the »cluster building« study courses, the listed building on Karlstraße is one of the few examples of consistently modern architecture from the rebuilding of Munich in the 1950s. The Karlstraße campus is located near to Karlsplatz (Stachus) in the very centre of Munich. Around 3,000 students are taught in the three departments of Architecture, Civil Engineering and Geoinformatics.



**Fernando Paes Barreto Machado, 24
Brazil
CEFET/RJ – Centro Federal de Educação
Tecnológica Celso Suckow da Fonseca
Industrial Engineering**

»The International Affairs team is very professional and they are always ready to help the students to find a good solution to their problems and an answer to their questions. It is possible to reach them by Facebook in the group »Incoming exchange students Hochschule München«, by email, calling directly to the office or with a personal meeting. Whatever the way, they will always give a useful advice.«

Student Advisory Services | International Affairs

As part of the Student Advisory Services at Munich University of Applied Sciences, the International Affairs office is responsible for the coordination of the university's student exchange programmes with partner universities around the world. International Affairs offers support to all International students taking part in the exchange programme at Munich University of Applied Sciences for one, respectively two, semester(s). Moreover, assistance is offered to Munich University of Applied Sciences students, wishing to study abroad at an International partner institution or planning to do an internship abroad.

Munich University of Applied Sciences Student Advisory Services | International Affairs

Lothstr. 34, D-80335 Munich
Phone +49 (0)89-1265-1243
Fax +49 (0)89-1265-1140
Email int-affairs@hm.edu
www.hm.edu/exchange

The Departments

- 01 Department of Architecture
- 02 Department of Civil Engineering
- 03 Department of Mechanical, Automotive and Aeronautical Engineering
- 04 Department of Electrical Engineering and Information Technology
- 05 Department of Building Services Engineering, Paper and Packaging and Print and Media Technologies
- 06 Department of Applied Sciences and Mechatronics
- 07 Department of Computer Science and Mathematics
- 08 Department of Geoinformatics
- 09 Department of Engineering and Management
- 10 Department of Business Administration
- 11 Department of Applied Social Sciences
- 12 Department of Design
- 13 Department of General and Interdisciplinary Studies
- 14 Department of Tourism

The academic year

Winter semester (WS): 15 weeks

- Lectures start: October 1st
- Exam registration: early until mid-November
- Christmas holidays: Dec 24th – Jan 6th
- Lectures end: mid-January
- Exam period: mid-January until mid-February
- Nomination deadline is May 1st
- Application deadline is May 15th

Summer semester (SoSe): 15 Weeks

- Lectures start: March 15th
- Exam registration: early until mid May
- Lectures end: beginning of July
- Exam period: beginning until end of July
- Nomination deadline is December 1st
- Application deadline is December 15th



Before studying at Munich University of Applied Sciences

Application and Admission

Firstly please seek information about the application procedure at the International Office of your home university, as you need to be nominated for exchange by your home university. Please consider our nomination deadline.

Before applying it is also advisable to read all the information on our application procedure at www.hm.edu > english version > your stay at MUAS > exchange students

For further steps please assess the online application system from: <https://hm.moveonnet.eu/moveonline/incoming/welcome.php>

Detailed information regarding the application procedure and supporting documents are provided through the online application system.

Please post all required documents to International Affairs at Munich University of Applied Sciences. You can also fax the application documents to 0049-(0)89-1265-1140 or send them via email to int-affairs@hm.edu. The application must reach the International Affairs Office by **December 15th** for the following summer semester and by **May 15th** for the following winter semester.

Within one month after the application deadline, students who handed in all necessary application documents in due time will receive a letter of acceptance. This letter of acceptance officially confirms that you are accepted as an exchange student at Munich University of Applied Sciences.

In case of a successful application exchange students will be admitted to study at Munich University of Applied Sciences for a maximum stay of two semesters. Even if an official proof of German language proficiency is not required, it is still expected that students have good knowledge of German since the majority of lectures are taught in German. It is therefore very important that you acquire a good knowledge of German in your home country prior to your arrival. Furthermore, your knowledge of the language will have a great impact on how much you enjoy your time in Germany.

Course selection

As a general rule, final course selection and registration do not take place until you have arrived in Munich. If you have to put together a Learning Agreement or Study Plan beforehand, please use the lecture timetables from the previous semesters as a guide. At the Orientation Days you will receive your departmental coordinator's contact details.

Please contact him or her directly if you have any questions concerning course selection and exams. The International Affairs Office is not able to provide detailed information on your course selection! Learning Agreements, respectively Study Plans, can be signed after lectures have started.

You can review the lecture timetables of the German-speaking specialised courses for your degree programme on the corresponding department's web pages.

Courses in English

Munich University of Applied Sciences offers a variety of courses held in English in all main subject areas ranging from technology and engineering to business, tourism management, social sciences and general studies. Please find more information on the programme and the courses offered in past semesters at www.hm.edu/en/course_offerings/courses_in_english/index.en.html.

