

UNIVERSITY OF WISCONSIN EAU CLAIRE

CENTER FOR INTERNATIONAL EDUCATION

# Study Abroad



**MARBURG, GERMANY:**

**HESSEN/WI EXCHANGE**

**FALL 2017/ACADEMIC YEAR 2017-2018**

*Program Guide*

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***Congratulations*** on being accepted to the Hessen/Wisconsin Exchange! Living and studying in a foreign culture is both an exciting and a challenging experience. Past participants of study abroad report that the many advantages of international study include:

***Gaining new perspectives on a chosen academic field***

***Increasing understanding of different cultures***

***Enhancing personal growth***

***Developing different perspectives on U.S. culture***

***Gaining self-confidence and independence***

***Learning skills for the future international job market***

It is up to you to determine how you can best benefit from these possible advantages. This is your adventure!

This program guide is to be used together with the general Study Abroad Handbook. The handbook has information that is valid for all UW-Eau Claire study abroad programs. This guide will provide you with information to assist in your preparation for participating in the exchange. It is designed to complement the handbook, the study abroad orientation, the UW-System Hessen Student Guide, additional information from your peer adviser, and your individual pre-departure preparations.

Please realize that although this guide was written to help you better prepare for your time abroad, and that all of the information available at the time of publishing has been used, it is impossible for any single resource to answer all of your questions. Your peer adviser will email additional information throughout the semester. We also strongly encourage you to contact your peer adviser, the Center for International Education (CIE) study abroad staff, and past program participants with your specific questions. You should also make use of the additional written and web resources listed towards the end of this guide.

Basic questions only you can answer include:

1) What are YOUR goals for this experience? Common goals of student travelers include advancement in a future profession, desire to expand personal and academic horizons, need for a change, and wish to challenge oneself with immersion in a new culture.

2) Given the way the program is set up; how can you best prepare to meet your goals? For example, if one of your goals is truly being immersed in German language and culture, yet you have the option of taking classes with all international students, how can you ensure that you get out and interact with the local population?

The information in this guide was current at the time of printing, though changes may occur at any time.

# GENERAL INFORMATION

## *The Program*

The Hessen-Wisconsin exchange is a consortium of participating universities between the University of Wisconsin System and institutions of higher education in the German state of Hessen. It has been created through a state-to-state agreement. UW-Eau Claire is currently sending students to the Philipps-Universität Marburg through the exchange.

The University of Wisconsin-Oshkosh coordinates UW student participation in the exchange. UW-Oshkosh has created a Hessen Outbound Student Guide (HOSG) for all participants. You will find those parts relevant to Uni Marburg in the second half of this guide.

Important: Because this is part of a wider exchange, acceptance decisions by the German universities are announced very late. You can expect to hear in **July for fall/academic year, including the IUSP**, and late October for spring.

## *Program Options*

[Philipps-Universität Marburg/Exchange Not Erasmus](#): In this program, you become exchange students at the university and take regular university courses in German or English (if available) with German students.

### [Philipps-Universität Marburg/IUSP Program](#):

The IUSP is designed for international students who want to take most or all of their coursework in English alongside German students, while studying German and following the North American Academic Calendar. Marburg's IUSP program is a good bridge for students that wish to study for a semester in Germany, but may not

have a high enough German language skill level.

IUSP students begin six weeks prior to the normal German university start date by taking German language (offered at beginner through advanced levels) and culture. Following the introductory period, IUSP students take courses from the university's regular course catalogue; most courses available through this program are taught in English for two hours per week.

All lectures offered through the IUSP, whether taught in English or in German, are supplemented by an additional four hours per week which are specifically designed for IUSP students (no German students will be in class during these hours). These additional hours allow IUSP students to complete their courses within an eight-week period and to have a program end date that is much earlier than the normal German university course end date.

## *Academic Calendar*

The IUSP calendar is similar to a U.S. academic calendar. Fall 2017 dates have not been published yet, but typically run early September through mid-December.

Tentative dates for the 2017-2018 regular university exchange are below. You will get specific arrival and orientation dates, etc., directly from Uni Marburg. **Please note that arrival dates have been known to change without notice from the date specified in your acceptance letter.** It is a good idea to confirm the arrival date directly with the International Office at Uni Marburg prior to purchasing a plane ticket.

**Pre-Semester Intensive German Class:** TBD, most likely early September

**International Student Orientation:** TBD

**Wintersemester:** October 16, 2017-February 9, 2018

**Christmas Break:** December 23, 2017-January 1, 2018.

**Semester Break:** February 10, 2018-April 8, 2018

Sommersemester: April 9, 2018 – July 13, 2018.

More details are added closer to the semester on this site: <http://www.uni-marburg.de/international/aus/stud/info/kalender>

**Special note about fall.** Due to the different calendars, it is not possible to do a regular exchange just for fall semester. The IUSP is possible in the fall.

### ***Differences in Terminology***

There are differences in English terminology between the U.S. and Germany. Sometimes the same English word is used to describe two different things and other times different English words are used to describe the same thing. Below is a list of terms that have historically caused confusion for U.S. students studying in Germany, even those studying in English.

**Faculty vs. Department:** In Germany, what you might think of as a “department” or “college” is referred to as a “faculty.” For example, in Germany the “Engineering Faculty” is the U.S. equivalent of a “Department of Engineering.” Likewise, in Germany, “Faculty” does not refer collectively to the people teaching your courses.

**Module:** “Module” is another word for “course.”

**Titles for Professor:** Address your professor as “Professor. Dr. (last name).” Yes, use both titles together to err on the side of politeness!

**Advising vs. Counseling:** What we would call “Advising” in the U.S. is called “Counseling” in Germany.

**Campus:** In the U.S., a university campus typically has buildings, facilities and outdoor areas all centralized in one place. While some campuses are large and others quite small, there almost always exists a “perimeter” and a university structure within which all “campus life” takes place.

German universities are not typically centralized on a campus; classrooms, libraries, cafeterias, administrative buildings, offices, and student accommodation may be found in various locations throughout the city. You can expect to walk longer distances between campus facilities or between student accommodation and campus facilities; in many cases you may need to rely on public transportation as well.

Students are therefore members of a much larger community than you may be accustomed to on a U.S. campus. Extracurricular activities, intramural sports, gym memberships, and even student accommodation are through city or student organizations which are not part of the university.

**Freemover:** A “freemover” is a student who applies directly to an institution for a semester or year, but does not apply through a formal exchange. You are NOT a freemover.

**ERASMUS & SOCRATES:** “Erasmus” is a European exchange program and “Socrates” is an associated program. You are NOT an Erasmus or a Socrates student. However, because you are an exchange student, some



information on the Uni Marburg website may apply to both you and Erasmus/Socrates students.

**German terms:** You will also need to become familiar with common German terms related to higher education and student life. Uni Marburg offers a list of helpful terms for first-time university students in Germany: [http://www.uni-marburg.de/studium-en/zas-en/faqen?language\\_sync=1](http://www.uni-marburg.de/studium-en/zas-en/faqen?language_sync=1).

## ACADEMICS

*Your Study Abroad Handbook has additional information on academic topics such as registration, class attendance, credits and course load, grades, transcripts, and accessing the UW-Eau Claire library while abroad. In addition, please read the entire "Academics" section of the HOSG, pages 20-23, very carefully for additional information.*

### ***Program Prerequisites***

To participate in this exchange program, you must be in good standing (academic, conduct and financial), complete required prerequisite courses, and have the minimum GPA specified (2.75 for "German for Foreigners" courses; 3.0 for total immersion in German classes).

CIE will check your standing and grades at the end of the semester prior to departure. If you are on probation, we will need to check with your host university to see if you will be allowed to participate. If you have been suspended, you will not be allowed to participate in the program.

### ***Pre-Semester German Class***

Uni Marburg usually offers a 6 ECTS (3 UWEC) credit "Studying in Marburg" pre-semester preparation course for students in the

regular exchange (not IUSP). You will receive registration information via email directly from Uni Marburg once you have been accepted. **We strongly recommend that you take this course.** The course fee is included in the exchange.

In addition to getting you comfortable with academic German prior to beginning regular classes, the courses often function as an extended orientation program and can be of great help in working through the course registration system.

