

Information for International Exchange Students Summer Semester 2011

Preliminary Information on dates for first part of semester (Pre-semester German course; Induction/Registration, etc)

1. **Pre-semester intensive German Course: Wednesday March 2nd to Friday March 11th** (Optional - Offered by Reutlingen International Office.)
Please assemble in the entrance of Building 5 on Wednesday March 2nd at 9:00 a.m.
Details and application on
<http://www.reutlingen-university.de/en/international/language-courses-and-workshops/intensive-german-course.html>
2. **Induction/Registration for ALL incoming exchange students: Friday March 11th**
All incoming exchange students are asked to assemble in Building 5 First Floor (seating area) by 12.00 a.m. for start of induction/registration.
Participation is mandatory!

Agenda:

Explanation/completion of University registration/admission forms; discussion of timetables and course schedules; student local travel cards; completion of city-hall forms for residence registration; introduction to Exchange Coordinators, student tutors, administration personnel, International Office, etc.

A finger-food lunch will be provided.

Documents needed for registration and MUST be brought to this meeting:

- ⇒ a valid full passport (not a temporary visitor's passport),
- ⇒ if you need special documents in advance (e.g. a visa or residence permit as a non-EU citizen), you must organize these yourself well in advance in collaboration with your home institution). We will send you a letter of acceptance.
- ⇒ a formal letter from your home institution certifying that you are registered there as a student for the period you are in Reutlingen, and on what course you are enrolled; this letter must be in German, French, or English;
- ⇒ a European Health Insurance Card (EHIC) or health insurance form E111/E128 valid for your entire stay in Reutlingen (EU-citizens only). If you are not an EU-citizen, you can either bring full documentary evidence of health insurance or you will be required to purchase a student health policy here, costing approx. € 55 per month.
- ⇒ a tabular CV in English or German, typed, dated, signed and with a passport-type photo.
- ⇒ 1 spare passport-type photos.
- ⇒ The amount of 61,50 € in cash for the students' association



If for any reason you will not be able to bring everything with you for the Induction Session, please hand in the missing document(s) in due course.

3. For the discussion of timetables/course selection, students must have obtained **clear guidelines and/or instructions from their home university tutor(s) before leaving for Reutlingen.**

Please use the "List of courses" that you have received by email.

Once you are in Reutlingen, the Exchange Coordinators will assist you with the selection of your courses.

4. **Official start of lectures:** Monday March 14th 2011
Lectures end: Friday July 8th 2011
Examination week: Saturday July 9th – Saturday July 16th 2011

5. **Further details on our website**

<http://www.esb-reutlingen.de/en/studiengaenge/bachelor/ba-aussenwirtschaft/course-of-studies/exchange-students.html>