In order to enrol in courses taught in English, you have to have a very good knowledge of English: B2 on the Common European Framework of Reference. Please hand in a Proof of Sufficient Knowledge of English together with your application. Proof can be a DAAD test, a TOEFL test, a statement from a language instructor as well as a statement that the language of instruction at your university is English.



Please kindly note that the Courses in English programme is not a degree course. It simply comprises individual courses held in English in the various departments that are open to all students enrolled at Munich University of Applied Sciences irrespective of their own field of study.

German language courses

German language courses for beginners, intermediates and advanced students are offered during the semester. Information on the German language courses can be found on the website of the Department of General and Interdisciplinary Studies (www.hm.edu/fk13). Starting in fall 2013, Munich University of Applied Sciences will offer two-week preparatory German intensive courses. The courses are free of charge. For more information please check our website www.hm.edu/exchange

The European Credit Transfer System (ECTS)

The European Credit Transfer System, was developed by the European Commission in order to provide common procedures to guarantee the academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and of transferring them from one institution to another.

Entry into Germany and residence permit

Entry permit for Germany

For all citizens of EU and EFTA countries, a valid passport is sufficient to be granted entry into Germany. Students from countries outside the EU must apply for a visa at the relevant German diplomatic representation (embassy or consulate) in their respective home countries. Please seek information from the German diplomatic representation in your home country at an early stage.

Exceptions: Exchange students from Australia, Brazil, Canada, New Zealand, the U.S. and South Korea do not need a visa for entering Germany!

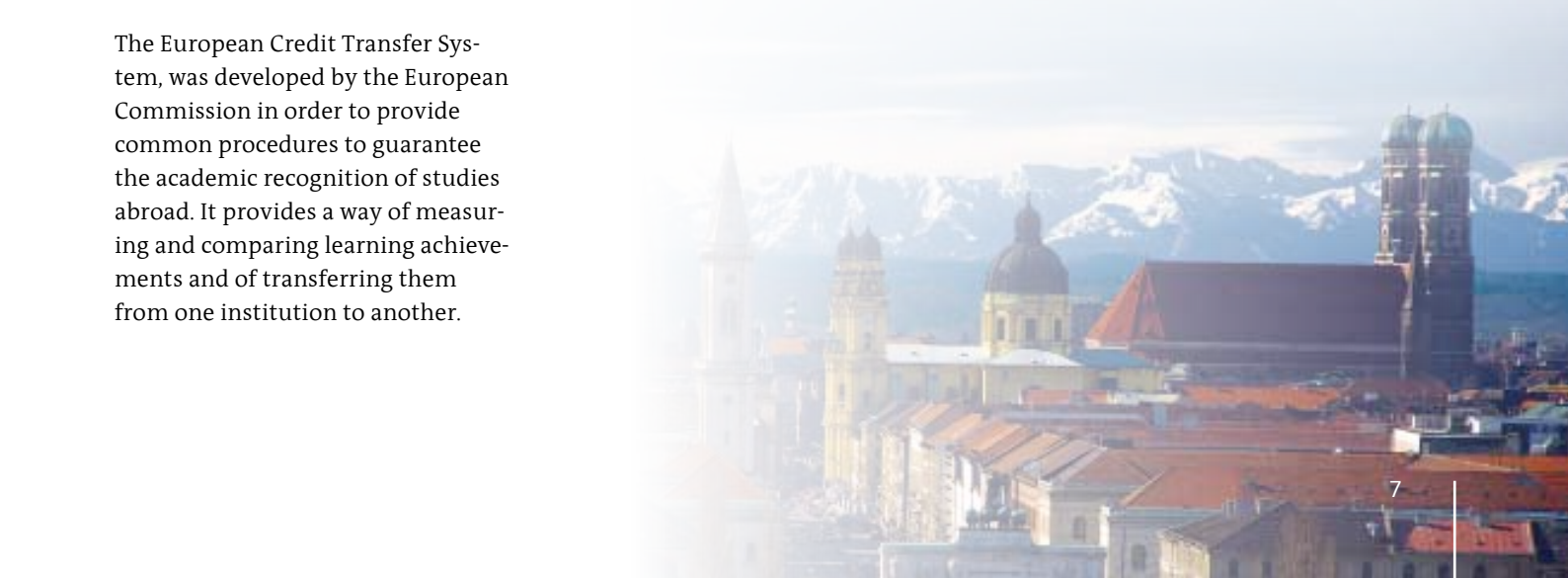
Important:

- The visa must correspond with the purpose of the stay, i.e. studying.
- A tourist visa or a so-called »Schengen visa« is not sufficient.
- It is not possible to change the type of visa once you have entered Germany.

