Dear Erasmus Students,

I cordially welcome you to the Albert Ludwigs University in Freiburg.

We are delighted that you have chosen Freiburg and our university for your studies. Freiburg is undoubtedly one of the most popular places to study in Germany. This is due in part to the quality of its academic programmes, but also to the proximity of the university to France, Switzerland, and the Black Forest.

In addition to academic excellence the University of Freiburg offers a broad range of opportunities for your personal and professional development.

You are about to enter a new phase of your life where you, as part of an international community, will have the opportunity to gain many insights and to build friendships with young people from all over Europe.

This information brochure, published by the university’s EU Office, will guide you throughout your stay at our university. If you have any questions, do not hesitate to contact the EU Office or the subject coordinator in your department.

I wish you an enriching and successful time at the Albert Ludwigs University in Freiburg!

Professor Dr. Hans-Jochen Schiewer
Rector of the Albert Ludwigs University
History

of the University of Freiburg

In the year 1457 the University of Freiburg was founded by Albrecht VI of Austria. Today it is one of the oldest higher education institutions in Germany and has one of the richest traditions. In the beginning of the 19th century, when the city of Freiburg became part of Baden, the grand duke Ludwig of Baden assured its continued existence. Therefore, in recognition of the generosity and support of these two patrons and benefactors, the university adopted their names in 1820 (“Albrecht” was latinized to “Albertus” in the process).

From the beginning law, theology, medicine, as well as the “artes liberales” were taught at the University of Freiburg. With the foundation of the faculty of mathematics and sciences in 1910 and with the new focus on medicine and the natural sciences set up at the university’s 500th anniversary, the range of subjects taught had broadened considerably. Finally, with the establishment of the faculty of applied sciences new fields of knowledge were added which allow the university the participation in new areas of cutting-edge research. Today students may choose from a wide range of subjects divided into eleven faculties in the humanities, the social and the natural sciences. Outstanding achievements in philosophy, philology, historical research, economics, and law are associated with the names and the publications of Freiburg academics such as Heidegger, Husserl, Weber, Eucken, and the Nobel Prize winner von Hayek. Famous researchers such as the Nobel Prize winners Staudinger, von Hevesy and Krebs have given proof of the outstanding performance of the natural sciences.

The humanist Erasmus of Rotterdam also spent a few years at the University of Freiburg. Due to his commitment to peace and tolerance as well as his attempt to mediate between Catholics and Protestants he is regarded as the “first European”. This is one of the reasons why the European Union’s student exchange program Erasmus is named after him.

In 2007 the University of Freiburg celebrated its 550th anniversary with more than 300 public events. In the same year the university was awarded the title “Excellence University”, which honours Freiburg as one of the best universities in Germany. However, not only the university’s excellence is a very good reason why studying in Freiburg is a rewarding experience. Its location, its agreeable climate, and the large number of international students provide the city of Freiburg with a youthful, lively atmosphere and a rich cultural life. In the past ten years more than 10,000 Erasmus Students have come to the University of Freiburg and made the Albert Ludwigs University one of the most popular Erasmus universities in Germany.
The City of Freiburg

The city of Freiburg is situated in Southwestern Germany, close to the Black Forest and the lovely winegrowing countryside around it. Its geographical location makes Freiburg one of the warmest and sunniest cities in Germany while cool mountain climate and skiing resorts are just a short trip away.

Founded in 1120, Freiburg, with its approximately 200,000 inhabitants, is the largest city in the region. Here, in the heart of Europe, venerable traditions meet innovative research. The important role nature and ecology play here is one of the reasons why Freiburg is said to be Germany’s “greenest” city.
This popular students’ habitat spoils its visitors with a mix of regional hospitality and Mediterranean flair. Cobble-stone streets, romantic alleys and Freiburg’s famous little canals, the “Bächle”, characterize the medieval town-centre. As the university’s main campus is located in the heart of the old city, it can be explored right after class. Near the university many cafes, restaurants and bars are filled with students enjoying Freiburg’s relaxed and cosmopolitan atmosphere. On the main shopping street, the “Kajo”, many different shops and department stores are located. However, it is particularly attractive to explore the smaller streets in order to discover what Freiburg has to offer. 

On summer nights the “Augustinerplatz” is the place to be in. With its projecting steps it is crowded by artists, musicians and people of all ages enjoying the mild evening air. Right before Christmas the plaza in front of the town hall seduces its visitors with spiced hot wine and sweets on a wonderful Christmas market. The colourful morning market on the “Münsterplatz” can be visited all year round. Here, all the local produce can be purchased – mostly for little money. The stands are set up around the impressive landmark of the city of Freiburg, the cathedral. In the first half of the 13th century construction on this beautiful sight begun and lasted for over 300 years. As a result, many different architectural styles such as Gothic and Renaissance have been used and combined during the cathedral’s long building period. In Freiburg the bustling everyday life takes place in midst of the historic heritage of nine centuries. 

For those who want to take a break away from the pressures of student life for a couple of hours, we recommend a walk on the “Schlossberg” which stretches into the upper section of the old city. You will be rewarded by a truly unique view over the city, the surrounding hills and mountains. Recreation areas can be found not only in the vicinity of the city centre but also in the heart of the city itself. The fact that bikes are the main means of transport downtown is a typical feature of Freiburg’s “green” life-style.