### ***Registration for Classes***

See the Academics section of the HOSG for information on course selection and registration. Please note that the courses you listed on your Hessen-Wisconsin application form, and/or on the application for your host university, **are not a form of pre-registration.** They are simply an indicator of what types of courses you are interested in taking.

**Course schedules are published much later in Germany than in the U.S.** Most often they are not available until you arrive in Germany. Your registration (Immatrikulation) will take place after arrival. All exchange students are required to take a German proficiency exam. In the past, the exam has consisted of a very short section on basic German grammar and usage, a dictation, where you listen to and write, word-for-word, a text that is read to you, and a Textwiedergabe, where a text is read to you, and you write a summary in your own words. This exam determines whether you need to take German for Foreigners courses, or can take all regular university courses.

Class listings are printed in the Personal-und-Vorlesungsverzeichnis, which usually must be

purchased in bookstores. Students frequently share one copy of this book. Note that more and more universities are putting the Vorlesungsverzeichnis online. However, the list for the current semester is often not published until the semester is about to begin.

The book lists each class offered for the semester, when it meets, and who teaches the course. To find out where the class meets, you must look on the Schwarzer Brett located next to the relevant department secretary's office.

### ***Courses and Course Descriptions***

The following links take you to Uni Marburg course information:

- [Regular university courses offered in English](#)
- On Line catalog of [regular university courses offered in German](#) or English

Most departments at Uni Marburg present their course information in the same format. You will choose the “Fachbereich” you are interested in, then choose “Bachelor”. You will then find course titles. Descriptions may or may not be there.

### **International Undergraduate Study Program (IUSP) at Marburg**

- [Academic curriculum and course list](#) for past IUSP semesters are here. Again, the specific courses for Fall 2017 will not be published until very close to the beginning of the term.

### ***Types of Classes***

Classes are divided into the following categories:

- a) Vorlesung - lecture
- b) Uebung - practical exercise/lab
- c) Pro-seminar - small group

- d) Seminar - advanced small group

There is typically no online or centralized registration system. In some cases, you will need to register directly with the professor. Expect to visit a number of offices during the registration process, and always remember to ask the International Office in Marburg for advice and assistance as necessary.

### ***Registration for Exams***

In addition to registering for the class itself, **you must also register separately for the final exam for each class.** If you do not, you will not be able to take the exam and you will not get credit for the class. Sometimes you are given the option of taking an oral exam, which is very common in the German system. If you are concerned about having to produce immediate, grammatically correct, and in-depth verbal answers in the German language, many professors are open to an alternative, such as an oral presentation that you prepare in advance, or a written exam. However, it is up to you to make the request, and ultimately, it is up to the professor to decide how to give the exam.

### ***Credits and Course Load***

Exchange students are required to carry a full load (12-18 credits/semester). Hessen universities use the European Credit Transfer System, or ECTS. The conversion of ECTS credits to UW-Eau Claire credits is simple: Two ECTS credits equal one UW-Eau Claire credit.

To make sense of this: to earn 12 UW-Eau Claire credits, you will need to register for 24 ECTS credits. Classes may carry anywhere from two to 12 ECTS credits, so the actual number of classes you will take can vary a great deal.



Taking more than the equivalent of 18 UW-Eau Claire credits will result in additional per-credit charges at UW-Eau Claire.

### ***Course Equivalencies***

Because you will not know exactly what courses are being offered until shortly before the beginning of the semester in Germany, you will not know if courses you are considering have already been evaluated for credit at UW-Eau Claire.

As soon as you are registered for classes at your Hessen campus, **log in to your UW-Eau Claire online study abroad account and complete the Course Descriptions questionnaire.** You will find it at <https://studyabroad.apps.uwec.edu/index.cfm?FuseAction=Abroad.Home>. Choose LOGIN from the top toolbar and login with your UW-Eau Claire username and password. You will need to provide the following information for each of the classes you are taking:

- course title
- course number
- course description
- number of ECTS credits
- name of the department you would like credit in

This information will be forwarded to the Registrar's Office, which will communicate with the relevant department chairs. Once equivalencies have been established by all department chairs involved, the courses will be posted to the [Transfer Credit Wizard](#), and you will be able to see them there.

**Equivalency timeline:** The process of determining an equivalency can take four to six weeks or more. In other words, you will not be able to ask to have equivalencies established for

three or four courses so that you can choose which one you wish to take.

**Keep all syllabi and academic work.** Since you will register for your classes after arrival in Germany, remember to **keep your German syllabi and the work that you have done while abroad for review by relevant UW - Eau Claire department chairs in case you want to petition to have a course substituted for a specific requirement.** The German faculty, in particular, are reluctant to assign course equivalencies until they see examples of work you have done in the class.

### ***Getting Credit/Collecting the Scheine***

Unlike in the U.S., it is actually the responsibility of each university student to keep a record of their academic progress. This is done by collecting "Scheine," documents that show you have completed the required work and have taken the final exam for a specific course. **You must talk with each of your professors at the beginning of the semester to learn what you need to do to earn a Schein.** This information will not simply be given to the class, because many German students will take the class to get background information, but will not actually need credit and so will not need a Schein.

**In addition, it is your responsibility to collect your Scheine at the end of the semester by visiting each individual professor to pick it up.** You will then need to turn them in to the International Office, so that they can generate a transcript for you. Please read carefully the "Schein & Transcripts" section of the HOSG to understand the process, and ask at the International Office at your host university well before the end of the semester if you are unsure of the process.

## ***Grades***

Grades will be converted from the Uni Marburg scale as follows:

### **Marburg-IUSP & Direct Enroll**

<b>Point</b>	<b>Percentage</b>	<b>Grade</b>
15	98-100	A
14	95-97.9	A
13	90-94.9	A-
12	88-89.9	B+
11	83-87.9	B
10	80-82.9	B-
9	78-79.9	C+
8	74-77.9	C
7	65-73.9	C-
6	58-64.9	D -
5 to 0	57.9 and below	F

## ***Transcripts***

Because it is the individual student's responsibility to keep record of their academic progress, **transcripts are not automatically generated in the German university system.** Again, you will need to bring proof of each course completed, usually in the form of a "Schein," to the International Office at Uni Marburg **before leaving Germany. If you do not do this, it may be impossible for you to receive a transcript.** See details in the HOSG.

If you are asked where your transcript should be sent, **be sure to request that an original copy of your transcript be directly to the CIE at UW-Eau Claire.** The UW-Eau Claire Registrar's Office cannot accept transcripts sent directly to students.

**Plan for the future:** If the university allows you to request two original transcripts, **request that a second copy be sent to you.** This can be very important if you decide to go to graduate school, because graduate schools often require

original copies of transcripts from each university you have attended. Since there is no centralized transcribing system in German universities, it will be virtually impossible to get another original copy of your transcript later.

**Transcript delay and graduation:** Transcripts from Uni Marburg are usually not available until **two-three months after the end of the German semester.** If you are a senior and are studying abroad for your last semester, please note that the different timelines in grade reporting **will require you to delay your graduation.** The Blugold Central/Registrar's Office must receive grades within 42 days of the last day of the UW-Eau Claire semester in order to confirm your graduation that semester. For example, for May graduation in a UW-Eau Claire semester that ends on May 17, grades must be received by June 28. This is a UW-Eau Claire requirement, and our partners abroad are not expected to change their usual timelines to accommodate it.

## ***German Academic System***

Traditional higher education in Germany is very different from that in the U.S. Students are expected to learn independently and often work together outside of class to understand or expand upon the materials presented. Short quizzes and daily or weekly assignments are very uncommon. Grades are largely based on class participation, along with one major exam, paper, or oral report (Referat).

The type of classes you take generally determines the type of assessment that will be used.

- A Vorlesung (lecture) will usually have an oral or written exam.

- An Uebung (lab) grade will be based on in-class performance.
- For a Proseminar (introductory seminar), a Referat or a written term paper is usually expected.
- A Seminar (advanced seminar) may require both a Referat and a paper.

