We are welcoming you to the University of Münster (WWU) and hope you had a good journey here.

The brochure ‘Vor der Abreise – Getting started!’ (go.wwu.de/getreadynow) already contains a lot of information regarding all matters you will have to prepare before and after your arrival in Münster.

In this flyer you will again find (1) all relevant dates for beginning your studies at the WWU, (2) a checklist containing all important aspects you should deal with after coming to Münster and enrolling at the WWU, as well as (3) information about important contact persons.

We wish you a good start - and if you have any questions do not hesitate to ask us!

Your International Office
University of Münster

1. Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Semester start</td>
<td>1 October 2021</td>
</tr>
<tr>
<td>International Welcome Meeting</td>
<td>23 September 2021, 3 pm</td>
</tr>
<tr>
<td>Registration</td>
<td><a href="http://www.uni-muenster.de/">www.uni-muenster.de/</a></td>
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<td>InternationalOffice/en/</td>
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<td>studiereninms/beratung.</td>
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<tr>
<td>Beginning of courses</td>
<td>11 October 2021</td>
</tr>
<tr>
<td>Christmas Holidays</td>
<td>24 Dec 2021 - 07 Jan 2022</td>
</tr>
<tr>
<td>End of courses</td>
<td>04 Feb 2022</td>
</tr>
<tr>
<td>End of semester</td>
<td>30 March 2022</td>
</tr>
</tbody>
</table>

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Your International Office
University of Münster
2. Checklist

... getting started at WWU: After your enrolment

_transfer the semester contribution fee!

- At the WWU, all students have to pay a social contribution fee for each semester (currently around EUR 300). After your enrolment, a letter with your WWU ID account details for the university’s IT services will be sent to the address you stated in the enrolment process (please make sure that your name is clearly written on your letter box!). Access your account (SelfService) once you have received the letter. In your account, you will find the university's bank details for the payment of the social contribution fee – please transfer the fee as soon as possible.

_activate your student ID / library card!

- Please upload also a photo of yourself for your student ID card here: [www.uni-muenster.de/studieninteressierte/en/einschreibung/studierendenkarten.shtml](http://www.uni-muenster.de/studieninteressierte/en/einschreibung/studierendenkarten.shtml) (login with your user ID).
- 1-2 weeks after you have uploaded the photo and transferred the social contribution fee, you will receive your student ID card by post. The semesterticket can be downloaded online in the SelfService.

The semester ticket allows you to use all local public transport in North Rhine-Westphalia free of charge (second class only) from 1 October. Excluded are all long-distance trains, for example IC/ICE/EC trains. For first-semester students, the ticket is usually valid from 1 September in Münster and its surroundings. Please contact the ASTA for further information: [www.astasms/en/semesterticket](http://www.astasms/en/semesterticket)

_attend the introductory meetings!

- ...at your department: Find out when they will take place here: [www.uni-muenster.de/ZSB/material/mo23.html](http://www.uni-muenster.de/ZSB/material/mo23.html)

_set up a timetable and register, if necessary, for courses and exams!

At the introductory meetings of your department, you will among other things be told how to set up your course timetable and for which courses (and exams) you will have to register. For some subjects, the timetable during the first semesters is relatively fixed; for others, you will have to create your own. You can use the electronic university calendar to help you with this: [www.uni-muenster.de/studium/en/studienangebot/index.html](http://www.uni-muenster.de/studium/en/studienangebot/index.html). (You can log in with your user ID).

When setting up your timetable, please remember to check the degree programme regulations (Studienordnung) of your subject, to be found in the degree programme pages of the Zentrale Studienberatung (ZSB): [www.uni-muenster.de/ZSB/studienfuehrer](http://www.uni-muenster.de/ZSB/studienfuehrer)

_get to know the university and the university service providers!

- Go and see your department!
- Familiarise yourself with the main library Universitäts- und Landesbibliothek ULB ([www.ulb.uni-muenster.de/en/index.html](http://www.ulb.uni-muenster.de/en/index.html)). A guided tour might be part of your introductory courses.
- Get to know the services the WWU IT offers ([www.uni-muenster.de/IT/en/services/index.html](http://www.uni-muenster.de/IT/en/services/index.html)). Log in with your personal WWU ID in order to make use of them – to set up your university e-mail address, for example!
- Make sure you know the Sprachenzentrum of the WWU: [https://spz.uni-muenster.de/en/home](https://spz.uni-muenster.de/en/home) There you can register for study-related German classes!

