YOUR WAY TO LEIPZIG
A Guide for Exchange Students
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Dear Exchange Students,

We are glad you have chosen the Universität Leipzig for your study abroad. Leipzig is a beautiful city that offers a great variety of activities, and we hope you will enjoy both your time on campus and the vivid student life. We are sure your stay at the Universität Leipzig is a good choice and will be a great experience.

This brochure will help you organise your studies in Leipzig and offers information on the most important aspects you need to consider before and during your stay. Besides, it includes various recommendations for leisure activities. The International Centre will guide you through all administrative matters, and the student initiative WILMA is more than happy to show you the best spots in Leipzig to enjoy your student life.

We wish you a successful and unforgettable time at the Universität Leipzig and look forward to welcoming you soon.

All the best,

WILMA-Initiative & International Centre
THE CITY OF LEIPZIG

Leipzig is situated in the east of Germany. With around 500,000 inhabitants it is one of the largest cities of the New Länder. Besides, it is very easy to access by train, plane, or car. During its 840-year-long history, Leipzig developed into a versatile city steeped in culture and traditions. Leipzig is a city of music, literature, education, international trade fairs, economic power (i.e. with a branch of the Porsche AG), and was just recently awarded the title “creative city”.

Leipzig is also a very important place in German history. Napoleon was defeated here in the Battle of Nations (1813), and in 1989, the people of Leipzig started the peaceful revolution finally leading to the German Reunification.

The intriguing flair of Leipzig and its great variety of cultural, educational, and science offers have already captivated leading historical figures such as Goethe or Bach. The present German Chancellor, Angela Merkel, too, has started her career in Leipzig obtaining a degree in Physics. Momentarily, around 40,000 students are enrolled in one of Leipzig’s 7 higher education institutions. Leipzig is inspiring – you?

www.leipzig.de
THE UNIVERSITÄT LEIPZIG

... is international. Around 28,500 students from Germany and all over the world are enrolled in a degree programme at the second eldest university in Germany. True to the maxim ‘A Tradition of Crossing Boundaries’ our Alma mater Lipsiensis maintains a great variety of successful international partnerships. The more than 2,800 foreign students are an essential part of the international scholarly discourse and a great support for the development of the university into an academic institution beyond boundaries.

... is all about innovation, interdisciplinarity, and – having 14 faculties - offers a wide range of study and research options.

... was the “cradle” of many important figures in the fields of philosophy, music, literature, natural and social sciences as well as politics. Nietzsche gained his basic knowledge in philosophy at the Universität Leipzig from 1865 onwards, Wagner’s talent for music was nurtured and broadened here, and Verónica Michelle Bachelet Jeria, the first female President of Chile, started her career in Leipzig pursuing a degree in German and Medical Studies.

... would be elated to support you on your way.
THE STUDY SYSTEM ...

... follows a three-tier scheme:
A three-year Bachelor’s degree prepares students for their future professional careers. Hereafter, a two-year Master’s degree enables students to specialise in certain academic fields. The specific methodological skills gained therein, can then be applied in possible research projects within a three-year Doctorate programme.

... is structured in a sequence of semesters.
Classes are organised as thematic packages, called “modules”. Modules can be lectures, seminars, internships, or project based work. They are each completed by exams. For every successfully completed module, students are usually awarded 10 credits. Aside from specialised knowledge, students can also acquire key qualifications, such as methodological or soft skills. Per semester, students need to achieve a total of 30 credits corresponding to the European Credit Transfer and Accumulation System (ECTS). The individual academic schedules can be organised by choosing courses from a module catalogue.

www.zv.uni-leipzig.de/en (→ International Study)
7 STEPS TO STUDYING AT THE UNIVERSITÄT LEIPZIG

Step 1: Gathering Information

You can apply under the bilateral agreement which has been concluded between the Universität Leipzig and your home institution. All active agreements are listed in the database Komplexes InformationsSystem für Studierende / KISS (Complex Information System for Students). Choose your home institution from the drop-down menu and the results shown will provide you with a list of subject areas in which the Universität Leipzig cooperates with your home institution.