You may also notice that the Germans have a different reinforcement method than we use in the U.S. Instead of pointing out and reinforcing your correct answers and good ideas, your teacher will often point out your mistakes. Don't be surprised or feel offended if your teacher points a finger at you and says "Das war ganz falsch!" German students are used to this method from grade school on, but it often intimidates American students at first.

Another difference to note is that "student services" are a relatively unknown concept. The university is there to provide access to academic resources. It does not have the mission, common to most U.S. institutions, of "student development." University students are considered adults who will work their way through the system, asking questions when necessary. As a newcomer to the system and the culture, you will find it necessary to ask questions often!

## MONEY MATTERS

*Information about how payments are made, when they are due, withdrawal/refund deadlines, financial aid, scholarships, budgeting, and how to bring money abroad is in your Study Abroad Handbook.*

### **Cost Estimate**

You can find the most current cost estimate for your program, in easily printable format, on the

[CIE Hessen webpage](#). Be sure you are looking at the correct term. Remember that the cost estimate includes what you pay to UW-Eau Claire, what you pay to Uni Marburg, and what you pay directly to other vendors.

### **Exchange Explanation**

On an exchange program, each participant pays the costs they would normally pay at their home school. UW-Eau Claire students pay UW-Eau Claire tuition costs, and Hessen students pay their home university costs, and they switch places. The money paid by the German students is then used to pay the tuition and fees for the UW-Eau Claire students, and vice versa.

**No money is exchanged between the universities, and there is no direct monetary correlation between what you pay in Eau Claire and what you receive in Germany. What is exchanged is not actual payment, but rather benefits: you should receive the same benefits a typical German student receives, and the German student receives the benefits a typical Eau Claire student receives.**

This type of arrangement allows students to participate in programs abroad at the same basic tuition cost they would pay to attend their home university.

### **Stipendium**

Please note that when you are in Germany, you may be notified that you have a "Stipendium" for the program. Some students get very excited as they think this means they are receiving a monetary award, scholarship, or stipend. **What this means is that you do not pay the program fee there, because you have already paid the exchange fee here.** If you are confused by any correspondence from your site,

please contact your UW-Eau Claire study abroad coordinator.

### ***Hessen Refund Policy***

Hessen has earlier withdrawal deadlines than UW-Eau Claire. **There will be no tuition refunds** available if you withdraw after May 31 for fall/academic year programs, **or after October 14 for spring programs**. Other refunds (of housing payments, for example) must be negotiated directly with the host university or housing provider.

**All withdrawals must be in writing. Again, if you withdraw from the program after the above dates, you will still be responsible for paying the UW-Eau Claire program tuition fees already committed for a German student on your behalf.**

### ***Currency Exchange***

The currency of Germany is the Euro. One Euro has 100 cents. There are 8 euro coins, ranging in amount from 1 cent to 2 euros. Coins have different designs in the various countries that use the Euro. Bills range from €5 to €500 and have a standard design across countries.

The exchange rate as of December 14, 2016 was 1 euro = \$1.03098 US. You can find current exchange rates at

<http://www.oanda.com/currency/converter/>.

## **HEALTH & SAFETY**

*Additional information on these issues, as well as on CISI insurance, is included in the Health Issues and Safety Abroad sections of your Study Abroad Handbook.*

### ***German Student Health Insurance***

**In addition to the CISI insurance required by the UW-System, Hessen universities require that you purchase German Student Health Insurance.** It does not include the medical evacuation and repatriation insurance included with the CISI coverage. However, while in Germany, you do not need to worry about paying for medical services upfront.

### ***Immunizations***

You received the Centers for Disease Control recommendations on vaccinations in your online Learning Content over the summer. As noted in the content, there are very few required vaccinations anywhere in the world for travelers. Requirements can only be placed by the government of a particular country, and because such requirements often discourage tourism, governments are reluctant to establish them. However, CDC recommendations should be taken very seriously. Since many of the recommendations depend on the type of travel you anticipate doing, or the length of time you are staying, you need to consult with a doctor to determine what's best for your individual situation.

In addition to having all routine immunizations up-to-date, you can find the CDC recommendations for Germany or any other country you plan to visit at:

<http://wwwn.cdc.gov/travel/destinationList.aspx>

UW-Eau Claire's Student Health Services offers immunizations (Hepatitis A, tetanus, Hepatitis B, etc.) and health education on international travel. Contact Student Health Services at (715) 836-5360.

### ***Safety in Germany***

Information on crime, road safety, drug penalties, and terrorist activity in Germany is available online at

<http://travel.state.gov/content/passports/english/country/germany.html>.

### ***Emergency Contacts***

General emergency procedures are described in the Study Abroad Handbook and Hessen international office staff are available if difficulties arise. You will receive an emergency contact card at orientation; be sure to keep it in your wallet at all times. The information is also on the Contact Names & Addresses page of this guide.

## **REQUIRED DOCUMENTS**

### ***Passport***

*General passport information is found in your Study Abroad Handbook.*

### ***Visa***

A visa is official permission to temporarily reside in another country and is granted by the government of that country. Basic information about the current visa options for U.S. citizens for study in Germany is in the Getting to Hessen section of the HOSG, page 28. **In a nutshell, you do not need to apply for a visa to enter Germany, just have the documents listed in the HOSG with you when you arrive.** You will need to apply for a residence permit shortly after arrival.

**That said, it is your responsibility to keep up-to-date about student visa requirements for Germany, and if required, to apply for and receive a visa from a German consulate or embassy in a timely manner.** Please read the

“Visa” section of your Study Abroad Handbook for more information about what you should do to keep up-to-date on visa requirements.

## **PACKING TIPS**

*In addition to the general packing information in your Study Abroad Handbook, you should know the following about Germany:*

### ***Documents***

Please see the “Getting to Hessen” section of the HOSG for a list of documents should you pack on your person/in your carry-on for travel to Germany!

### ***Clothing & Weather***

The climate in Germany is somewhat milder than the climate in Wisconsin, but you will still want clothing for all weather. Attire at the university will be casual, with jeans and sweaters the primary clothing of choice.

General packing suggestions include taking clothing that is washable and does not wrinkle easily. Past students suggest choosing a color scheme and bringing mix-and-match clothing. Bring garments that can be worn interchangeably and that you can layer. Dark colors show less dirt when you travel.

### ***What to Pack***

You will receive a suggested packing list from your peer adviser during the semester prior to departure.

### ***Appliances***

The standard electric current in Europe is 220 volts. U.S. appliances such as hair dryers and razors run on 110 volts. If you plan to bring these appliances, you will need to buy **both a converter and plug adapters for the various**

**countries.** Travel hair dryers and razors, which are relatively inexpensive, usually are convertible and need only a plug adapter.

## ARRIVING IN GERMANY

### *Travel Arrangements*

It is your responsibility to make travel arrangements to your Marburg. Again, you will receive specific dates in your acceptance letter; you should not make your travel arrangements prior to that. A list of student-oriented travel agencies and instructions for booking a flight are included in your Study Abroad Handbook.

You will most likely fly into the Frankfurt am Main international airport. You are responsible for traveling from the airport to your host institution on your own. From the airport, you can take a train to your host city. Check rail connections at:

[http://www.bahn.de/p\\_en/view/index.shtml](http://www.bahn.de/p_en/view/index.shtml)

### *Getting to Marburg*

Uni Marburg has information on [getting to Marburg from Frankfurt](#) on their website.

The IUSP picks students up at the Hauptbahnhof (main train station) in Marburg on the designated arrival day. Students on the regular exchange will receive information about getting to their housing.

## SETTLING IN

### *Checking In*

When you arrive, you will need to bring several forms and materials to the International Office at Uni Marburg.

- Passport

- Official Letter of Acceptance from Uni Marburg (Zulassungsbescheid)
- Official Letter of Acceptance from your UW-Eau Claire (you received this at orientation)
- Proof of UW System insurance (your card, printed from the CISI portal, and a copy of the full policy)
- Receipts for any fees you pre-paid to your Uni Marburg or for your housing
- An official passport-size photo

Once you register you will receive your student ID card (Studienausweis) and coupons that prove your student status at Uni Marburg (Studienbescheinigungen). The Studienausweis and your passport will be your “ticket” (Semesterticket) for free public transportation and discounts at many stores, restaurants, and bars.