- For multiple entries into Germany, e.g. to return after visiting home, it is recommended to apply for a »multiple-entry visa«.
- Visas are usually issued by the German diplomatic agencies for a maximum of three months; after this period, they may be extended at the Immigration Office in Munich as a residence permit.
- Exchange students from Australia, Brazil, Canada, New Zealand, the U.S. and South Korea (without visa prior to entry into Germany) also need to apply for a residence permit at the Immigration Office after three months.
- Careful attention should be paid to the validity of the visa.

Registration

On arrival, every student or trainee must immediately register his/her place of residence in Germany with the relevant registration office (Bürgerbüro). You will receive more detailed information on this during the Orientation Days.





Please note: it is also necessary to inform the registration office about any change of address within one week. Before returning to your home country, you must de-register with the registration office in person or writing. You can collect the corresponding forms for registering, re-registering or de-registering at www.muenchen.de > Rathaus > Stadtverwaltung > Kreisverwaltungsreferat > Bürgerbüro or at the registration office.

Required documents for registration:

- completed registration form
- a valid passport

**Public authority in charge:
Kreisverwaltungsreferat (KVR) –
Bürgerbüro**

Ground floor
Ruppertstraße 19, 80337 Munich

Underground line U3 or U6
(Poccistraße station)
Phone +49 (0)89-233-96000

Opening hours (June 2014):
Mondays, Wednesday and Friday
7.30 am until 12.00 pm
Tuesday 8.30 am until 12.00 pm and
02.00 pm until 06.00 pm
Thursday 8.30 am until 3.00 pm

Residence permit

Citizens of EU and EFTA countries do not require a residence permit. Students from countries outside the EU, who wish to stay in Germany longer than three months, must hold a valid residence permit issued by the German Immigration Office (Ausländerbehörde). The application for a residence permit needs to be filed at the latest six weeks before the entry visa loses its validity.

Documents required to apply for a residence permit:

- the completed form “Antrag auf Erteilung bzw. Verlängerung der Aufenthaltsgenehmigung”
- proof of enrolment from Munich University of Applied Sciences
- a copy of your health insurance waiver or health insurance confirmation
- proof of sufficient financial funds to cover your living expenses in Germany (scholarship, letter from your bank or a letter from your parents)
- the confirmation of your registration which you receive from the registration office (Bürgerbüro)
- passport
- a biometric passport photograph

Please note: The very first application for a residence permit is liable to fees.

**Public authority in charge:
Kreisverwaltungsreferat (KVR) –
Ausländerbehörde**

First floor
Ruppertstraße 19, 80337 Munich

Underground line U3 or U6
(Poccistraße station)
Phone +49 (0)89-233-96000

Opening hours (June 2014):
Monday 7.30 am until 12.00 pm
Tuesday 8.30 am until 12.00 pm and
2.00 pm until 06.00 pm
Wednesday scheduled
appointments only
Thursday 8.30 am until 3.00 p.m.
Friday 7.30 am until 12.00 pm

Tip: As you register and apply for a residence permit at the same public authority (Kreisverwaltungsreferat), it is advisable to register first on the ground floor and schedule an appointment for the residence permit application directly afterwards on the first floor of the Kreisverwaltungsreferat building. Please make sure to go to the Ausländerbehörde before 8 am – slots fill up quickly!



Health insurance

All students need sufficient health insurance (either statutory or private) in order to enrol and to apply for a residence permit. The health insurance must cover you for the following

- doctor and dentist treatment
- supply of medication, dressings and aid
- hospital treatment
- medical services for rehabilitation
- assistance through pregnancy and labour

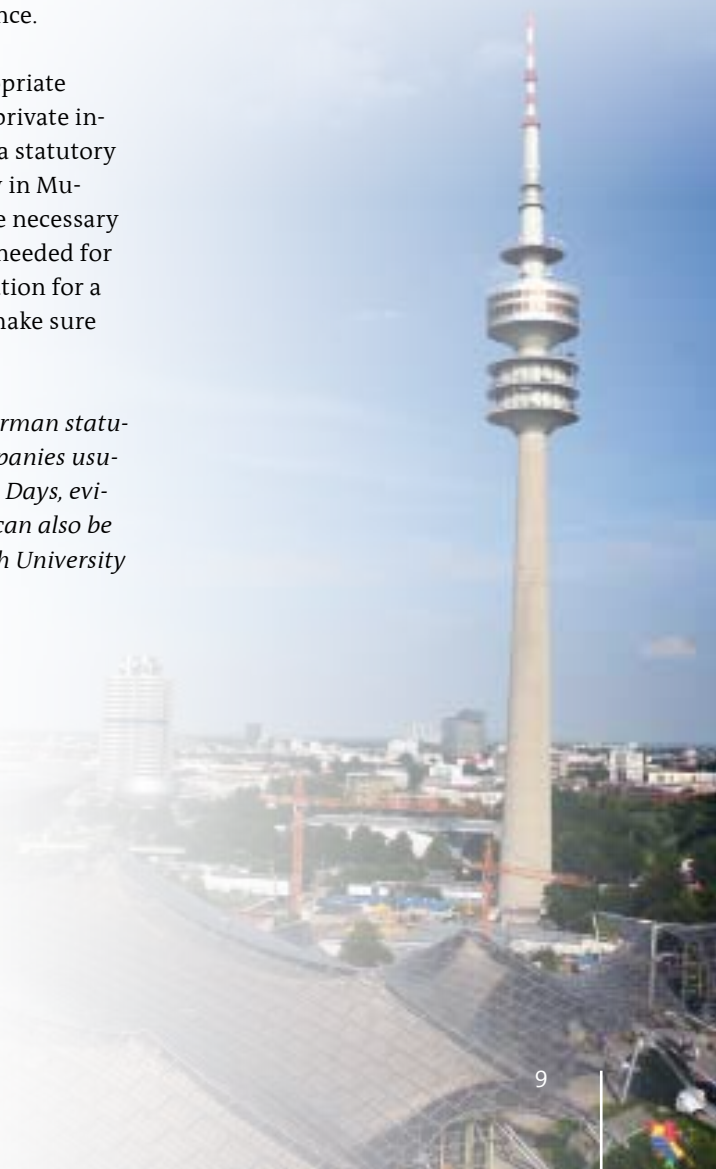
Travel health insurance does not qualify as sufficient health insurance!