Especially for outdoor fans, Germany’s most southern city has a lot to offer: Whether mountainbiking in the Black Forest, sailing on the “Schluchsee”, hiking to the local mountain “Schauinsland”, snowboarding on the “Feldberg” or exploring nearby valleys with snow-shoes – during summer- and wintertime the opportunities for outdoor activities are unlimited. Freiburg owes its international flair not only to the countless international students which live here but also to its proximity to France and Switzerland. Due to historical circumstances this three country region, the so-called “Dreiländereck”, was separated by strictly guarded national borders. But after the end of WW II this lamentable situation has changed radically.

Today and every day anew, the European friendship is actively celebrated by festivals and day-to-day cooperation. The most attractive aspects of this for students in Freiburg is probably the EUCOR programme, which allows them to take part in classes and seminars at the universities of Basel (Switzerland), Mulhouse and Strasbourg (France), as well as Karlsruhe (Germany). From Freiburg it only takes a day trip to visit the European Parliament in Strasbourg, to enjoy the culinary delights on a trip along the picturesque “romantic road” through the Alsace, or to visit one of the contemporary art exhibitions the Swiss city of Basel is famous for.

The “Dreiländereck” has something to offer for everyone. This is why it is said that in Freiburg you study where others like to spend their vacations.
About

the Albert Ludwigs University

The Albert Ludwigs University is a public institution of higher education run by the German federal state Baden-Württemberg.

Founded in 1457, the University of Freiburg is one of the oldest German universities and is now one of the nation’s leading research and teaching institutions. Proud of its 550 years of history, the University of Freiburg is deeply committed to its intellectual roots in the Western Christian tradition, especially to the humanism of the Upper Rhine. It cherishes this classical cultural heritage as well as southern German liberal tradition. At the same time, the university is dedicated to defining and exploring new research areas and to promoting a strategic cooperation of the natural and social sciences with the humanities.
Structure of the academic year

The academic year at German universities is divided into two semesters. The winter semester (WS) runs from October 1st to March 31st, and the summer semester (SS) runs from April 1st to September 30th. Classes are not held during the entire semester.

Overview of the teaching periods for most courses in the coming semesters:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Classes begin</th>
<th>Classes end</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 2010/11</td>
<td>Monday, October 18th, 2010</td>
<td>Saturday, February 12th, 2011</td>
</tr>
<tr>
<td>SS 2011</td>
<td>Monday, April 18th, 2011</td>
<td>Saturday, July 23th, 2011</td>
</tr>
<tr>
<td>WS 2011/12</td>
<td>Monday, October 24th, 2011</td>
<td>Saturday, February 18th, 2012</td>
</tr>
<tr>
<td>SS 2012</td>
<td>Monday, April 23rd, 2012</td>
<td>Saturday, July 18th, 2012</td>
</tr>
</tbody>
</table>

These dates as well as detailed information on days on which the university is closed (holidays, Christmas break, etc.) can be found on the following website http://www.studium.uni-freiburg.de/termine.

Depending on the subject, final examinations take place during the last two weeks of the teaching period. Among other things, the time between teaching periods (semester break) is meant for writing research papers, preparing presentations, studying for examinations, and doing internships.

The university in numbers (as of WS 2009/2010)

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students</td>
<td>21,622</td>
</tr>
<tr>
<td>Percentage of international students</td>
<td>approx 16%</td>
</tr>
<tr>
<td>Number of academic staff members</td>
<td>6,994</td>
</tr>
</tbody>
</table>

Faculties and Institutes

The Albert Ludwig University is represented by the following eleven faculties:

- Theology
- Law
- Economics and Behavioural Sciences
- Medicine
- Philology
- Humanities
- Mathematics and Physics
- Chemistry, Pharmacy, and Geosciences
- Biology
- Forest and Environmental Sciences
- Applied Sciences

The eleven faculties offer degree programmes in a current total of 138 fields of studies. For information on individual faculties see http://www.uni-freiburg.de/de/fakultaeten/fakultaeten.php.

For a list of institutes see http://www.uni-freiburg.de/de/fakultaeten/institute_a-z.php.

For information on research centers see http://www.uni-freiburg.de/de/forschung/wiss_zentren.php.

As a classical “Volluniversität” any discipline apart from engineering can be studied at the Albert Ludwigs University.
Courses

Generally speaking, four different types of courses are offered at the university: lecture courses, seminars, exercise courses, and practical courses.

In a lecture course (“Vorlesung”), a professor holds a series of lectures on a specific topic. The intention is to provide students with an overview of a specific area of knowledge. As a rule, discussions or debates between the professor and the students do not take place during a lecture course. If you wish to take an examination to get a credit for a lecture course, you should ask the professor at the beginning of the course. Seminars (“Seminare”) require the active participation of students in the form of presentations and discussions. There are “Proseminare” which are designed for undergraduate students and “Hauptseminare” which are mostly reserved for graduate students. Depending on the subject of the seminar, your work will be evaluated on the basis of a final examination, a research paper, and/or a presentation. The number of students in a seminar is small. Exercise courses (“Übungen”) give students a chance to apply theoretical knowledge acquired in other courses to practical problems. Depending on the subject, these courses may also include a final examination. It is often necessary to sign up for a seminar or an exercise course before the beginning of the semester. The German word “Praktikum” usually refers to an internship outside the university which is required in some subjects before or during a course of study. However, it can also refer to a practical course taught in a laboratory, during an excursion, in a computer lab, etc. The lecture courses are in general open to everyone interested. However, at times, admission requirements for seminars, exercise courses and practical courses do exist. You will find the according information next to the course descriptions in the respective departments’ course catalogues or on the departments’ websites.