**Register every semester:** Note that if you are staying for the academic year, you must complete this process at the beginning of **each semester**. If you forget, you may have to pay additional fees.

### *Orientation*

Uni Marburg offers a multi-day orientation program, either before the beginning of the pre-semester course, or shortly before the beginning of the actual semester. You must attend one of these orientations. Find [details here](#).

The IUSP conducts its own orientation at the beginning of the IUSP semester.

### *Housing*

Your acceptance email from Uni Marburg will include details on how to request student housing via their online form.



A few students have chosen to find their own housing in shared apartments (Wohngemeinschaften, or WGs); however, you should be aware that housing in German university towns is at a premium. If you choose not to live in the dormitories, you are completely responsible for making all your housing arrangements.

German dormitories are not like their U.S. counterparts. Most have single rooms. Some have private showers in the rooms; others have sinks, with a shared bathroom down the hall. Most have a shared kitchen. If they are apartment-style facilities, there may be as many as eight bedrooms sharing the bathroom and kitchen facilities.

When you check in with the dorm secretary, you will receive a key to your room, a mailbox key, and a key for one of the cupboards in the kitchen. Once you've moved in, ask someone which refrigerator compartment (Fach) you should use. You will also receive bedding from the secretary. This usually consists of a pillowcase and sheets. A pillow and duvet (comforter) are found inside a cupboard at the head of your bed.

### ***Laundry***

Most dormitories have their own (limited) laundry facilities. They operate on special tokens (Waschmarken), which you are advised to buy in large quantities, since you cannot always find someone to buy them from when you need them.

Most German students do not use their tokens on the dryers; instead, they hang their clothes on the drying racks in the dorm bathrooms. You may want to buy your own rack after you arrive.

## ***Food***

### ***University Cafeterias***

There are no meal plans at Uni Marburg. There are two university cafeterias (Mensen). Mensa meals are fairly inexpensive (1.5 – 4 €). You will need a U-key to pay for meals at the Mensen. The red key is available at the cafeteria, where you have to pay a 5 € security deposit to get it. The key is electronically loaded with money which is deducted by computer-based cash registers every time you buy a meal.

### ***Student Residence Kitchens***

The Mensen are open very limited hours, so you may also do quite a bit of cooking in your dorm. You will be assigned a locking cupboard where you may store your food and dishes. Some kitchens are equipped with everything (pots, pans, utensils, mugs, etc), and you pay a small fee to share them with your floormates. Others have little to nothing, in which case you'll need to buy some basic dishes.

It is not uncommon for people sharing a kitchen to do some grocery shopping and cooking together. Cooking your own meals is a great way to save money and also a great opportunity to meet and make friends with the students that live on your floor. You may want to bring a few American recipes (with metric conversions!) to make for new friends.

### ***Where to Buy Food***

The major supermarkets in Marburg are:

**Rewe** - this is a big and reasonably priced supermarket not far from the university.

**Lidl** - this one's located near Rudolphsplatz, and it's the dollar store of grocery stores, if eating cheap is your thing.

**Pennymarkt** - also a very cheap food store. This is one is also very near the train station,

conveniently, but on the street heading away from the city center.

**Edeka** - just off Bahnhofstraße (the street that leads from the train station). It's kind of hidden, but look down side streets **to the right** as you're walking away the station and you'll find it. Edeka is one of the better stores to find *Bio* (organic) products.

Don't forget your REUSABLE BAGS! You can purchase a reusable bag from the store, otherwise they will charge you for a paper bag.

In addition, most drink receptacles have "Pfand," or return deposits. This means most bottles and cans can be returned for cash. If the bottle has the "Pfand" logo, don't recycle them. Bring them back to the grocery store, put them in the Pfand machine, and cash in your receipt at the register!

### ***Restaurants***

You'll also want to eat out, at least occasionally. Things to keep in mind:

**Water:** Germans love their sparkling water. When you go to a restaurant and ask for water, that's what you'll get, and **it isn't free**. If you want tap water, ask for "Leitungswasser."

**Silverware:** Fork in the left hand, knife in the right, and try to not put them down between bites! You'll get used to it.

**Special Diets:** If you're vegetarian, or have diet restrictions, German restaurants have vegetarian and sometimes gluten free dishes and will often accommodate you by making a dish without meat or with a wheat alternative.

**When you're done:** put your fork and knife parallel across your plate to signal the waiter/waitress that you're done eating.

**Etiquette:** Europeans enjoy sitting for long periods of time to enjoy a meal or drink, and the staff in their restaurants typically won't be in a rush to get you out (unless they're closing for the night).

**Getting the bill:** You'll need to ask for your check ("Zahlen, bitte") and you normally pay the waiter directly at your table. People often split the bill, so be able to tell the waiter what you ordered.

**Tips:** in Austria and Germany, waiters and waitresses don't depend on tips to complete their salary, but it's still important! It should reflect the quality of the service. A good general rule is to round up to the nearest Euro or two with good service, and maybe a few more if the service was excellent. **For example:** if you have a bill of 11,30€ - just give the waitress 12€ and say "Stimmt so," which means you don't want change.

BUT: if you have a bill of say, 15,80€ and want to give 17€ but only have a 20€ note, give the waiter/waitress 20€ and say "Drei zurück, bitte." They will then keep the 1,20€ tip.

## **GETTING INVOLVED**

There are many opportunities to get involved in Marburg. Advance planning is key! Here are some suggestions from Uni Marburg.

### ***Tandem Language Partners***

A "tandem" partner is a German student who is looking for a German/English language exchange. Because German students will be on semester break during your first few months in Marburg, it is strongly recommended that you try to connect with someone in advance. To do so, visit this website:

[http://www.uni-marburg.de/sprachenzentrum/sprachen-tandem/index\\_html-en?set\\_language=en](http://www.uni-marburg.de/sprachenzentrum/sprachen-tandem/index_html-en?set_language=en)

### ***Posted Announcements***

If you look around while in Marburg, there are often advertisements posted in the university buildings by German students who are looking for someone that they can practice their English with, and the English speaker can practice their German. They can arrange meetings around their own schedule as they please.

### ***Church Services***

For those who are interested, past students have also attended church services and had a lot of success getting involved with activities through people they met there.

### ***University & Community Organizations***

A few other examples of activities that past students have been involved with include the university band, intramural lacrosse, and dance lessons at a local dance school. University students are constantly standing outside of the Mensa handing out flyers for upcoming events. You just have to keep your eyes open and not be afraid to try new things.

### ***Going Out***

Note that the culture surrounding going to a bar is very different in Germany than it is in the U.S. The primary purpose is to talk with friends and meet new people. You may have a drink while you are there, non-alcoholic is always an option, but the focus is not on the drinking. It is rare for a German student to be drunk in a public venue.

## **COMMUNICATION**

*Information on accessing/forwarding your UW-Eau Claire email address and on using your computer for international phone calls (SKYPE) is in your Study Abroad Handbook.*

### ***Internet***

Only about half of the dorms provide Internet access. **Plan on NOT having it and be pleasantly surprised if you do.** If your dorm is connected, you will have to pay a fee for service. If it is not, it is very common that students on your floor will have a Wi-Fi router. Past students recommend that you ask around your floor or post a sign in the lobby, asking if anyone has Internet. If you find someone, you just pay them 5-10€/month to share their internet with you. Otherwise, the academic buildings all have free Wi-Fi.

### ***E-mail***

There are computer labs in the library and in various other departments. You must use your Uni Marburg account to log in.

### ***Snail-mail***

International airmail takes seven to ten days to cross the Atlantic in either direction.

### ***Telephone Information***

You will not have phones directly in your rooms, but public phones or phone booths can be found in common rooms or outside the dorms. Some take coins; others only take phone cards. See individual university web sites for details.

**From the U.S. to Germany:** If you want to call someone in Germany before you arrive, you must first dial 011, which is the international dialing code. Next, you dial 49, the country

code for Germany, then the city code, and the rest of the number.

## **CULTURAL NOTES**

### ***Greetings & Good-byes***

Germans are used to greeting and taking leave of one another. When you meet someone on the street or at a meeting, first you shake hands, greet the person and make polite inquiry about the person's everyday life. (Did you have a good trip to school? Did your test go well yesterday?) Then you can get on to business.