Students from countries whom the Federal Republic of Germany has a social security agreement with (EU/EFTA countries), should obtain the required European Health Insurance Card or the EU certificate E111 from the health insurance company in their home country. EU students who have private health insurance in their home country should obtain written confirmation from their health insurance company stating that they have sufficient health insurance for the time at Munich University of Applied Sciences so that they can be exempt from statutory health insurance.

Students from countries outside Europe and countries which the Federal Republic of Germany does not have a social security agreement with must produce evidence of sufficient health insurance. To do so, they can take out student health insurance with a statutory health insurance company here in Germany. Otherwise, they must present their private insurance contract to a German statutory health insurance company to obtain exemption from compulsory health insurance.

Important: With the appropriate EU-Certificate or proof of private insurance you need to go to a statutory health insurance company in Munich. There you will get the necessary proof of health insurance needed for enrolment and the application for a residence permit (please make sure to request two copies).

As representatives from German statutory health insurance companies usually attend the Orientation Days, evidence of health insurance can also be obtained directly at Munich University of Applied Sciences.





Arrival in Munich

You should plan to arrive in Munich on the arrival dates indicated in your welcome package, in case you have been assigned a room in one of the student dorms by the Studentenwerk. Should you have to find a room on the private market we advise you to arrive at least three weeks before the semester starts.

Arrival by plane

The suburban train lines (S-Bahn) S8 and S1 go straight from the airport to the city centre. You can either buy a strip of tickets (MVG Streifenkarte) from the ticket machine (you will need to use 8 of the 10 strips for a journey to the city centre or you can buy a 'single day travel card' (Single-Tageskarte) if you are planning to make more journeys that day. The Lufthansa airport bus leaves the airport for the main station (approx. 40min) and the underground (U-Bahn) station Nordfriedhof U6 (approx. 25min.) every 20 minutes.

Arrival by train

From Munich central station there are many different possibilities for you to reach your destination by public transport.

Arrival by car

In case you are travelling by car, which you will keep with you in Munich during the semester, please note that there are numerous short-term parking zones with costs. Parking in these zones requires a permit. With a copy of your registration form you can apply for a long-term parking permit at the Kreisverwaltungsreferat.

Welcome Service

Munich University of Applied Sciences provides a Welcome Service (free of charge) to ensure that your arrival in Munich and settling into life at the university go as smoothly as possible. Students at Munich University of Applied Sciences (»mentors«) support International exchange students during the first phase of their stay in Germany and provide useful help and advice, for example a meet & greet at the airport/train station, support during registration at the Kreisverwaltungsreferat (Munich Registration Office) and with their course of study at

Munich University of Applied Sciences. You will be contacted by your »mentor« in due time before arriving in Munich.

Accommodation in Munich

Munich University of Applied Sciences does not own student residences. However, the Studentenwerk München (Munich Student Union) provides Munich University of Applied Sciences with a limited number of rooms for exchange students. The monthly rent ranges from 250 to 350 Euros. Furthermore, you need to pay a deposit of approx. 350 Euros which will be returned once your lease has been terminated and your room has been left in good condition. It is necessary to open a German bank account as the Studentenwerk can only debit the monthly rent from a German bank account.

You can apply for accommodation in a student residence hall on the online application form for exchange students at Munich University of Applied Sciences. Please click »Yes« in the corresponding field of the application form if you would like to apply for a room.



It is expected that in January, respectively July, we are able to inform you, whether your application for a room has been successful. We will forward your contact details to the Studentenwerk who will, in turn, email you further information and send you an acceptance form for your room. You need to return this form by email or fax immediately as your room will, otherwise, be allocated to the next person on the waiting list!