_make sure to learn about Münster University Sport (HSP) and other university-related cultural events and free-time activities:

- Münster University Sport: [www.uni-muenster.de/Hochschulsport/en/](http://www.uni-muenster.de/Hochschulsport/en/). Please keep the registration deadlines for sports classes in mind – many of them are hugely popular and often fully booked very soon!
- University-related art and culture: [www.uni-muenster.de/leben/en/kultur.html](http://www.uni-muenster.de/leben/en/kultur.html)
- Concerts held at the Music Department (Musikhochschule): [www.uni-muenster.de/Musikhochschule/en/Veranstaltungen/index.shtml](http://www.uni-muenster.de/Musikhochschule/en/Veranstaltungen/index.shtml)
Welcome at WWU

Get to know the University’s International Office:
The International Office is the central institution for international students at the University of Münster. At our InfoPoint a qualified international team will be available to answer your initial questions (e.g. concerning the search for accommodation or for a job). In August and September on Mondays, Wednesdays and Fridays. From October Mondays to Fridays. Always from 11am to 4pm via Facebook (www.facebook.com/wwu.intoff.studierende) or by phone 0251-83-22229.

The International Office also offers you a wide range of support and advice:
- social advice and counselling
- information on studying (at the WWU)

› scholarships for international students facing difficult situations
› Buddy Programme
› assistance with visa extension

Offers for first semester students:
For new international students at the University of Münster the International Office has many offers: www.uni-muenster.de/InternationalOffice/en/studiereninms/beratung.html

Also visit us on Instagram!

@wwu_intoff.studierende

...getting started in Münster

Register with the City of Münster!
Once you have found a permanent place to stay please register within 14 days with the Citizens Office (Stadt Münster, Bürgerbüro, Stadthaus 1, Klemensstraße 10). Do not forget to bring your passport/ID card, the Wohnungsgeberbestätigung (a form filled in by your landlord), and, if necessary, your visa and/or your residence permit. Further information and online appointment system: www.stadt-muenster.de/en/citizens-office/registration-formalities.html

If you have a Non-EU nationality, apply for a residence permit at the Foreigners’ Registration Office (Ausländerbehörde) in Münster!
If you need a visa for your entry to Germany, you must change the provisional residence permit included in your visa into a long-time residence permit before the provisional residence permit expires. If you didn’t need a visa to enter Germany, you have to apply for a residence permit within 90 days. Therefore please request an appointment at the Ausländerbehörde well in advance (!): www.stadt-muenster.de/en/auslaenderamt/appointment-request


Open a German Bank account!
We would also suggest you open a German bank account. Many German banks offer free bank accounts for students. To open an account, you should bring along your certificate of enrolment / your admission letter, the confirmation of your registration with the Citizens Office, your residence permit (if applicable), and your passport/ID.

Get the necessary insurances!
If you don’t have health insurance valid in Germany, contact a public German health insurance company (e.g. TK, Barmer, DAK) as soon as possible. Without having valid health insurance in Germany, you cannot get enrolled at the university. Besides, we strongly advise you to get a liability insurance. This will protect you if you cause an accident or if you damage the property of someone else.
3. Contacts and advice at the University of Münster

Advice for International Students

› International Office (InfoPoint): Your first point of contact for questions or problems regarding your studies or everyday life. In August and September on Mondays, Wednesdays and Fridays. From October: Mondays to Fridays. From 11 am – 4 pm
Via Facebook:
www.facebook.com/wwu.intofoffstudierende
Tel.: +49 251 83-22229
international.students@wwu.de
www.uni-muenster.de/InternationalOffice/en/studierende/beratung.html

Study-related Advice

› If you have questions about your subject, your timetable and similar things: Ask at your department for help.

› Specialised counselling regarding issues like psychological problems, studying with a disability, learning techniques, coping with stress:
Zentrale Studienberatung (ZSB)
www.uni-muenster.de/ZSB/en/

Questions about your residence permit?

› These questions will be answered at the Foreigners‘ Registration Office (Ausländerbehörde)
Stadthaus 2, Ludgeriplatz 4 (Entrance Südstraße)
Tel. + 49 251 4923636
ausländeramt@stadt-muenster.de

› If you face problems concerning your residence permit, you may also ask at the International Office for assistance: iris.beckmann@wwu.de