Lecture Timetables

The lecture timetable, available at local bookstores or via mail order (ISBN 3-7930-001-X), includes all courses offered at the university during the running semester. In addition, most departments and institutes publish a “departmental course brochure” which includes descriptions of the courses which are on offer in the current semester. You can obtain a “departmental course brochure” for your subject either directly from your subject coordinator or from your department or institute (usually from the departmental library or the head office of the department). Furthermore, many faculties post information about their courses on their internet sites. For more information see http://www.uni-freiburg.de/de/fakultaeten/institute_a-z.php.

Grades and Examinations

Your academic work will be rewarded with ECTS credits. If you successfully complete your course work you will receive a course certificate (“Schein”). If you have questions concerning the grading system please consult your subject coordinator.

The University Library

The University Library (UB) is the biggest academic library in the region and holds a total of 3.5 million books on almost all fields of knowledge (with current subscriptions to 35,000 print and electronic magazines). The main focus of the collection is on the humanities. The library offers plenty of electronic workspace.

You may use the UniCard as your library card (it must first be activated in the library). For information on the collections and structure of the UB and on guided tours of the library, see http://www3.ub.uni-freiburg.de, E-Mail: info@ub.uni-freiburg.de, Tel.: +49 (0)761 203-3918.

Departmental Libraries

A list of all departmental libraries, including addresses and information on hours of operation, is available at http://www.ub.uni-freiburg.de/sigelverz/sachregister.php.

Electronic Work Space and Internet Access

Computers and Internet can be accessed after your registration at the “Rechenzentrum”. The initial password will be sent to you by E-Mail. If you own a laptop you may access the university network via WLAN.
The Albert Ludwigs University in the World

In a world of growing global interconnectedness, international partnerships are the bridges which enable the exchange of knowledge and ideas. The University of Freiburg is proud to have partner universities in Europe (bilateral agreements with Scotland, England, Ireland, Portugal, Spain, France, Austria, Italy, Sweden, and Denmark) as well as in Australia, New Zealand, Asia, Israel, Africa, the Arabic and CIS states, the USA and Canada.

Freiburg Institute for Advanced Studies (FRIAS)
In collaboration with international researchers the “Freiburg Institute for Advanced Studies” (FRIAS) aims at advancing the university to a world class research university. The institute focuses on literature and language, history, soft matter research and life sciences, as well as on providing an international network for research in these fields. For more information see http://www.frias.uni-freiburg.de.

EUCOR
In addition to its exchange programmes, the Albert Ludwigs University has developed especially close relations to nearby universities in Northern Switzerland and the Alsace region of France. The University of Freiburg is a founding member of the European Confederation of universities on the Upper Rhine (EUCOR). The programme has enabled cross-border, bilingual (German and French; in the natural sciences often English as well) cooperation between researchers and students from various disciplines in numerous symposia, seminars, and workshops. A EUCOR student identity card issued by one of the seven EUCOR universities enables students to take courses, use the university libraries, and eat at the cafeteria at any of the participating universities without any further formalities. For more information on the EUCOR programme see http://www.io.uni-freiburg.de.

The EU/Erasmus Office
The Albert Ludwigs University supports the idea and goals of the Lifelong Learning Programme enthusiastically. With approximately 300 European partner universities in 30 countries the university gives about 1,000 students per year the opportunity to participate in an international exchange programme. The university’s EU and Erasmus Offices, which are located in the Central Administrative Building, are dedicated to informing and supporting students interested in the Erasmus Exchange Programme. For more information see http://www.ssc.uni-freiburg.de/abteilungen/eu or contact E-Mail: europa@verwaltung.uni-freiburg.de.

The French Cultural Centre
The French Cultural Centre (“Frankreich-Zentrum”) at the Albert Ludwigs University is a “gateway” to our French neighbours on the Upper Rhine. Established in 1989, it was the first university-run institution in Germany devoted exclusively to research and teaching on France. The Centre’s mission is to promote knowledge about France through specialized research. In this way it makes a unique contribution to the increasingly close relationship between Germany and France. For more information see http://www.fz.uni-freiburg.de.

The Language Teaching Centre (“Sprachlehrinstitut”)
The Language Teaching Centre (“Sprachlehrinstitut”) is responsible for the organization of the entire programme of language-teaching for students from all faculties. The programme of courses offered include both European and non-European languages, as well as tailor-made courses on demand. For more information see http://www.sli.uni-freiburg.de.

Student Services
The Office of Student Services (“Studentenwerk”) of the Albert Ludwigs University provides a range of services for university students. These services, which are financed by your social services contribution, include personal liability insurance for accidents on campus, child care, legal and psychological counselling, cafeterias, etc. Links with information on each of these services is available on the homepage http://www.studentenwerk.uni-freiburg.de.

Cafeterias
The university has several cafeterias. Meals cost between 1.50 € and 2.80 € for students. At the cafeterias, you may pay with your UniCard only. For menus and opening hours see www.studentenwerk.uni-freiburg.de (link: “Mensen/Cafés”).
Extracurricular Activities

**Studium Generale**
The Studium Generale programme of the Albert Ludwigs University offers various extracurricular activities (excursions, choirs and orchestras, sports). For information on each of these activities and to sign up see http://www.studiumgenerale.uni-freiburg.de.