Please note that individual wishes cannot be taken into consideration (e.g. location of residence hall, rental fee ...), that you cannot change your room once it has been allocated to you and the rental period is at least 6 months for one semester.

Important: As the Studentenwerk (Munich Student Union) only allocates a limited number of rooms for our exchange students, we, in turn, cannot place all exchange students in student residence halls so we are forced to allocate the rooms by drawing lots. Please note that we are unable to take into account any incomplete or late applications.

We are also not able to assign student accommodation to those students coming in addition to the yearly quota

set by the existing bilateral agreement between Munich University of Applied Sciences and the respective partner university.

Should you not receive a room, we will send you detailed information on accommodation possibilities in Munich and ask you to start your search for accommodation immediately. Average rental fee for private accommodation, rooms in shared flats etc. varies between 350 and 600 Euro per month.

Opening a bank account

Once you are in Munich we recommend you open a bank account with a bank in Munich. It is advisable to choose a bank close to your residence hall or private apartment. As a student you do not have to pay any fees. A German bank account is necessary for paying your rent and, if applicable, your monthly health insurance.

Required documents:

- proof of enrolment or letter of acceptance from Munich University of Applied Sciences
- passport
- the confirmation of your registration which you receive from the registration office

Public transportation (MVG)

Starting in winter semester 2013/14, the Munich public transportation system will introduce a compulsory semester ticket for all students enrolled at a university in Munich. You will receive further information on the semester ticket during our Orientation Days or in the internet. www.hm.edu/exchange

MVG Customer Center

Poccistraße 1, 80336 Munich
Underground line U3/U6
(Poccistraße station)

Opening hours: Monday-Friday:
8.00 am until 6.00 pm





Studying at Munich University of Applied Sciences



Guillermo Muñoz López, 27
Spain
Universidad Politécnica de Madrid
Technical Architecture

»I think the Orientation Days were for all new exchange students the best first »get in touch« with the HM life and the life here in Munich. We received a lot of useful information about the city or a brief info about the public transport net of Munich: something quite easy now, but not so much the first days of arrival...

We were also perfectly guided to register in the »Courses in English« we could attend, as well as all the cheap sport activities organized for students in the »Olympiazentrum«. A nice start!«

Orientation Days

Prior to the start of the semester, the International Affairs Office holds the *Orientation Days*. It is very important that you attend these events, so please travel to Munich in good time before the first event.

On these days you will receive information about Munich University of Applied Sciences, your course selection, about leisure activities at the university and public transport in Munich. You will also be informed about the municipal administration and matters relating to residence permits. Your health insurance will then be checked by representatives from German statutory health insurance companies and you will be enrolled at the university. You will also receive your student ID card, have the opportunity to register for various cultural events and trips and get to know the *International Club*.





Enrolment

International exchange students can be enrolled at Munich University of Applied Sciences for one, respectively two, semester(s) at most. Enrolment takes place during the Orientation Days organised by the International Affairs Office and is initially valid for one semester.

Enrolment must be completed in person; it is not possible to send somebody else in your place. You will only be allowed to enrol with the completed necessary documentation! Please make sure to bring all documents listed below:

Required documents

- Letter of Admission (will be issued at Orientation Days)
- student ID card (will be issued at Orientation Days) credited with the student union fee and the amount to be paid for the semester ticket.
- proof of enrolment from your home university (use Munich University of Applied Sciences form)
- proof of sufficient health insurance (refer to »Health Insurance«, p. 9)
- a valid passport
- 111 Euro - 52 Euro student union fee and 59 Euro solidarity fee for the semester ticket.

Re-registration

If you plan to stay a second semester, please do not forget to re-register. As enrolment is only valid for one semester, it is very important that you re-register before the end of the first semester.

Re-registration period:

- winter semester:
early to late July
- summer semester:
mid-January to mid-February

With the renewed payment of the student union fee and the fee for the semester ticket within the given deadline, you will automatically be re-registered. Those who do not re-register for the second semester will automatically be taken off the university register!

In case you had originally planned to study abroad for only one semester and you would like to extend your stay at Munich University of Applied Sciences, please speak to your home university's International Office and the International Affairs Office in Munich.

Student ID card

The student ID card offers you a range of functions that you should use during your time studying at Munich University of Applied Sciences. You will receive your personalised student ID card during the Orientation Days.

Functions of the student ID card:

- user ID for the library
- access to buildings, laboratories and computer rooms
- payment in university's cafeterias
- payment of photocopies
- login for online services (e.g. exam registration)
- identification during examinations
- semester ticket für public transportation

Paying with your student ID card

To be able to use your student ID card for paying in the cafeterias and at photocopyers, you must load money onto the ID card. You can do this at various loading stations located in the university buildings. ID cards can be loaded using cash (notes only) or current ATM cards (German bank accounts only).