You can also use KISS to get in touch with Leipzig students who have studied in your home country. You can find the contact forms by (again) choosing your home institution from the drop-down menu and checking out the student reports.

Our database KISS can be accessed at:
www.uni-leipzig.de/kiss

The course catalogues of the single degree courses are listed here:
service.uni-leipzig.de/vvz

At the Universität Leipzig, exchange students are eligible to participate in a preparatory Sprach- und Orientierungskurs (Language and Orientation Course) in German. Information on course contents and fees can be found here: www.uni-leipzig.de/en/learninggerman (→ Language and Orientation Course)

interDaF e.V. at the Herder Institute of the Universität Leipzig offers German language courses at various linguistic levels. For more info and details on costs see: www.uni-leipzig.de/interdaf

The Deutsche Akademische Austauschdienst/ DAAD (German Academic Exchange Service) provides further info on German language courses on the following page:
www.daad.de/deutschland/deutsch-lernen/13856.en.html
Step 2: Apply for a study abroad place offered by your home institution

Your home institution decides on how and when to apply for available study abroad places. Therefore, please contact your home institution directly to enquire about deadlines, financial support conditions, and required academic qualifications.

If your application is successful, your official nomination must be sent directly to the Universität Leipzig by your home institution. You will then receive the relevant information on how to apply for registration at the Universität Leipzig.

If you have to hand in an ECTS-Studienvereinbarung (ECTS Learning Agreement), please contact the departmental coordinator at your home institution.
Step 3: Apply for registration at the Universität Leipzig

To apply, please fill in the online Antrag auf Immatrikulation (Application for Registration) and print it out. The application form should then be signed by you and the institutional coordinator at your home institution. The application comprises:

- Antrag auf Immatrikulation (Application for Registration) including the optional Anmeldung zum Sprach- und Orientierungskurs (Application for the Participation in the Language and Orientation Course) in German
  wwwdup.uni-leipzig.de/~moveon/move/moveonline/incoming
- Nachweis der Sprachkenntnisse in der Unterrichtssprache für Bewerber in Austauschprogrammen (Language Certificate for the language of instruction at the host university for applicants in exchange programmes). Usually German is required but some programmes are taught in English.
  www.uni-leipzig.de/en/international/download
  (→ Incoming exchange students)
- Bestätigung des Krankenversicherungsschutzes (Proof of Health Insurance in Germany)
  www.uni-leipzig.de/en/international/download
  (→ Incoming exchange students)

Please remember the following application deadlines:
15 July (to start in the following winter semester)
15 January (to start in the following summer semester)

Send your application to:

Universität Leipzig
Akademisches Auslandsamt (International Centre)
Goethestraße 6
04109 Leipzig
Deutschland

For further information on the application procedure see:
www.uni-leipzig.de/en/erasmus/in
Step 4: Receive your Zulassungsbescheid (Letter of Admission)

If your application for registration at the Universität Leipzig was successful, the Zulassungsbescheid will be sent to your address of correspondence at the beginning of August (for the winter semester) and February (for the summer semester), respectively. **You have to present your Zulassungsbescheid when enrolling at the Universität Leipzig.**

The Zulassungsbescheid is also the prerequisite for a successful visa application (if necessary).

Visa requirements and application procedures are described here: www.uni-leipzig.de/en/international/visa

For detailed information and visa application forms, please have a look at the pages of the Federal Foreign Office: www.auswaertiges-amt.de
Step 5: Find an accommodation

Advice on finding the right accommodation in Leipzig is provided here: www.uni-leipzig.de/en/international/organisation
(→ Preparing → Living in Leipzig)

The Studentenwerk Leipzig (Leipzig Student Services) let out furnished dorm rooms to students of the Universität Leipzig. To rent a room, submit the online Bewerbung für ein Zimmer im Studentenwohnheim (Application for a student dorm room) right after you received your Zulassungsbescheid. www.studentenwerk-leipzig.de/wohnen/neubewerber