**Centre for Soft Skills (“Zentrum für Schlüsselqualifikationen”)**
The Centre for Soft Skills is in charge of developing and organizing courses and projects in the area of “Profession-Oriented Skills/Berufsfeldorientierte Kompetenzen” (BOK). The BOK area is an obligatory component of the new bachelor courses of study (B.A. and B.Sc.) and is divided into the fields of management, communication, media, IT, and foreign languages. Erasmus students can register online after their arrival. For more information see http://www.zfs.uni-freiburg.de.

**International Club**
The International Club organizes club events and provides a platform for international students to get to know each other, find language learning partners, and to make friends. As a member you will get discounts on all of the Studentenwerk’s excursions. For more information see http://www.ic-freiburg.de,
Tel.: +49 (0)761 2101-278, E-Mail: ic@studentenwerk.uni-freiburg.de.

**Recreational Sports Programme**
You can participate in sporting events and courses offered at the Albert Ludwigs University. Most courses take place at the Institute for Sports and Sport Science, Schwarzwaldstr. 175, 79117 Freiburg. For information on course offerings and to sign up see http://www.hochschulsport.uni-freiburg.de,
E-Mail: ahs@sport.uni-freiburg.de,
Tel.: +49 (0)761 203-4513.

**Off-Campus Activities**
The current programmes of cinemas and theatres, as well as information on other recreational activities, are available in the local newspapers. The programmes may also be viewed on the internet at http://www.badische-zeitung.de http://www.zypresse.de http://www.stadtkurier.de http://www.kulturjoker.de http://www.fudder.de.

For general information on the city of Freiburg check http://www.freiburg.de.
The Lifelong Learning Programme (LLP)

The new LLP (consisting of the four sub-programmes Comenius, Erasmus, Leonardo da Vinci and Grundtvig) enables individuals to pursue inspiring learning opportunities across Europe. The Erasmus programme aims at transforming Europe into an integrated space of education. 3,500 institutions of higher education in 30 countries are currently part of this unique European network.

The Erasmus programme is especially popular and successful at the Albert Ludwigs University of Freiburg. In the academic year 2007/2008, the university was ranked fifth among institutions of higher education in Germany that offer the LLP. All faculties of the University of Freiburg are involved in cooperation programmes with other universities in the European Union. In addition the Faculty of Law, for instance, conducts research in and offers instruction on European law. Similarly, the Department of Political Science regularly offers courses on the political system of the EU. For more information on the Erasmus programme in Freiburg see the homepage of the university’s EU Office: http://www.ssc.uni-freiburg.de/abteilungen/eu, E-Mail: europa@verwaltung.uni-freiburg.de.

The Erasmus Programme in numbers

- Erasmus partner universities: over 300
- Incomings: approx 450 per year
- Outgoings: approx 600 per year
Registration

Application Deadlines
For information on the application process check the university’s website http://www.ssc.uni-freiburg.de/abteilungen/eu/bildung.

Please apply/submit your application for admission by the following deadlines:

- For the winter semester by June 15th
- For the summer semester by January 15th

It is also possible to apply after these deadlines if you have been accepted by your home institution as an Erasmus student. (Rooms in the student dormitories, however, are granted on a first-come-first-serve basis). Please note: If you are a student of either psychology, medicine, or dentistry you have to turn in the Learning Agreement to your subject coordinator as soon as possible. Latecomers may not be able to participate in the courses of their choice.

Registration Deadlines
The registration deadlines for Erasmus students are at the end of September/the beginning of October (WS) and the end of March/the beginning of April (SS). Please register in person in the Central Administrative Building on Fahnenbergplatz during the registration period indicated in your letter of acceptance. You will receive all relevant information at the “Info Point International Students” on the ground floor right behind the entrance.

In order to register, you need the following documents:

1. your letter of acceptance (which you will receive by mail)
2. your passport with residency permit/proof of resident registration
3. a certificate providing evidence of health insurance coverage
4. your academic record book with exmatriculation stamp
   (only if you have studied in Germany before)
5. a receipt confirming the payment of your social service contribution (approx 65 €)
6. a completed and signed application form for registration (the form is available in the Central Administrative Building during the registration period)
7. two passport photos

You will receive all important information on registration along with your letter of acceptance.

The Student Services Contribution and the Initial Contribution for the Semester Ticket
Before registering at the Albert Ludwig University, you must pay the social services contribution (~46 €) and the initial contribution for the purchase of the semester ticket (~19 €). The social services contribution is not a tuition fee; it allows you to use the services provided by the Office of Student Services (“Studentenwerk”). You can pay these fees (a total of ~65 €) in the Central Administrative Building on weekday mornings during the registration period (Fahnenbergplatz, 1st Floor, Room 01008). Please note that the fees may rise across time.

You may also make a bank transfer (Account Information: Baden-Württembergische Bank, account no. 4407334400, bank code no. 68020020). Please indicate which semester the fees are intended for. No international transfers, please!

The UniCard
Once you have registered you will receive your UniCard. The UniCard serves as your student identity card. To validate it, you must have the expiration date printed on the card at one of the terminals at the beginning of each semester (in the Central Administrative Building). The UniCard also serves as a library card for the University Library and as a debit card for purchasing food and drinks at the university cafeterias. The UniCard can be loaded with credit for use as a debit card in the cafeterias. If you have questions about or problems with the UniCard, please contact the UniCard team at E-Mail: unicard@uni-freiburg.de, Tel.: +49 (0)761 203-8810.
Formalities in Germany

Resident Registration
You must register as a resident within ten days after moving into a room or apartment. Resident registration is a precondition for student registration at the university. If you live in Freiburg, you may register at the Resident Registration Office of the City of Freiburg, Baslerstr. 2, 1st floor. The office hours are: Mon.– Fri. 7.30 am – 12 pm, Wed. 7.30 am – 6 pm and also Thurs. 1 pm – 4 pm. EU citizens (as well as citizens of Norway, Iceland, and Liechtenstein) receive their residency permit after resident registration at the Resident Registration Office. The permit is free of charge for Erasmus students. If you do not live in Freiburg, you must register as a resident with the municipal authorities (town hall) of the town in which you live. The office hours of municipal authorities vary from town to town.