Course registration

Some departments organise special introductory sessions for exchange students. During these events exchange students find out more about the respective department and the courses available to exchange students. You will be informed about the dates of these sessions and about further details regarding course registration during the Orientation Days.

Exam registration

All International exchange students need to register for exams in early November and early May respectively. In due time, the International Affairs Office will provide detailed information about the exam registration.

Student services

University library

With your student ID card you have access to all of the university's libraries. The Central library at campus Lothstraße and both departmental libraries in Pasing and Karlstraße are all available to exchange students. At the beginning of the semester regular library tours are offered. Further information about using the university library can be found at www.bib.hm.edu/.

IT-Services

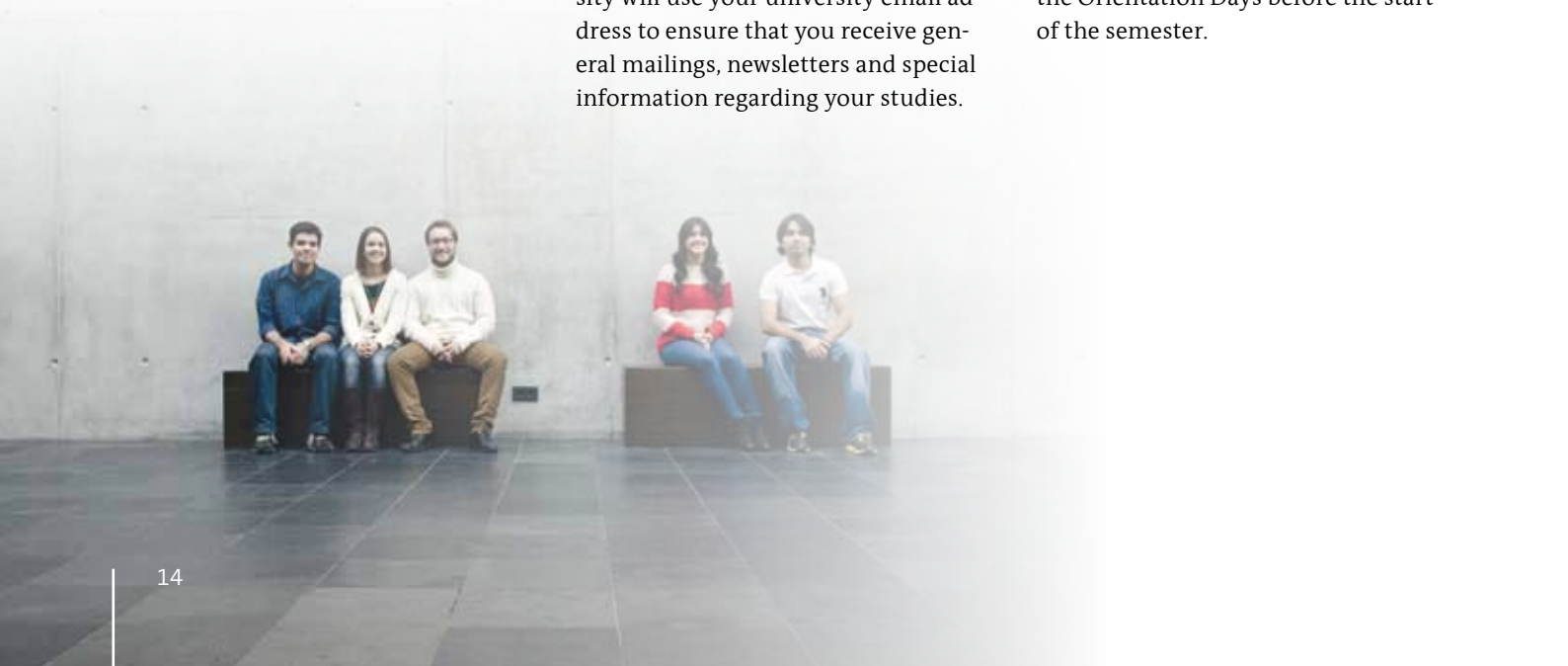
Central IT-Services provides all students with an individual central account essential for numerous services at Munich University of Applied Sciences. Besides an individual email account these services also include a centralised login (IT labs, WLAN/VPN login, etc.) and the access to buildings, laboratories and computer rooms with the student ID card. The university will use your university email address to ensure that you receive general mailings, newsletters and special information regarding your studies.

Cafeterias

The cafeterias offer a wide range of dishes at reasonable prices, with the following Bavarian proverb in mind: "you can't study on an empty stomach!" On all campuses you will find cafeterias run by the Munich Student Union. Payment is only possible with the student ID card. Please have a look at <http://www.studentenwerk-muenchen.de/mensa/> for an up-to-date menu and the opening hours of the cafeterias.

Sports

The large offer of Central University Sports (ZHS) targets students of all universities in Munich and is also available to exchange students. The sports offered range from swimming, climbing, badminton and football to yoga and dance. Further information is provided at <http://www.zhs-muenchen.de/> and during the Orientation Days before the start of the semester.





