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Dear Student,

We are delighted that you have chosen to study abroad at Kiel University of Applied Sciences in beautiful Schleswig-Holstein!

Please read this guide carefully. This will help you to manage your stay in Germany and avoid many potential problems. If you have further questions, you can always contact the coordinator of your faculty or the International Office. You will also find useful information on our website and on our facebook page:

www.fh-kiel.de/international
https://www.facebook.com/internationalofficekiel (group: Incomings Exchange Students)
Generally, European students do not need a visa to study in Germany. There are also some exceptions for non-European students. Please check the following website to know if you need a visa for entering Germany:

http://www.auswaertiges-amt.de/

For additional information please visit the following websites:

http://www.daad.de
http://www.study-in.de

If you need a visa, please go to the embassy’s website and familiarize yourself with the visa requirements.
After receiving your admission, we recommend you to start looking for a room as the housing situation is quite difficult. There are many housing options in Kiel. The Studentenwerk Schleswig-Holstein (housing department), an organization concerned with the needs of students, offers furnished and unfurnished rooms in various dormitories throughout Kiel. You might share the kitchen and bathroom facilities with other students.

Rooms here are subject to a minimum rental period of at least one semester (4-6 months). For many international students, this is the first, easiest and least expensive choice. Please note that an application is not a guarantee to also get a room! The Studentenwerk uses an automatic distribution system to allocate the available rooms among all applicants (usually six weeks before the semester starts).

Application forms can be filled out online at the Studentenwerk website. The deadlines are 15 July for the winter semester and 15 January for the summer semester.
It is best to make arrangements prior to your arrival. Please keep in mind that the demand for a room at Studentenwerk surpasses the supply.

Address: Steenbeker Weg 20
24106 Kiel, Germany

E-Mail: Wohnen@Studentenwerk-S-H.de
Telephone: +49 4 3188 16 - 300
Telefax: +49 4 3188 16 - 330

Opening Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>10 a.m. - 1 p.m.</td>
</tr>
<tr>
<td>Tuesday and Thursday</td>
<td>2 p.m. - 3 p.m.</td>
</tr>
</tbody>
</table>

If you stay in a dormitory of the Studentenwerk and you are going to arrive outside of the office hours of the the caretaker of your dorm, the arrival service for international students will be helpful for you!
Since many students in Kiel will be looking for an accommodation at the same time, you may also want to consider further housing options, some of which are listed below.

Additional student dorms in Kiel include the Haus Düsternbrook, the Dietrich-Bonhoeffer-Haus and the Kieler Kloster. All of these are managed by the protestant Church (you do **not** need to be Christian to apply!). Further information can be found here:

http://www.ev-studentenheime.de/verein/anmeldung.html

*Haus Michael* is a catholic student dorm. Again, you do **not** have to be Catholic to apply for these housing options.

Further dorms include the “Deutsch-Nordischen Burse”, the Herrmann-Ehlers-Haus, the Ferdinand-Tönnies-Haus, the Wohnheim WAK, Unidorm Apartments for Students, Twenty First Student Living, Jenseendamm Student Dorms and Dein Apartment Dorms.
For these private dormitories it is important to apply as early as possible. They do not use automatic systems but fill up their rooms with the first applicants.

There are a number of nice private dormitories and hostels in Kiel in which you can stay during your time in Kiel or while you are waiting to be offered a room from the Studentenwerk. Find more information on all dorms here.
From Hamburg International Airport there is a convenient bus connection called Kielius, and it runs once every hour between Kiel and the airport. It takes about 90 minutes to reach Kiel Central Station. Be sure not to get off in Neumünster. You can find more information about prices, along with a timetable, here.

Bus stops: Outside between Terminals 1 and 2.
Price: A one-way ticket costs about €20.

From Kiel Central Station (Hauptbahnhof) you can take a taxi or bus to your final destination in Kiel. A bus ticket costs about €2.60. Timetables and route maps can be found at this website.

Depending on your destination, a taxi costs between €8 and €15.
We recommend that you arrive in Kiel during the week, so that the administrative offices and shops you need will be open. An orientation program for exchange students is scheduled around two weeks before classes start (at the beginning of September / March).

The orientation provides an introduction to studying and living in Kiel and explains important steps you need to take like how to register your address at the city administrative offices, sign up for German health insurance (if this has not already been done), open a bank account and enroll at Kiel University of Applied Sciences. The orientation program is a mandatory part of your exchange.