Residency Permit
Students from non-EU Countries
After resident registration at the Resident Registration Office, non-EU citizens must apply for a residency permit at the Aliens Registration Office, Baslerstr. 2, 2nd floor. The residency permit is free of charge for Erasmus students. You have to apply for your student visa while you are still in your home country. Do not enter Germany on a tourist visa. You will neither be able to apply for nor to extend your visa in Germany. Further information on resident registration and residency permits will be sent to you with your letter of acceptance.

Orientation Programmes

Orientation Course for International and Erasmus Students
The International Office of the University of Freiburg organizes an orientation course for all international students at the beginning of each semester. This course takes place Monday to Thursday a week before the beginning of classes. On Friday, the last day of the orientation course, the Erasmus Office of the university offers an information course especially for incoming Erasmus students. Here you will be introduced to your Erasmus subject coordinators. The orientation week as a whole provides a wealth of important information for international students. The topics addressed include:

1. Formalities during your stay, such as resident registration, residency permit, student registration, and much more.
2. Information on studying at the university (examination regulations, study plans, courses for international students, etc.).
3. Information on and guided tours of certain institutions at the university, such as the cafeteria, libraries, and institutes.
4. Information on many extracurricular activities (sports, concerts, excursions, theater events).
5. Information on cultural life in Freiburg and the surrounding area.

You will receive further information on the orientation course as well as an application form for participation in the course with your letter of acceptance.

Language Requirements/Language Courses

Erasmus students are not required to take a German language exam before coming to Freiburg. However, they are expected to possess language skills sufficient for taking part in lecture courses and seminars. The university offers only few courses taught in English. You have the opportunity to take part in language courses at the university. The Language Instruction Centre (SLI) offers language courses before and during the semester. For up-to-date information on German language courses for Erasmus students please contact the EU Office.

German Courses before the Beginning of the Semester
March and September: International Student Weeks
August: International Summer Courses
For information on the courses see http://www.sli.uni-freiburg.de/internationale_sprachkurse, E-Mail: sprachkurse@sli.uni-freiburg.de, Tel.: +49 (0)761 203-3224.

German Language Courses for International Students during the Semester
Erasmus students have the possibility to register for courses free of charge at the Language Instruction Centre if they have basic knowledge of German in reading, writing and comprehension. (The student must pass the European standard language level A2). The Centre also offers intensive language courses for international students during the semester (four credit hours). Students must register and pay a fee to take part in one of these courses.

For further information and to register see http://www.sli.uni-freiburg.de.
Health Services and Insurance

Medical Care
Students with health insurance coverage in Germany are eligible to take advantage of medical care. German law requires for patients to pay a 10 € fee the first time they visit a doctor every quarter.

Students with Special Needs
There are various contact persons and resources at the university which provide support for disabled students. In addition, there are several informational brochures for disabled students. The following contacts are available:

1. Representative of the Rector
Bruno Zimmermann, Representative of the Rector, Tennenbacherstr. 4
E-Mail: bruno.zimmermann@zuv.uni-freiburg.de, Tel.: +49 (0)761 203-4244, Fax: +49 (0)761 203-8897.

2. Office of Student Services
The Office of Student Services (“Studentenwerk”) also offers support and aid for disabled students. The contact person for disabled students at the Office of Student Services is:

Karl-Heinz Hermle
Office of Student Services, Room 002
Schreiberstr. 12–16
E-Mail: hermle@studentenwerk.uni-freiburg.de, Tel.: +49 (0)761 2101-233.

Mr. Hermle is editor of an informational brochure for disabled students. The brochure and further information is available on the internet at: http://www.studentenwerk.uni-freiburg.de (link: “Beratung und Soziales”).
Insurance Coverage

Health Insurance
All students of the Albert Ludwigs University must be covered by a health insurance policy (students are required to submit a certificate providing evidence of health insurance coverage to the university upon registration).

(1) Checklist for EU Citizens (plus students from Norway, Iceland, Liechtenstein, and Switzerland)
If you are covered by a health insurance policy in your native country, you may obtain an exemption from the health insurance requirement in Germany. Please take note of the following:

1. Check to make sure that your health insurance policy in your native country is valid for the entire extent of your stay in Germany.
2. Before arriving in Germany, request the “European Health Insurance Card” (EHIC) from your health insurance provider in your native country. Your health insurance provider must fill out the EHIC form for you.
3. After arriving in Germany, take the EHIC to a German health insurance agency. The German health insurance agency will issue you a certificate exempting you from the student health insurance requirement in Germany. You must present this certificate when you register at the university. The certificate may be obtained amongst others from the German health insurance agencies listed under “General Practical Information”.

(2) Checklist for Students from non-EU countries
If you are covered by a health insurance policy in your native country, you may obtain an exemption from the health insurance requirement in Germany. Please take note of the following:

1. Check to make sure that your health insurance policy in your native country is valid for the entire extent of your stay in Germany.
2. Before arriving in Germany, you must request the respective form from your health insurance provider in your native country: e.g. A/T 11 (students from Turkey). Your health insurance provider must fill out the form for you.
3. Take the completed form to a German health insurance agency. The agency will issue you a certificate exempting you from the student health insurance requirement in Germany. You must present this certificate when you register at the university. The certificate may be obtained amongst others from the German health insurance agencies listed under “General Practical Information”.