Rachel Scott, 22
United Kingdom
Edinburgh Napier University
International Business Languages

»I felt the Language Tandem Service was a fantastic way to make new friends but in addition to this also practise my German and help someone speak English. We do lots of exciting things together which were suggested by the International Office.«

Cultural programme

At the beginning of each semester the International Affairs Office organises a cultural programme with several trips in Munich and the surrounding areas. Participating in these events is a great opportunity for all exchange students to get to know their new home and other students. The programme varies each semester and offers for example a city tour and a BMW factory tour. More information about this programme is provided to students during the Orientation Days.



Ilana Boon, 26
Australia
University of the
Sunshine Coast
Business Management

»Not only does the I-Club of Munich University of Applied Sciences organize awesome adventures and get-togethers, but the student support throughout my time abroad was second-to-none. With the swift help of the I-Club I was able to find a great Doctor and Dentist close to my student accommodation. It is times like these you want to know that someone will be there to support you.«

International Club of Munich University of Applied Sciences

The International Club of Munich University of Applied Sciences is the International meeting point for students from Munich and from around the world. The club is run by a group of students from across different departments of Munich University of Applied Sciences, who like spending their leisure time with »Internationals«. By organising several events and a get-together every other week the I-Club is an ideal place for cultural exchange. All I-Club members are also happy to answer any questions about living, studying and leisure time in Munich. Further information can be found at: www.i-club.info.

Language Tandem

You would like to improve your German and get in touch with German students? Then you should participate in the Language Tandem programme! More detailed information can be found at www.hm.edu/international.



Living in Munich

Cost of living

Below you will find an overview of living costs in Munich. In comparison to other German cities Munich is a rather expensive city. Please note that the following numbers are only approximate numbers and your actual costs can vary. You should, however, take into account that you need approx. 850-1.000 € per month for basic living.

Student discounts: With a student ID card students can benefit from a wide range of discounts for public transport, cultural events (e.g. theatre/concerts), museums, the cafeteria etc

Important phone numbers

We recommend saving the following phone numbers in your mobile phone at the beginning of your exchange semester:

- **International Affairs:**
0049 (0)89 1265 1243
- **Police: 110***
- **Fire Department: 112***
- **Rescue coordination centre**
0049 (0)89 19222

* These numbers are free of charge

Information on Munich

can be found on the official website of the city of Munich at www.muenchen.de



DaeSik Kwak, 25
South Korea
Chungnam National
University
Mechanical Design
Engineering

»My dream is to be a car engineer and Germany is a leader of automotive industry in the world especially Munich. Since I am very interested in technology of mechanics, the first thing that I did was visiting the Deutsche Museum and BMW museum. Munich is also host to one of biggest festival in the world »Oktoberfest«. It is a fantastic festival because there are so many different kinds of beer and kind hearted German people. Finally, Munich has good different kind of sports facilities in Olympiapark such as swimming, dancing, and badminton. I can definitely say that Munich is perfect city in the world to study and enjoy culture and sports.«

	per month
Rent (depending on accommodation: student residence hall or private flat)	approx. 300 - 600 €
Food	approx. 200 €
Leisure time activities	approx. 150 - 200 €
Public transport (depending on the semester ticket)	approx. 60 - 200 €
Health insurance (for students from non European countries or from countries without a social security agreement with Germany only)	approx. 80 €
Internet/ telephone	approx. 25 €
Cup of coffee	approx. 2,50 €
Beer (0,5 liter)	approx. 3,50 €
Visit of open air pool	approx. 4 €
Visit to the cinema	approx. 8 - 10 €
Entry to a club/ disco	approx. 5 - 10 €



After studying at Munich University of Applied Sciences

Important things not to forget

De-registration at Kreisverwaltungsreferat (KVR)

When you arrived in Munich, you will have registered at the Kreisverwaltungsreferat (KVR; Munich Registration Office). Before you leave, you should ensure that you also de-register there. Please do not forget to de-register. Failing to de-register could lead to problems if you decide to return to Germany at a later date. You can de-register personally at the Bürgerbüro of the KVR or post the completed deregistration form to the following address:

**Landeshauptstadt München
Kreisverwaltungsreferat (KVR) –
Hauptabteilung II Einwohnerwesen
Bürgerbüro**
Ruppertstraße 19, 80337 München

The required deregistration form can be downloaded at www.muenchen.de > Rathaus > Stadtverwaltung > Kreisverwaltungsreferat > Bürgerbüro or on location at the Bürgerbüro.