The International Centre can help you find a room in a flat shared by students. For this, please hand in the Formblatt Vermittlung eines Privatquartiers (Application for Accommodation): www.uni-leipzig.de/en/international/organisation
(→ Preparing → Living in Leipzig → The International Centre’s accommodation service)
Step 6: Organise the academic schedule

In order to register for classes („modules“ – see page 7), you need to contact the departmental coordinators of your institute at the Universität Leipzig prior to the begin of the lecture period. Relevant contacts are provided here:

- for the ERASMUS-departmental coordinators in the KISS database
  www.uni-leipzig.de/kiss
- for the study programme advisors please visit the websites of the respective study programme
  www.zv.uni-leipzig.de/en/study/angebot/study-programmes.html

The semester course catalogues of all faculties and institutes will be available around August and February, respectively.

service.uni-leipzig.de/vvz

Links to all faculties and institutes of the Universität Leipzig can be found on the following page:

www.uni-leipzig.de/faculties
Step 7: Become enrolled at the Universität Leipzig

To enrol, please come to the International Centre of the Universität Leipzig before the beginning of the lecture period. Place and time for the enrolment will be announced on your Zulassungsbescheid. Please do not forget to bring the following documents:

- Zulassungsbescheid of the Universität Leipzig
- Nachweis über eine in Deutschland gültige Krankenversicherung (Proof of Health Insurance in Germany)
- Your passport (with a valid student visa if necessary)
- 3 biometric passport photos

Detailed information on how to enrol is provided here: www.uni-leipzig.de/en/international/enrolment

You will receive your student ID, the UniCard, after having paid the Semesterbeitrag (semester fee).

For more info on the semester fee visit:
www.uni-leipzig.de/en/international/organisation
(→ Studying → Semester fee)
GETTING STARTED AS A STUDENT

The beginning of the semester

The Sprach- und Orientierungskurs in German language takes place about three weeks before the beginning of each semester. If you have applied for this course, you should have received a confirmation of your participation with your Zulassungsbescheid. Please schedule the date of your arrival accordingly.

Please have a look at the following page for more information: www.uni-leipzig.de/en/learninggerman
(→ Language and Orientation Course)

The winter semester starts in the beginning of October, the summer semester in April. Please check with your institute for the exact date. www.uni-leipzig.de/faculties
Halfway through

If you registered for a whole academic year, you will need to **confirm your attendance of the second semester.** The confirmation becomes valid after you have paid another semester fee prior to the second semester.

Please check the following link for semester fee deadlines:

www.uni-leipzig.de/en/international/organisation

(→ Studying → Re-enrolment)

At the end of your semester or year

Please make sure you are removed from the register of students at the end of your study abroad period in Leipzig. To do so, please visit the International Centre and hand in your student ID and the **Antrag auf Exmatrikulation (Document for Removal from the register):**

www.uni-leipzig.de/en/international/organisation

(→ Finishing → Removal from the register)

Before you are removed from the register, please also inform the **Bürgeramt (City Authorities)** and the University Library that you are leaving.

**After your study abroad period**

“Leipzig Alumni International/ LAI” invites you to keep in touch with the Alma mater Lipsiensis and your newly gained friends. LAI is free of charge and offers various options to stay connected (i.e. the LAI magazine/ alumni meetings etc.)

To become a member visit:

www.uni-leipzig.de/en/international/alumni
STUDENT LIFE

Studying at the Universität Leipzig also means getting to know life off campus and gaining new friends. WILMA, the Willkommens-Initiative für in Leipzig mitstudierende Ausländer (Welcome Initiative for Foreign Co-Students) is happy to support you in this adventure!

www.wilma-leipzig.de

The Studentenwerk Leipzig also wants to help you getting started in Leipzig and is offering an online-Buddy-Programme. The idea: Leipzig students support new foreign students. Check it out:

www.study-in-leipzig.de/tutoren (→ Buddyprogramm)

Furthermore, here you find a list of international student organisations:

www.uni-leipzig.de/en/international/organisation
(→ Studying → International students’ organisations)
The Universität Leipzig offers a great variety of exciting leisure activities:

Sports:
The Zentrum für Hochschulsport (University Sport Centre) offers over 400 sports courses every semester. The course registration takes place prior to the beginning of the semester. Besides, course spots are quickly taken, so make sure to register in time:
www.hochschulsport-leipzig.de

Music:
You are a musical talent and like to sing or play an instrument? The Universitätsorchester (University Orchestra) and Universitätschor Leipzig (University Choir Leipzig) would be happy to welcome you aboard:
www.uni-leipzig.de/orchester
www.uni-leipzig.de/unichor

Associations:
There are numerous associations in Leipzig students can join. An overview can be found on the pages of the StudentInnenRat: www.stura.uni-leipzig.de/links
and the City of Leipzig:
www.leipzig.de/de/buerger/service/vereine
GLOSSARY

ECTS
... stands for European Credit Transfer and Accumulation System. It has been introduced Europe-wide so that courses completed abroad could be documented in a uniform way. The system is also used at the Universität Leipzig. In your Studienvereinbarung (Learning Agreement) you define the classes you would like to complete. The agreement has to be signed by you, your coordinator at your home institution, and at the Universität Leipzig. The Transcript of Records then comprises all courses you completed at the Universität Leipzig as well as the marks you achieved. It needs to be signed by the Universität Leipzig. Students should acquire a total of 30 ECTS credits per semester. For more info on ECTS visit: www.hrk-bologna.de/bologna/de/home/2000.php

Semesterbeitrag (Semester Fee)
At the beginning of each semester, every student has to pay a semester fee to the university. The fee benefits the Studentenwerk Leipzig and the StudentInnenRat. It also contains a basic sum for the Semester Ticket. Students who do not pay the semester fee, will be automatically removed from the register of students.
www.uni-leipzig.de/en/international/organisation
(→ Studying → Semester fee)

Semester Ticket
The Semester Ticket is issued by the Leipziger Verkehrsbetriebe (Public Transport Leipzig) and is valid for 6 months. With this ticket, students can use all Leipzig busses and trams:
www.lvb.de/fares/students

UniCard
The UniCard is the student ID at the Universität Leipzig and carries a number of functions. Students can use it to pay the semester fee and to print out Studienbescheinigungen (Certificates of Enrolment) at the university terminals, to lend books at the University Library, to pay in the University Dining Halls, or to make copies at one of the many university copy machines. For more info visit:
www.zv.uni-leipzig.de/en/study/organising-your-studies/unicard.html

Vorlesungsverzeichnis (Course Catalogue)
The catalogue lists all courses offered by institutes or faculties of the Universität Leipzig during the relevant semester. The catalogue can be accessed at:
service.uni-leipzig.de/vvz

Zulassungsbescheid (Letter of Admission)
The Zulassungsbescheid is a written document which confirms that your application at the Universität Leipzig has been successful and you can take up your studies here. The letter will be sent to you by the International Centre. It must be presented when enrolling at the Universität Leipzig and also in case you need to apply for a student visa.
INTERESTED IN EXCHANGE PROGRAMMES AT THE UNIVERSITÄT LEIPZIG?

We are here to support you.

International Centre
Goethestraße 6
04109 Leipzig
Telephone: +49 341 97-32020
Fax: +49 341 97-32049
aa@uni-leipzig.de
www.uni-leipzig.de/international

Support for incoming students in EU Programmes
Christiane Schmidt
Telephone: +49 341 97-32023
christiane.schmidt@zv.uni-leipzig.de

Support for incoming students in Bilateral University Agreements
Jane Moros
Telephone: +49 341 97-32032
jane.moros@zv.uni-leipzig.de

Contacts via KISS
www.uni-leipzig.de/kiss

Office hours during lecture period
Tuesday 9 – 11 a.m. and 1 – 5 p.m.
Thursday 1 – 3 p.m.
Friday 9 – 11 a.m.

Office hours during examination period and semester break
Tuesday 1 – 5 p.m.
Friday 9 – 12 a.m.

Office hours
Tuesday 9 – 11 a.m. (nominated students)
1 – 5 p.m. (appointment requested)

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