(3) Benefits in Case of Illness
The certificate filled out by a public health insurance agency entitles you to receive benefits in case of illness according to German law. However, you can only take advantage of benefits for services which are covered by public health insurance agencies in Germany. If you are planning to undergo (serious) treatment, please ask at the public health insurance agency beforehand to find out whether it is covered by your public health insurance policy. Please note that you are not insured “privately” and will not be reimbursed for “private treatment” or treatment for “private patients”!

Other Forms of Insurance
Upon registration, all students are “automatically” insured against accidents, providing that they occur on university property or when they are commuting directly between their place of residence and the university. Upon paying the student services contribution, students also receive insurance against accidents occurring during their free time, personal liability insurance, and insurance against bicycle and cloakroom theft. We still recommend you to effect an extra personal liability insurance in Germany. Claims for compensation for free time accident insurance, personal liability insurance, and theft insurance should be sent to:

Studentenwerk Freiburg
– Versicherungen –
Schreiberstr. 12 – 16
79098 Freiburg

For further information contact
Karl-Heinz Hermle,
E-Mail: hermle@studentenwerk.uni-freiburg.de or
Tel.: +49 (0)761 2101-233
Getting around
In Freiburg, all destinations are within biking distance. Still, you may also use the well-established tram system (see map at the back). In case you do not own a semester ticket, all public transport can be used free of charge with your UniCard from 7.30 pm onwards.

The Semester Ticket / Public Transportation
Students are eligible to purchase the semester ticket. This ticket is valid for one semester (six months). Every student pays an initial contribution of ~19 € toward the semester ticket before registration. To obtain the ticket, students must pay an additional ~63 €. It is valid on all trams, buses, and in certain trains in and around Freiburg. The ticket may be purchased e.g. at the “Regio-Verkehrspunkt Freiburg” (RVF), SBG Freiburg, Bismarckallee 1 (central bus station, next to the main train station) or at the “VAG-Pluspunkt”, Salzstr.3 (near “Bertoldsbrunnen”). More information on the semester ticket is available at these locations as well as at http://www.rvf.de.

German Rail (“Deutsche Bahn”)
The German Rail offers various possibilities for purchasing train tickets at discounted prices. The “Bahncard 50”, which may be purchased for ~110 € (by students until the age of 26; valid for one year), entitles the user to a 50% discount on all tickets. With the “Bahncard 25”, which costs ~55 € (valid for one year), one can purchase tickets at a 25% discount. Further information and timetables are available at: http://www.bahn.de. For good offers, go for example to “Gleisnost”, a travel agency specialized in train tickets: Gleisnost am Stadttheater, Bertoldstr. 44 or see http://www.gleisnost.de.

University Map
For a detailed map of the university buildings and their locations see http://www.uni-freiburg.de/de/universitaet/lageplaene/index.php.
General Information on Life in Freiburg

Cost of Living
The cost of living in Freiburg is approximately 700 € a month. The following examples will give you an idea of how much certain things cost:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>rent</td>
<td>200 – 300 €</td>
</tr>
<tr>
<td>food</td>
<td>200 €</td>
</tr>
<tr>
<td>clothing</td>
<td>35 €</td>
</tr>
<tr>
<td>study material</td>
<td>30 €</td>
</tr>
<tr>
<td>transportation</td>
<td>10 € (per month with the semester ticket)</td>
</tr>
<tr>
<td>social fees at the university</td>
<td>10 € (social fees per month)</td>
</tr>
<tr>
<td>cinema/theater/culture</td>
<td>20 €</td>
</tr>
<tr>
<td>newspapers</td>
<td>20 €</td>
</tr>
<tr>
<td>other</td>
<td>120 €</td>
</tr>
</tbody>
</table>

Rooms
There are several student dormitories in Freiburg. Rents at the dormitories range from 190 to 250 €. The dormitory rooms can be viewed on the internet at:
http://www.studentenwerk.uni-freiburg.de (link: “Wohnen”). Application forms for a room in one of the dormitories are available at:
http://www.ssc.uni-freiburg.de/abteilungen/ev/ bildung/downloads. Please send in the completed form by June 15th (applications for the winter semester) or November 30th (applications for the summer semester) to:

Albert-Ludwigs-Universität Freiburg, Rektorat
International Office, Dunja Groß
Fahnenbergplatz
79085 Freiburg

However, since it is not possible to provide a room at one of the dormitories for every student, you should also search on the private market. Classified ads for apartments and rooms in Freiburg may be found in several local newspapers: The most popular one is the “Zypresse” which can be obtained for free. You can also check the following websites for ads: http://www.zypresse.com, http://www.badische-zeitung.de, http://www.schnapp.de. The website with the highest number of offers is however: http://www.wg-gesucht.de.

For further information on finding a room, contact:
Dunja Groß,
E-Mail: gross@verwaltung.uni-freiburg.de
Tel.: +49 (0)761 203-4347, Fax: +49 (0)761 203-4377

Student Jobs
Students from EU countries have the right to work in Germany as long as the job does not come into conflict with their studies. You must submit a tax card to your employer. Tax cards are available at the Resident Registration Office (Baslerstraße 2, 1st floor). You only need to pay income tax if your monthly wages exceed 899 €.
There is an employment agency especially for students at the Office of Student Services (“Studentenwerk”), Schreiberstr. 12–16. For more information see http://www.studijob-freiburg.de.