When you take leave, you again shake hands and say a few words of departure. (Have a good evening. Have a good trip home. My regards to your parents.)

### ***Punctuality***

This is a stereotype, but Germans, in general, are punctual. One can almost always count on a German to arrive on time or a little early to an appointment or date. If you have an appointment for a certain time, be there a few minutes early. If you are late, even by a few minutes, apologize and give the reason for your tardiness. Being late shows a lack of respect for the other person.

### ***Tell It Like It Is***

Some German customs may take you some time to get used to. One common trait is the tendency to be quite direct at times. (This tendency also exists in parts of the U.S., although not in the Midwest.) Try not to feel insulted or that you're not liked if someone tells you something you wouldn't have mentioned to them. To many Germans, it is just an observation to say that you look like you've gotten fatter, or that they think you're lazy

because you don't spend enough time on homework.

### ***Crossing the Street***

Learn to wait at the sidewalk until the green man on the traffic light appears before you cross the road, regardless of traffic. Otherwise, you may find yourself in a situation where you have to test your German with the police.

### ***Store Hours***

Unlike in the U.S., retail employees in Germany are entitled to working hours similar to everyone else. Some stores and banks are closed from 12:00 noon to 2:00 p.m. for lunch. They may also close as early as 4:00 or 6:00 p.m. Some offices close at noon every day except one or two days a week. Stores and offices are usually closed Saturday afternoons and Sundays. This requires you to plan ahead for your shopping.

## **TRAVEL WHILE ABROAD**

*See additional travel information in your Study Abroad Handbook.*

### ***Train Travel in Germany***

Check out the Deutsche Bahn web site at <http://www.bahn.de/p/view/index.shtml/> for the best train deals within Germany.

If you plan to travel within Germany, you can buy a "Junior Bahncard." It gives you 50% off the ticket price in Germany and is valid for a year from date of purchase. The "Schoenes Wochenende" ticket is another money-saving option. Details on the web site!

### ***Bus Travel in Germany***

Long distance, or coach, buses, are not as quick and accessible as the train but do tend to be less expensive. Details here:

<https://www.flixbus.com/>

# WEB RESOURCES: HESSEN

Government	Travel / Culture	Country
<b>Political Resources:</b> <b>Germany</b> <a href="http://www.politicalresources.net/germany.htm">http://www.politicalresources.net/germany.htm</a>	<b>All About German Culture</b> <a href="http://www.germanculture.com.ua/">http://www.germanculture.com.ua/</a>	<b>Germany</b> <a href="https://www.cia.gov/library/publications/the-world-factbook/geos/gm.html">https://www.cia.gov/library/publications/the-world-factbook/geos/gm.html</a>
<b>Political Resources:</b> <b>European Union</b> <a href="http://www.politicalresources.net/eu.htm">http://www.politicalresources.net/eu.htm</a>	<b>German Culture</b> <a href="http://www.medknowledge.de/germany/general/german_culture.htm">http://www.medknowledge.de/germany/general/german_culture.htm</a>	<b>Destination: Germany</b> <a href="http://www.lonelyplanet.com/destinations/europe/germany">http://www.lonelyplanet.com/destinations/europe/germany</a>
	<b>German Language</b> <a href="http://en.wikipedia.org/wiki/German_language">http://en.wikipedia.org/wiki/German_language</a>	<b>Map of Germany</b> <a href="http://www.lib.utexas.edu/maps/germany.html">http://www.lib.utexas.edu/maps/germany.html</a>
	<b>Jugendherberge</b> <b>Deutschland: Hostels</b> <a href="http://www.jugendherberge.de/">http://www.jugendherberge.de/</a>	<b>About Germany</b> <a href="http://en.wikipedia.org/wiki/Germany">http://en.wikipedia.org/wiki/Germany</a>
	<b>Deutsche Bahn AG</b> <a href="http://www.bahn.de">http://www.bahn.de</a>	



### ***Contact Information***

<p style="text-align: center;"><b>MARBURG, Regular Exchange</b></p> <p style="text-align: center;"><b>IUSP Marburg</b> Cornelia Janus, Managing Coordinator <b>Anne Poser</b>, Academic Coordinator Philipps-Universität Marburg International Office International Undergraduate Study Program (IUSP) Deutschhausstr. 11+13 35032 Marburg, Germany Phone: +49 (0)6421 / 28-26191* Email: <a href="mailto:iusp@uni-marburg.de">iusp@uni-marburg.de</a></p> <p>* If calling from inside Germany, drop the "011-49", add a "0", and dial the rest of the number.</p>	<p style="text-align: center;"><b>MARBURG, IUSP</b></p> <p><b>Philipps Universität Marburg</b> <b>Veerle Waterplas</b> Inbound Exchange Student Adviser Philipps-Universität Marburg International Office Deutschhausstr. 11+13 D-35037 Marburg Phone: +49 (0) 6421 28-20, Studifon +49 (0) 6421 28- 22222* Email: <a href="mailto:veerle.waterplas@verwaltung.uni-marburg.de">veerle.waterplas@verwaltung.uni-marburg.de</a> <a href="mailto:international@uni-marburg.de">international@uni-marburg.de</a></p> <p><b>Hessen-Wisconsin Exchnage Office</b> Dr. Margot Schneider-März Head of Hessen-Wisconsin Exchange Justus Liebig Universitaet Giessen International Office Goethestr. 58, Room 229 35390 Giessen Phone: +49 (0)641 99 12170/46/47* Fax: +49 (0)641 99 12133 Email: <a href="mailto:margot.schneider-maerz@admin.uni-giessen.de">margot.schneider-maerz@admin.uni-giessen.de</a> Office hours: Monday - Friday: 08:30-12:00</p>	<p style="text-align: center;"><b>UW-EAU CLAIRE</b> <b>Center for International Education</b> <b>Cheryl Lochner-Wright</b> <b>Study Abroad Coordinator</b> 3 Schofield Hall University of Wisconsin-Eau Claire Eau Claire, WI 54702 Phone: (715) 836-4411 Fax: (715) 836-4948 Email: <a href="mailto:lochnecb@uwec.edu">lochnecb@uwec.edu</a></p> <p style="text-align: center;"><b>After Hours Emergency</b> (715)577-9045</p> <p>If you have an after-hours emergency, please call University Police at the number above. Calls can be made to this number 24 hours a day. You may get an answering machine; however, an officer is alerted as soon as you have left your message. Be sure to give the officer the phone number you can be reached at, as well as what type of assistance you require.</p>
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# Hessen: Wisconsin Exchange Program

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Wisconsin Student Manual

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[www.wisconsin.hessen.de](http://www.wisconsin.hessen.de)

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Last Updated: April 2014

# WELCOME TO THE HESSEN-WISCONSIN EXCHANGE!

(note: only those parts relevant to 2016-2017 UW-Eau Claire participants are included)

## SEMESTER & YEAR STUDY OPTIONS AND PRACTICAL INFORMATION BY INSTITUTION

Course selection, academic calendars, orientations and other practical information can be quite different at each institution in Hessen. Each Hessen institution has its own website, just as each UW System institution has its own website, where this type of information can be found. In addition, there is a [website dedicated specifically to study in Hessen in general](#).

## ACADEMICS

### *European Credit Transfer System (ECTS)*

ECTS, or the European Credit Transfer System, is used across Europe to calculate course credit. This system is quite different from the U.S. system and takes into account classroom hours, study hours, project hours and potentially other hours which may be spent on the course outside of class.

Your home institution will determine the number of transfer credits awarded for each course you take in Germany. Be aware that the number of transfer credits you receive for courses taken in Germany will be substantially lower than the number of ECTS credits you receive for the same course in Germany.

### *Course Load*

***The Hessen-Wisconsin Exchange requires full-time enrollment while studying abroad.***

### *Proposed Study Program & Learning Agreement*

When you first apply to study in Hessen, you will be asked to complete and submit a **Proposed Study Program**. Hessen administrators use this information only to be sure that you are choosing a reasonable set of courses which *may potentially* be offered over your study period.

Upon arrival in Hessen, you must choose courses and may be asked to complete a **Learning Agreement**.