Please find the dates for the orientation program and information about the pre-semester Intensive German course in the e-mail we sent to you and on our mobility online platform. You can register for the Intensive German course through mobility online, as well.
Address Registration

Every person residing in Germany, including visiting students, must register with the relevant authorities. To register, you must go to the *Einwohnermeldeamt*, the residency registration office within the city administrative offices. Registration is possible only after you have established a fixed address in the city. The address of a youth hostel or guesthouse is not sufficient.

Upon registration you will be given your *Anmeldebestätigung*, a receipt confirming that you have registered. You will need this receipt later for various other administrative formalities. **Please keep it in a safe place!**

Address: Fleethörn 9, 24103 Kiel
If you will be living in Kiel, you must go to the city administration office and bring:

- your passport
- your Wohnungsgeberbestätigung (confirmation of having moved in)
- the registration form (downloadable here: https://formulare.kiel.de/servlet/de.formsolutions.FillServlet?id=Ff7pr8n5qRvKap4Thra4M6vn2graRQ&m=q.pdf)

You have to book an appointment in advance. This can be done online. Please follow the instructions:

1. https://www.kiel.de/de/politik_verwaltung/service/termine.php
2. “Reservieren Sie Ihren Termin online” = “Reserve an appointment online”
3. Select your preferred office location and “Einwohnerangelegenheiten für eine Person”
4. Select an appointment slot that suits you
5. Enter your personal data and send the appointment request
6. If you cannot keep the schedules appointment, you need to send an e-mail to ema@kiel.de to cancel your appointment.
Opening a Bank Account

We recommend that you open an account at a German bank. Often enough you will need to make transfers, for example to pay your tuition fees, rent, health insurance contributions etc., and this is easiest and cheapest from a domestic account.

You can open an account with any German bank. Students usually have access to a no-fee account. A fee may be charged for issuing a debit or credit card, depending on the bank. You may want to choose a bank whose ATMs are conveniently located for you.

Some well-known German banks include: Deutsche Bank, Sparkasse, Commerzbank, Postbank
Health Insurance

All students are required to have health insurance in Germany. If you have a European Insurance card you must bring it with you in order to be exempt from this insurance obligation. If you do not have one you can choose from a variety of publically sanctioned health insurance providers (statutory health insurance), for example AOK, Barmer or TK. The monthly premium for health and disability insurance for students is approx. 90 €. After you have obtained health insurance as required by law, you will receive an insurance certificate. You need this to enrol at the university.

In order to obtain an insurance contract you will need your passport and your letter of admission to the university, your address, and a bank account. For more information, contact the International Office of Fachhochschule Kiel.

Every change of address has to be communicated to the health insurance!
How to Enrol at the University

The enrolment of Erasmus and other program students takes place at the International Office during the orientation week. You will need the following documents:

- Your passport or identity card
- Student ID or other proof of enrolment from your home university
- European Health Insurance Card or other proof of sufficient health insurance
- 253.50 € in cash (71.00€ for students of agriculture). This is the semester fee that needs to be paid on the first day of the orientations session. There is no ATM on campus or bank close by.

After you have presented these documents you will be enrolled at Kiel University of Applied Sciences and be given your semester ticket.
Online Service QIS

All registered students can use the Online Service Platform QIS:

- to print their current certificates of enrolment
- to register for or deregister from exams
- to see your results
- to print the transcripts of records
- change your address

You log in with your personal FH login and password.

https://qis.fh-kiel.de
Registration renewal

If you are staying at the Fachhochschule Kiel for more than one semester, you must renew your registration for every additional semester.

Re-register by paying the Sozialbeitrag and semester ticket fee of € 253.50 (check for any changes of the semester fee) for the upcoming semester. The easiest way to pay the fee is to transfer it to the Studentenwerk. Do not forget to mention the purpose for payment when you do so: your registration number plus the semester (e.g. 20192 for the winter semester 2019).

Please note: the deadline for re-registration for the following semester always falls within the first semester. Registration deadlines are June 30 for the following winter term, and December 31 for the summer term. If you fail to renew your registration on time, you will not be able to continue your studies.
The University of Applied Sciences Kiel is a typical campus-style university.

All university buildings, except those of the agriculture department, are located on one campus. On the next page you will find a campus map to help you to find your way around. The campus is bubbling with life, and campus life is colourful, almost as colourful as the roofs atop the large lecture hall and theatre building. This very building houses one of the university's gems of popular science and entertainment – its digital theatre called Mediendom. The digital theatre is much more than just a planetarium. Every year, it attracts thousands of visitors from Kiel and farther afield. In addition, any extraordinary celestial events which may occur while you are here, such as lunar or solar eclipses, can be viewed from the university's nearby observatory.
Bunker D

The campus area has been the site of historic moments in industry and technology: HDW once built ships here, Rudolf Hell invented the fax machine here, and it was from here that Albert Einstein departed on his famous sailing trip with the inventor of the gyroscopic compass, Herrmann Anschütz-Kaempfe. Some buildings are still here to tell the tale even today. Cultural events on the campus received a new accent with the opening of Bunker D in fall 2006. A so-called Bunker-D Week has taken place in this renovated former factory air-raid shelter every year since then. It is organized by a volunteer Bunker-D team consisting of students, lecturers and staff.