Shops
The grocery stores in Freiburg are generally open from 8 am to 8 pm Mon. – Sat. Some of them even stay open until 10 o’clock at night. Department stores usually open from 10 am to 8 pm.

Banks
The opening hours do vary, but generally go from 9 am to 5 pm, Mon.– Fri. (some are closed during lunch time from 12.30 pm to 2 pm). It is of course possible to withdraw money from bancomats around the clock. Please note that you will have to pay a fee each time you withdraw money from your bank account. However, you should check if your bank has a German partner bank. If that is the case, the withdrawal at that particular bank will be free of charge. You may also open up an account in any German bank free of charge if you bring your student ID.

Telephones
Public telephones have become rare in Germany as almost everyone owns a cell phone. Some do still exist across town, e.g. at the main station. You can buy a prepaid phone card or sometimes even use a credit card to make a phone call.

Postal Service
The main post office is located in downtown Freiburg, Eisenbahnstr. 58 – 60, near the main station. The opening hours are from 8.30 am to 6.30 pm Mon.– Fri. and from 9 am to 2 pm on Sat.

Climate
Temperatures in Freiburg vary considerably across the year. During the summer months the climate is mostly very warm and sometimes humid, while during winter temperature can go below zero even during daytime. Freiburg is one of the warmest and sunniest cities in Germany. However, you should definitely bring a waterproof jacket for the short rain showers which are frequent during early summer months.
Nightlife in Freiburg

You should grasp the opportunity to experience the international and welcoming atmosphere in one of Freiburg’s countless bars, pubs, restaurants and clubs. The pubs in town are most frequented by international students, the service here is in English, examples are the “Isle of Innisfree” and “O’ Kellys”, both located in walking distance from the university’s main campus. The underground scene meets at the alternative club “Crash”, while life concerts with internationally renowned artists are presented in the “Jazz House” right next door. The “E-Werk” is popular with students for its versatile events. A little farther out, the “Waldsee” is a classic for fans of Drum and Base and House music. One of the most popular places for students to gather at during the week is the “Elpi”, where you can dance to the top ten hits of the past ten years. At the almost weekly students’ parties organized by the different departments you are invited to party all night long even if you are on a tight budget.

Cultural life is very rich in Freiburg. A favourite is the “Zelt-Musik-Festival” (ZMF) which for a couple of weeks in July presents stars from all around the world. All year round theatres along with alternative and blockbuster cinemas put forward a diverse programme of events and films. Reduced tickets for students are available.

For further information on events in Freiburg check the following webpages:
http://www.fudder.de
http://www.freiburg.de
http://www.isle-of-innisfree.de
http://www.crash-musikkeller.de
http://www.ewerk-freiburg.de
http://www.elpi-freiburg.de
http://www.jazzhaus.de
http://www.waldsee-freiburg.de
http://www.theater.freiburg.de
http://www.wallgraben-theater.com
http://www.freiburg-im-netz.de
http://www.zmf.de

Out of Town
For more information on discovering Freiburg and its surroundings, visit the Tourist Information Freiburg, Rathausplatz 2–4, Tel.: +49 (0)761 3881-880 or check out the trips offered by the International Club at http://www.ic-freiburg.de, E-Mail: ic@studentenwerk.uni-freiburg.de, Tel.: +49 (0)761 2101-278.
Important Addresses

**Erasmus Student Services**
Erasmus Office
Fahnenbergplatz, Central Administrative Building, Ground Floor, Room 008, 79085 Freiburg

E-Mail: europa@verwaltung.uni-freiburg.de
This Homepage is available in German, English, French, Italian and Spanish: http://www.uni-freiburg.de/go/erasmus

Ulrich Eckelt, Erasmus Representative
E-Mail: eckelt@verwaltung.uni-freiburg.de
Tel.: +49 (0)761 203-4269, Fax: +49 (0)761 203-9084

Klaus Düfromantel, Erasmus University Coordinator
E-Mail: duefor@verwaltung.uni-freiburg.de
Tel.: +49 (0)761 203-4225, Fax: +49 (0)761 203-97562

Central Administration of the Albert Ludwigs University
Fahnenbergplatz
79085 Freiburg
Tel.: +49 (0)761 203-0

**Student Service Center – International Admissions and Service**
Information on questions of admission and registration
Fahnenbergplatz, 79085 Freiburg
E-Mail: ias@uni-freiburg.de
Tel: +49 (0)761 203-9093, 4242, -4271, -4371
Fax: +49 (0)761 203-4377
From 2011: Sedanstraße 6, 79098 Freiburg

**International Office**
Information for international students concerning residences and excursions
Central Administrative Building, Fahnenbergplatz, Ground Floor, Room 028a
Dunja Groß
http://www.io.uni-freiburg.de, E-Mail: gross@verwaltung.uni-freiburg.de
Tel.: +49 (0)761 203-4373

**Language Teaching Centre (SLI)**
Universitätsstr. 5
79098 Freiburg
http://www.sli.uni-freiburg.de
E-Mail: info@sli.uni-freiburg.de
Tel.: +49 (0)761 203-3224, Fax: +49 (0)761 203-3516

**Student Services**
Studentenwerk Freiburg
Schreiberstr. 12 – 16
79098 Freiburg
http://www.studentenwerk.uni-freiburg.de
Tel.: +49 (0)761 2101-200, Fax: +49 (0)761 2101-303