Because German institutions don't have a centralized course enrollment system, this Learning Agreement is your guarantee to both your host institution and your home institution that you plan to attend, complete and take exams for the courses as indicated on the form.

If required by your host institution, the agreement must be signed by your home institution study abroad advisor and the designated person at your host institution. You should keep a copy of this Learning Agreement for yourself and may be required to submit a copy to your home institution International Office of Transfer Student Coordinator as well.

## Course Selection

As in the U.S., students may only choose courses for which they are academically and linguistically prepared. This means that, as in the U.S., you may not register for courses if you do not meet the course pre-requisites. When reviewing course lists, pay special attention to any prerequisites based on prior learning requirements or on number of completed years of university.

While the German system is set up to allow for course registration just prior to the first day of classes, in order for you to ensure proper transfer of credit to your home institution and to remain on track for graduation, you will need to know what courses you may be able to take abroad much earlier.

The best course selection strategy is as follows:

1. Prior to selecting a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice host institution, use past course schedules as posted on the web to determine whether or not the course array you need is, in general, offered. It's best to ultimately choose an institution which could potentially offer many more course options than you need so that if specific courses aren't offered over your term abroad you don't find yourself without backup options. It's never a good idea to rely on the offering of one or more *particular* courses.
2. Depending on your home campus policies, at this point you may need to complete a process to secure prior approval for transfer of courses you plan to take abroad. You may be asked to secure prior approval for many more courses than you actually plan to take to provide flexibility when you are abroad.
3. A few weeks prior to leaving for Germany, begin checking for the semester course schedule. If the course schedule is available, begin researching course options. Check to be sure that pre-approved courses are being offered. Know the course descriptions and which courses are your first, second, and third choices. If you find additional courses of interest, you may be able to get these pre-approved for transfer before leaving for abroad (depending on the timing!).
4. If the course schedule isn't available prior to your departure for Germany (it's very likely that it won't be), plan to use your time during orientation (*Einführungswoche*) in Germany to do this research. During this time a peer advisor or an advisor from the international office at your host institution may also help you design your schedule (timetable) and find courses appropriate for exchange students.

## Course Enrollment

Germany has very strict laws related to students and the sharing of data, which leads to significant differences in the administration of education from the U.S. system. For example, registering for courses is very different in Germany. This process will call for a bit of flexibility on your part as you simultaneously manage both course enrollment and course transfer between two very different systems.

1. You will not be "registered" for any classes prior to arriving in Germany. Bring a list of all pre-approved courses with you to Germany so that you remember what to take!
2. At the beginning of each semester, you may be able to begin taking many more courses than you plan to complete (and perhaps may be required to sign in or register directly with each professor, depending on the institution). This is a great opportunity to get to know your professor, to work out your course

schedule, and to really know whether a course will interest you. Use this time to communicate with your home campus in relation to courses which were not pre-approved for transfer earlier.

3. Then, after a specified period of time (check with your host campus international office on this), you may be able to narrow down your course selection.
4. Once you have decided which courses you will attend for the rest of the semester (or by your host campus's specified deadline), **submit your Learning Agreement** to the International Office at your host institution (or follow alternative procedures if no Learning Agreement is required). You should also ask about the procedure for obtaining transcripts and dropping courses at this time.
5. At some point during the semester, you will need to enroll or register to take your final exams – you will enroll for each exam individually. This step isn't optional! If you don't enroll to take the exams, you won't be allowed to sit for the exams and you won't receive credit for your courses.

There typically is no online registration system, although some schools have begun to move in that direction. If you find a course that requires registration directly with the professor, email the professor or speak to him or her **by the first day of classes** and introduce yourself as an exchange student. If you experience difficulties getting the courses you need, visit the advisors in the International Office at your host institution for help.

Although this system is different than what you are used to, remember to stay flexible. In the end you may appreciate the fact that this registration system allows you to find a schedule that best fits your needs and helps you to find professors with styles of teaching and accents that work for you.

### ***Exams***

Exams given in Germany may be written exams or may be oral exams. If a professor offers an oral exam and you would prefer a written exam, you *may* be able to negotiate a written exam with the professor. "May", however, is the operative word here! Final decisions on how an exam is given are always made by the professor.

### ***Course Transfer***

In order to transfer courses from Germany to your home institution, you will need to collect and submit a *Schein* to your *HOST* institution international office for each completed course. Courses for which you don't collect and submit a *Schein* to your host international office ARE NOT TRANSFERRABLE.

### ***Scheine & Transcripts***

Just as in the U.S., courses can be taken for credit or not for credit. Unlike in the U.S., however, it is the student's responsibility to understand what must be completed, both in terms of workload and in terms of testing, to receive credit for a particular course.

To ensure that you receive credit for the courses you take, introduce yourself as an exchange student (*Austauschstudent*) to your professors on the first day of classes or, if not possible on day one, within the next few days. Discuss the work you will need to complete in order to receive credit for the course. Make it clear that what you are working toward is receipt of a *Schein* for the course.

A *Schein* is documentation that shows that you have both completed the coursework and taken the final exam for a *specific course*. *Scheine* are then collected from each professor by the student, submitted to the International Office by the student, and transcribed onto an official transcript.

Remember – if the host institution you attend doesn't have a central course registration system, then there is no automated system for recording coursework on a transcript. Collecting your *Schein* and submitting them to the International Office is ultimately your responsibility; and, your ability to transfer courses to your home institution depends on this. **If you leave Germany without having completed this very important step, it may be impossible to receive a transcript.**

You may not be able to earn a *Schein* for your pre-semester German language courses. If this is the case, these courses also cannot be entered onto your official transcript. In cases where a *Schein* is not given, you will either receive **a certificate with a grade () or a certificate of attendance with no grade ()**. Your home institution will determine whether or how courses which cannot appear on the German transcript may be transferred back to your home institution.

Please note that some institutions are moving away from the *Schein* system during other study periods as well. If this is the case at your host university, be sure that you understand at the beginning of the study period how to obtain a record of your courses, grades, and credits at the end of your study period.

#### Beginning-of-Semester Process

1. Be aware of procedures on your home campus for transfer of courses. For example, you may be required to provide supporting documentation such as course descriptions or a syllabus. Whether you think you'll need this or not, ALWAYS KEEP THE SYLLABUS YOU RECEIVE ON THE FIRST DAY OF CLASS AND BRING THIS BACK TO THE U.S. WITH YOU. You don't want to find out too late that this is the only place where information that may be required upon your return is located.

#### End-of-Semester Process

1. If you take a pre-semester German language course, and IF a *Schein* can be earned in this course, collect your *Schein* from your German language instructor at the end of this course. Don't wait until the end of the full semester!
2. At the end of the full semester, visit each individual instructor to collect your *Schein*; you may need to collect quite a number of these depending on the number of courses you're in.
3. Take all of your *Schein* to the International Student Coordinator/ Advisor at your host institution and request that a transcript be mailed to your home campus. You should provide the CORRECT mailing address for the CORRECT office; don't just guess! If you aren't sure who receives transcripts for transfer credit on your home campus, ask your home campus international office!

In general, *Scheine* will include:

- Student name
- Course title



- Type of course, lecture or seminar (Vorlesung/Seminar)
- Professor's name
- Year and semester
- Number of hours per week
- How the Schein was earned, exam, homework, presentation (Klausur, Hausarbeit, mündliche Prüfung)
- Grade

## APPLICATION

### *Application Process*

- 1 Submit all of the "Application Materials" to your home institution international office by your home institution's specified deadline. Hessen considers all applicants simultaneously and makes placements all at once. Therefore, late applications are not accepted.
- 2 Once you are placed, you will receive an acceptance email and instructions on further application requirements directly from your hosts. Acceptance emails are typically not sent earlier than the dates listed below. Some institutions may send emails later than this. To find out when acceptance emails are sent from your particular host institution, contact your host institution.

July	For Winter (fall) Semester
October	For International Winter University (IWU; January)

- 3 Complete all additional requirements by the deadlines stated in your host institution acceptance email. These documents/responses will be due either directly to your host institution or to your home institution international office; as each UW System institution handles this differently, be sure to check with your international office well in advance.
- 4 All correspondence related to further program detail will come directly from your host institution.