Cancellation of your German health insurance

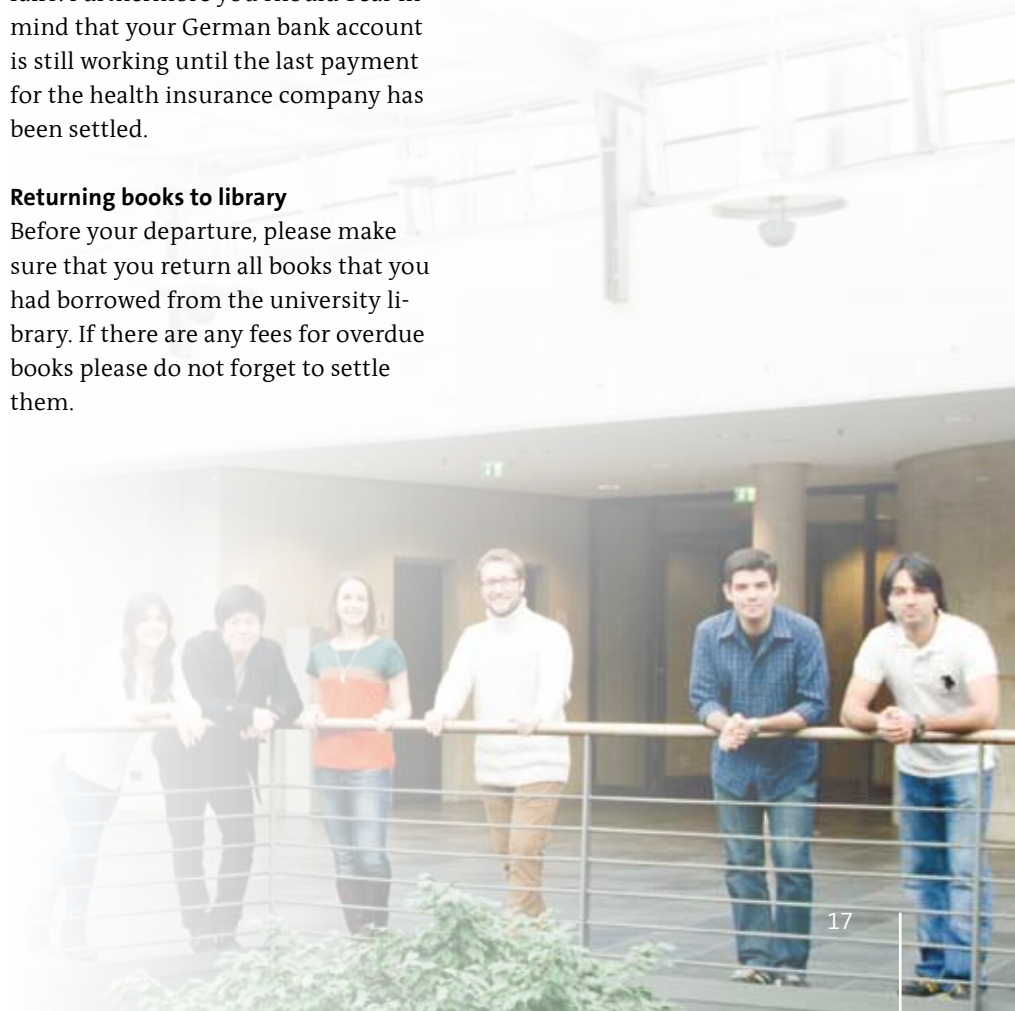
If you took out a health insurance in Germany and you plan to leave the country before the semester officially ends, you should cancel the insurance to avoid paying any unnecessary instalments. The letter of cancellation to the health insurance company must be submitted in writing and the health insurance company must receive proof that you are no longer enrolled as a student at Munich University of Applied Sciences. Further information about the exmatriculation will be provided by International Affairs. Furthermore you should bear in mind that your German bank account is still working until the last payment for the health insurance company has been settled.

Returning books to library

Before your departure, please make sure that you return all books that you had borrowed from the university library. If there are any fees for overdue books please do not forget to settle them.

Transcript of records

After your exchange semester at Munich University of Applied Sciences the examination office sends you and your home university a transcript of records. This confirmation of your marks will be sent to the address you specified on the exam registration form within four weeks after the announcement of the results.





Checklist

What do I need to do before my departure to Munich?

Send off my completed application to the International Affairs Office before the given deadline	
Check the validity of my passport	
Apply for visa if required	
If necessary, organise proof of financial resources for stay abroad (letter of parents or bank)	
Have passport pictures taken	
Get written confirmation of enrolment at home university	
Get proof of health insurance issued by the relevant local or private insurance company	
Accept room offer of Munich Student Union or start looking for accommodation respectively (please see the International Affairs Office's tips on finding accommodation)	
Send my arrival details to my welcome service mentor	

What do I have to do once I have arrived in Munich?

Open a bank account	
Sign lease and collect the room keys	
Go to the Orientation Days organised by the International Affairs Office	
Register new address in Munich and if necessary apply for a residence permit	
Sign up for lectures (e.g. Courses in English)	

What do I need to do before my departure from Munich?

Return borrowed books to university library	
In case of departure before the official end of the semester: cancel German health insurance	
De-register at KVR either in person or in writing	
Close German bank account	
Get room checked and return the key	