**Resident/Aliens Registration Office**
Bürgeramt/Ausländerbehörde
Baslerstr. 2
79100 Freiburg
Tel.: +49 (0)761 201-5690 / Tel.: +49 (0)761 201-4932

**Health Insurances**

**Allgemeine Ortskrankenkasse (AOK)**
Fahnenbergplatz 6
79098 Freiburg
Tel.: +49 (0)761 2103-0, Fax: +49 (0)761 2103-310

**Techniker Krankenkasse (TK)**
Leopoldring 3a
79098 Freiburg
Tel.: +49 (0)761 27137-0, Fax: +49 (0)761 27137-172

**Barmer Ersatzkasse**
Heinrich-v-Stephan-Str. 5
79100 Freiburg
Tel.: +49 (0)761 3192129-0
## Checklist

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Where and How</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before you are leaving your home university</strong></td>
<td>Preparation of Admission documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fill in the application form and send it to the University of Freiburg’s Erasmus Office. Deadlines: 15th of June (winter semester) 15th of Jan. (summer semester)</td>
<td><a href="http://www.ssc.uni-freiburg.de/abteilungen/eu/bildung/downloads">http://www.ssc.uni-freiburg.de/abteilungen/eu/bildung/downloads</a></td>
</tr>
<tr>
<td></td>
<td>Get the European Health Insurance Card (EHIC).</td>
<td>At your insurance in your home country</td>
</tr>
<tr>
<td></td>
<td>Bring your German academic record book “Studienbuch” in case you have studied in Germany before.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visa for non-EU citizens (e.g. from Turkey)</td>
<td>Apply for a student visa with the documents received from Germany. <strong>Do not</strong> enter Germany on a tourist visa only!</td>
</tr>
<tr>
<td><strong>General Information</strong></td>
<td>Get information on classes you wish to take. In some cases you need to register online.</td>
<td>Go to <a href="http://www.studium.uni-freiburg.de/studium/lehrveranstaltungen">http://www.studium.uni-freiburg.de/studium/lehrveranstaltungen</a> and check the web pages of the departments you will be studying at.</td>
</tr>
<tr>
<td></td>
<td>For students of medicine, dentistry and psychology: hand in your Learning Agreement immediately after you have been accepted.</td>
<td>Contact your subject coordinator</td>
</tr>
<tr>
<td></td>
<td>Apply for a room in a students’ residence. Deadlines: 15th of June (winter semester) 30th of November (summer semester)</td>
<td><a href="http://www.ssc.uni-freiburg.de/abteilungen/eu/bildung/downloads">http://www.ssc.uni-freiburg.de/abteilungen/eu/bildung/downloads</a> or <a href="http://www.io.uni-freiburg.de">www.io.uni-freiburg.de</a></td>
</tr>
</tbody>
</table>

## On arrival in Freiburg

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Where and How</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents needed for registration at the University of Freiburg</strong></td>
<td>Your passport with residency permit / proof of resident registration</td>
<td>EU Citizens: Register at Resident Registration Office: Amt für Öffentliche Ordnung, Baslerstr. 2, First Floor</td>
</tr>
<tr>
<td></td>
<td>EU Citizens: Register at Resident Registration Office: Amt für Öffentliche Ordnung, Baslerstr. 2, First Floor</td>
<td>Non-European Students who require a visa: Register at Aliens Registration Office, Ausländerbehörde, Baslerstr. 2, Second Floor</td>
</tr>
<tr>
<td></td>
<td>Your letter of acceptance</td>
<td>You will receive your letter of acceptance by mail</td>
</tr>
<tr>
<td></td>
<td>Receipt proving that you have paid your social services contribution (~65 €).</td>
<td>Remit the ~65 € from a German bank account (no international transfers!) or pay directly at the “Unikasse”, Central Administrative Building, First Floor, Room 01008. Office hours: Mon., Tues., Thurs. 8.45 am – 11.45 am.</td>
</tr>
<tr>
<td></td>
<td>Get a certificate providing evidence of health insurance coverage.</td>
<td>Take your EHIC to a German health insurance office in order to receive the certificate.</td>
</tr>
<tr>
<td></td>
<td>Complete and sign the application form.</td>
<td>You will receive the application form at the “Info Point International Students” during the registration period at the Central Administrative Building.</td>
</tr>
<tr>
<td></td>
<td>Two passport size photos</td>
<td></td>
</tr>
</tbody>
</table>
## Checklist

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Where and How</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before you leave Freiburg</strong></td>
<td><strong>Notify Resident Registration/ Aliens Registration Office of your departure.</strong></td>
<td>Amt für Öffentliche Ordnung, Baslerstr. 2</td>
</tr>
<tr>
<td></td>
<td><strong>Go to the UB with the blue form “Exmatrikulation” and get a stamp assuring that you have returned all books. Get exmatrikulation stamp.</strong></td>
<td>University Library/ Student Administration Office Central Administrative Building, Ground Floor. From 2011: Sedanstraße 6</td>
</tr>
<tr>
<td></td>
<td><strong>Get your transcript of records. You need to talk to the Erasmus coordinator of your department in order to receive the “Scheine” and the signed transcript of records. In case they won’t be ready until you have already left Freiburg, it is vital that you leave a stamped envelope bearing your home address with your coordinator.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Get certification of your stay at the Albert Ludwigs University.</strong></td>
<td>Erasmus Office, Central Administrative Building, Ground Floor.</td>
</tr>
</tbody>
</table>