### *Timing the Student Exchange*

Be sure to indicate the correct term on your application, or you may be enrolled for the wrong time period AND delay the application process!

	<u>U.S.</u>	<u>Germany</u>
Fall Semester	→	Winter Semester/Wintersemester (WS)
Spring Semester	→	Summer Semester/Sommersemester (SS)
Fall Interim; J-term	→	International Winter University (IWU)
Summer	→	International Summer University (ISU)

For example, if you intend to study over summer but enroll in Sommersemester, your application will be forwarded to the office that accepts semester-long exchange students rather than to the International Summer University office. Your application will be delayed because of this – and you may be processed for the incorrect time period.

Before choosing a term, CONSIDER THE TERM START AND END DATES FOR YOUR PARTICULAR INSTITUTION! Except for the IUSP, the German WS runs late into the Wisconsin spring semester; therefore, it is often not possible to begin a one-semester-only exchange (except IUSP) in fall. Students exchanging in fall must plan to graduate at the end of fall semester, must exchange for a full year, or must take spring semester off.

## CONNECT WITH RETURNING PEERS

[Young Ambassadors](#) are undergraduate students from North America who have recently studied in Germany. These students are dedicated to promoting study in Germany and have been selected to answer your questions. Find someone who studied where you want to go or who specializes in your field and ask them whatever you want to know about study or research in Germany!

## INTERNSHIPS

[RISE](#) (Research Internships in Science and Engineering) gives North American Biology, Chemistry, Engineering, Geology and Physics students the chance to spend a summer working with German doctoral students on serious research projects. The doctoral students help integrate the undergraduate directly into the lab work and serve as personal and professional mentors. The application deadline is in early February.

## WORKING IN GERMANY

Work permits for paid positions are normally issued only to people with completed degrees, making the prospect of obtaining a work permit by people without degrees extremely unlikely. You should not plan to work while you are studying in Germany.

## TUITION, FEES AND PROGRAM-RELATED EXPENSES

### *Tuition and Fees*

***Hessen-Wisconsin Exchange students pay tuition to their home institution and do not pay tuition to their host institution.***

- The minimum number of credits on which tuition is paid for a semester program is 12.
- The minimum number of credits on which tuition is paid for a January or summer program is 6.

- Wisconsin students do not pay segregated fees, differential tuition, municipal fees, United Council fees or other similar fees to their home campus. Instead, Wisconsin students pay the equivalent of these types of fees directly to their German host institution.

### ***Program-related Expenses***

***Use your host institution's web pages and the cost sheets from your home institution to estimate your expenses.***

- Keep in mind that costs differ from institution to institution. The cost estimates given below are not accurate estimates for YOUR program; these are simply GENERALLY what the costs are for many institutions. **You may need to spend significant time on your host institution's web pages in order to get an accurate estimate.**
- Keep in mind that exchange rate calculations can and often do vary radically over time (even over short periods of time). Complete your initial cost estimate using an exchange rate that is 10%-13% higher than the interbank rate available from [xe.com](http://xe.com).
- If you plan to study abroad for one month or less, update your estimates just prior to travel using the exchange rates in effect at your time of travel.
- If you plan to study abroad for a semester, update your estimates just prior to travel using an exchange rate that is 5%-8% higher than the interbank rate in effect at your time of departure.
- If studying abroad for longer than a semester, update using an exchange rate that is again 10%-13% higher than the interbank rate in effect at your time of departure.

## **GETTING TO HESSEN**

### ***Visa***

A visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that makes it possible for the bearer to visit that foreign country. U.S. citizens in possession of a valid passport do not need to apply for a visa to enter Germany. U.S. citizens planning to study in Germany for a semester or year need to apply for a Residence Permit, in person, either before or after entering Germany.

### ***Residence Permit (semester & year)***

All students who plan to study for a semester or longer must apply for a Residence Permit to study in Germany. There are two ways to apply:

- Students may enter Germany on the visa waiver program, without applying for a visa in advance of travel, and then **apply for a Residence Permit just after arrival**. However, students who arrive in Germany without the proper documents in hand will find this to be a very difficult process. Read through the list of required documents below very carefully!
- Students who have a *specific* housing assignment, substantiated by a housing contract sent by the German host institution, well in advance of travel may **apply to the German Consulate in Chicago for a Residence Permit before leaving the U.S.** However, you will need a minimum of 3-5 months to

complete the process and you will be required to appear at the German Consulate in Chicago IN PERSON. To apply prior to travel, see the [German Missions in the United States](#) for application and process details.

### **Residence Permit Application Checklist**

With the exception of one document listed below, you need these same items whether applying PRIOR to travel or applying AFTER arrival in Germany.

- ☐ Original [Application for a Residence Permit](#), including the declaration
- ☐ 1 photocopy of the Residence Permit Application, including the declaration
- ☐ 3 copies of your acceptance letter from your German host institution (this is not the same as an acceptance letter you may have received from your home institution)
- ☐ A copy of your Housing Contract showing your German Address
- ☐ 2 passport photos (strict requirements, see details on the [German Missions in the U.S.](#) website)
- ☐ Your original, signed passport
  - your passport expiration date must be at least three months AFTER your intended DEPARTURE DATE from Germany
  - your passport MUST contain at least TWO blank VISA pages (please note that the NOTES pages at the end of your passport CANNOT substitute for the two blank VISA pages).
- ☐ 2 copies of the passport data page (the page with your picture)
- ☐ If you are NOT a U.S. citizen, you must also submit your original, unexpired US alien registration card or valid US resident visa (type A, E, F, G, H, I, J, L, O, R) PLUS two copies
- ☐ Evidence that you have sufficient funds to support yourself while living in Germany. Documentation will include one or more of the following:
  - A *notarized* bank statement dated just prior to your application for a Residence Permit. Your bank and your university should both have notaries. If using a campus notary, contact the notary first to ask whether you should print the statement first and then bring it in for signature, or whether you must log in to your account and print the statement in front of the notary.
  - If the name on the bank account is not your name, you must also submit a notarized letter from the bank account holder stating the specific dollar amount that is dedicated to your study in Germany.
  - Documentation from your Financial Aid Office which clearly shows the amount of funding you have specifically for your stay in Germany. It is recommended that you also get this notarized.
  - Copies of any grant or scholarship awards you have received which are specifically for your study in Germany or which you can show may be used toward your study in Germany.
- ☐ 2 additional photocopies, after notarization, of EACH AND EVERY INDIVIDUAL financial document.
- ☐ ONLY IF APPLYING PRIOR TO TRAVEL: Your driver's license and/or very recent utility bill in your name and clearly showing that you live in the state of Wisconsin. If you don't live in Wisconsin, check the

[German Missions in the United States](#) website to see whether you can apply through the Consulate in Chicago or whether you must apply through a Consulate which serves your region of the U.S.

- ❑ Verification of Valid Health Insurance. Hessen institutions require purchase of German health insurance, which is normally facilitated after arrival in Germany. Alternatively, students may purchase health insurance in advance of arrival in Germany through one of the following public health providers in Frankfurt (Hessen):
  - Allgemeine Ortskrankenkasse (AOK)  
Wildunger Str. 1, 60487 Frankfurt  
Phone: 069/714 496 810  
[www.unilife.de/hess/rd/index.htm](http://www.unilife.de/hess/rd/index.htm)
  - Barmer Ersatzkasse (BEK)  
Kurt-Schumacher-Str. 30-32, 60313 Frankfurt  
Phone: 069/216 714 70 Email: [frankfurt@barmerd.de](mailto:frankfurt@barmerd.de)
  - Deutsche Angestelltenkrankenkasse (DAK)  
Zeil 53, 60313 Frankfurt  
  
Phone: 069/739 147 50  
Email: [service753000@dak.de](mailto:service753000@dak.de).
- ❑ Residence Permit fee (approximately €110 as of May 2014)

### ***Booking Your Flight***

Program dates listed on Hessen web sites may be the dates you should plan on arriving at and departing from your university OR the dates on which your classes begin and end. You may not know your official arrival date until just a few months or, in some cases, just a few weeks prior to travel. Hang in there and don't jump the gun!

- Don't book your flight until you have received official acceptance directly from your host in Germany (this is in addition to the official acceptance you may receive from your home campus) AND until after your host has sent your official arrival and departure dates to you.
- Don't plan to arrive in Hessen prior to your program start date or depart from Hessen after your program end date, unless you are prepared to find and pay for housing on your own.
- If your hosts haven't yet confirmed the official arrival date and you're feeling a bit panicky about booking your ticket (the American in you may feel that the institution is taking you to the wire on this!), contact staff at your host institution to ask about arriving on the first day of your housing contract (but not on a weekend as there won't be anyone to get you a key). You may have housing contract dates before you have the official program start date.
- If you have housing available to you prior to your program start date or are prepared to find and pay for your own housing, arriving in Germany a day or two ahead of the beginning of your program could be immensely helpful. It is challenging to fight jet-lag while trying to keep up with the information offered

in orientation. Many of the Europeans attending do not have problems, but for those coming from across the pond, an adjustment period is advised. If you are participating on an IWU or ISU, it is also a great way to get some pre-program travel in, as the rigorous academic schedule does not allow for much time on weekends for independent travel.

Still waiting on your program start and end dates? Your best course of action is to remind yourself that while in Germany you'll be doing as the Germans do and you may as well get a head start on this before you travel. Your official program start date will arrive in plenty of time for you to book your airline ticket, even if it feels to you as though you're receiving this at the 11<sup>th</sup> hour.

### ***Getting from the Airport to Your Host Institution***

Students must travel from the airport to their host institution on their own.

If a Buddy Program is offered, students who request a buddy AND make arrangements with their buddies well in advance can be met at the train or bus station in their HOST CITY (not at the airport). The buddy can often (if arrangements are made well in advance) also help you get from the train or bus station to your accommodation and then get checked in.

Public transportation in Hessen is mainly by bus or high-speed rail; the type of transportation available to you will vary based on your destination and the time of day of travel. Do your research well in advance so that you know how you will get from the airport to your host city. Know where to buy a ticket; how and when to validate your ticket; how, when and where to board your train or bus; and during what hours the transportation you are relying on runs. Plan to arrive in Germany on the earliest flight possible just in case there is a flight delay or you find that it isn't as easy (or efficient if you haven't tried this before) to use the public transportation as you had anticipated. Arriving early keeps you from having to solve transportation issues in the dark and gives you time to make mistakes, miss trains & busses and still get to your destination on time.

Have a back-up plan in place before you travel! Your back-up plan should include knowing what hotels are available near the airport or train station (probably in Frankfurt), how much they cost, what the phone number is (as dialed from within Germany) and how to hail a taxi (have the address written down and handy just in case you need to show this to the driver. Be aware that the hotels directly across the street from the main train station in Frankfurt, while cheap, are also in a condition (and in a neighborhood) which may be intimidating to most travelers. Have enough EURO on you to take (and pay for) a taxi a bit further away from the station and to stay in (and pay for) a decent hotel.

### ***What to Bring to Hessen***

- Your passport, with an expiration date of a minimum of three months PAST your intended RETURN DATE from Germany.
- Your official Letter of Acceptance from your HOST institution (you may be asked to present this to border officials when entering Germany).
- Your official Letter of Acceptance from your HOME institution (this may be useful documentation at the border when entering Germany).



- A document showing that you have a minimum of EUR 500 per month for the number of months you plan to spend in Germany. Acceptable documentation includes one or more of the following: scholarship or grant letter, a financial aid statement, or a bank statement (you are almost certain to be asked to present this to border officials when entering Germany).
- ALL documentation required to apply for your Residence Permit (if you didn't apply for this prior to travel). See the section on "Residence Permit" in this guide for details.
- Copies of all correspondence, including rooming information, resource guides and receipts, you receive from your host institution.
- Contact information for both your HOST and your HOME campus. Have this on your person when you travel; you may need to include contact information on your customs declaration form, which you complete while on your international flight to Germany.
- At least four passport photos; you'll use these for your Residence Permit application (if you haven't already applied for and received your Residence Permit) and potentially for various other documents and IDs when you arrive in Germany.
- Your student ID card from your HOME institution.
- Cash
  - Enough money *in cash* to pay the first and last months' rent as well as your housing deposit. Refer to your cost estimate worksheet for totals.
  - Additional cash for transportation and other needs from the airport to your destination in Hessen and your first few days' expenses. Again, refer to your cost estimate worksheet for totals and carry extra just in case you need to cover an extra hotel night due to flight delays or missed trains/busses upon arrival.

You do not need a visa if you are a U.S. citizen, but you will obtain a residence permit when you arrive in Germany. The International Student Office at your host institution will assist you with this process.

## STUDENT LIFE IN HESSEN

### *Registering in Person at Your Host Institution*

When you arrive at your host institution, you must go to the International Office to announce your arrival. There will be some forms you will need to fill out, and you will need to bring with you:

- An official passport-size photo
- Your passport
- Your official Letter of Acceptance from your HOST institution (*Zulassungsbescheid*)
- Your proof of UW System insurance (your card, printed from the CISI portal, and a copy of the full policy)
- Receipts for any fees you pre-paid to your Host Institution or for your housing
- Your official Letter of Acceptance from your HOME institution

Once you register you will receive your student ID card (*Studienausweis*) and coupons that prove your student status at the host institution (*Studienbescheinigungen*). The *Studienausweis* and your passport will be your “ticket” (*Semesterticket*) for free public transportation and discounts at many stores, restaurants, and bars.

You will need to re-register at the beginning of each semester you stay at your host institution, and you may have to pay additional fees if you forget to re-register.

## ***Insurance***

### **If participating on a semester- or year-long program...**

You will have both Cultural Insurance Services International (CISI) insurance through UW System and German health insurance through Hessen. Both are mandatory and both policies offer a unique set of insurance coverage; the CISI policy extends well beyond standard health insurance.

You should familiarize yourself with the details of your CISI insurance coverage prior to traveling.

Staff or students in the International Office at your host institution will help you obtain the appropriate German Health insurance during orientation week; however, it is ultimately your responsibility to enroll in a German health insurance program and to cover the monthly premiums while you are in Germany. You will receive more information about obtaining German insurance from your host institution.

## ***Entertainment***

Many Hessen institutions offer extra-curricular learning opportunities like field excursions and cultural experiences. Take advantage of these opportunities!

On your own, there will plenty to keep you busy outside of your classes. Watch or even participate in sporting leagues (long-term study programs only) and events, visit museums, festivals, gardens, parks, restaurants and cafes, and become involved in campus activities.

Excellent public transportation makes exploration around your community, Germany and other European countries easy. Take advantage of the many opportunities available and enjoy your time in Hessen!

## ***Facebook***

Talk to German and American students who have already participated! Log in or set up an account to use this to get connected to current and past Hessen-Wisconsin participants from both sides! Search for and request being added to: Alumni Hessen-Wisconsin Academic State Program

[www.facebook.com](http://www.facebook.com)

## ***Philipps-Universität Marburg***



[http://www.uni-marburg.de/index\\_html-en?set\\_language=en](http://www.uni-marburg.de/index_html-en?set_language=en)

### *About the University*

The University of Marburg was founded in 1527 as the first protestant university in the world. Situated in one of the most scenic medieval towns of Germany, with about 80,000 inhabitants, an old saying but one which still applies is: other towns have a university, Marburg is a university.

The University of Marburg has traditionally a strong international commitment. This is demonstrated by the numerous bilateral exchange agreements within Europe and throughout the world and by the high number of international students. The University of Marburg offers 85 subjects in almost all fields of the liberal arts and sciences including economics, business, law, medicine and dentistry. There is a strong commitment to international students. To encourage more students from abroad to study in the federal state of Hessen, in 1999 the University of Marburg started the first Hessen International Summer University (ISU).

Founded: 1527      Students: 20,361      Foreign Students: 2,170      Professors: 294

### **Departments**

Law, Business Administration and Economics, Social Science and Philosophy, Psychology, Theology, History and Cultural Studies, German Studies and History of the Arts, Foreign Languages and Cultures, Mathematics and Computer Science, Physics, Chemistry, Pharmacy, Biology, Geography, Medicine, Education