Every Wednesday is Bunker day!

The cafe and casino are open Monday to Friday from 10 a.m. to 2 p.m. and Wednesdays until 10 p.m. Food and drinks are served at student-friendly prices (http://www.fh-kiel.de/index.php?id=521).
University Library

The library is located in the department of Mechanical Engineering (Building 12). Its hours of operation are:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
<td>9 a.m. to 7 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m. – 6 p.m.</td>
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</table>

At the beginning of each semester, an orientation is offered for new students. A staff member will explain how you can register. Your student ID card functions as your library card. Using the barcode number on your student ID and the password you have been given, you can log on to the library’s web site and order your books online. You can also check the status of materials that you have borrowed.

You can also use the University Library of Christian-Albrechts-Universität Kiel (CAU) located in Leipnizstraße 9, 24118 Kiel.
Canteen

On weekdays you can go to the canteen and put together your own meals. You can choose from a great variety of vegetable, meat or fish dishes, as well as side dishes, salads, sandwiches, bakery products and drinks. An electronic display above each of the four counters gives information about the menu and prices. If you are unfamiliar with the name of a certain dish, simply ask a staff member for more information.
You can pay for your meal with cash or with your student chip card, which can be charged up at a loading station in the canteen. Seating is available on two floors. All food is also available to go. Simply ask at the counter for the appropriate containers.

Each week’s menu can be found [here](#).
There is a Campus App which gives you information about

- Canteen menus
- Information about the University
- Student jobs
- Nightlife
- Student discounts
- Grades from the QIS-system
- Bus time tables
- Mensa Menu
- Information system
- Important news
- Background-service
University Sports Center

Kiel University of Applied Sciences offers all its students the opportunity to participate in athletic activities during their studies, such as aerobics, climbing, basketball, badminton, football, volleyball and many other types of sports.

The athletics building is located directly adjacent to the Dormitory on Friedrich-Wolf-Street. You can find the current schedule of athletics classes and training times on the university’s website. [http://www.fh-kiel.de/index.php?id=2575](http://www.fh-kiel.de/index.php?id=2575)

As a student of FH Kiel you also have access to the athletics facilities of the University of Kiel. For more information please go to the following website: [http://www.sportzentrum.uni-kiel.de/de](http://www.sportzentrum.uni-kiel.de/de)
Public Transportation

In Kiel, busses and ferries are available for public transportation. Your student card includes unlimited fare for the city area (Zone 4000).

To travel from the city to the FH Kiel and back, you can use the bus lines 11 and 60S and the F2 ferry (Schwentinelinie).

At the FH Kiel you will find three bus stations (Grenzstraße, Fachhochschule and Schwentinestraße) and one ferry pier (Dietrichsdorf). The bus number 11 arrives and leaves from Grenzstraße and Fachhochschule Kiel, and the 60S bus from Grenzstraße and Schwentinestraße. The ferry departs from the pier, near the canteen (see the campus map).

The central transfer bus station of Kiel is the Central Station (Hauptbahnhof). Here you can change to nearly every bus line.
Below you will find the English version websites of the public transportation companies, which provide information about routes, schedules, etc.

**Busses (KVG)**
http://kvg-kiel.de/en/

**Ferries (SFK-Kiel)**
Bicycles

The bicycle is a very common means of transportation in Kiel. It is possible to go almost everywhere by bike, and it is often the fastest way.

Used bikes are available starting at around 50 € or even cheaper. You can look for sellers in the free regional newspaper (Kieler Express) or online (e.g. e-bay Kleinanzeigen). If you need help, ask your fellow students or contact one of your buddies.
Bars, Restaurants, Clubs and Cinemas in Kiel

Kiel has much to offer. Below is a listing of some bars, restaurants and clubs which offer drinks and food for fair student prices, as well as some cinemas of the city: It is worthwhile to watch out for special events and parties for students, which usually offer special prices.

(Café-) Bars:

<table>
<thead>
<tr>
<th>Café</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumpitz (coffee and snacks)</td>
<td>Heikendorfer Weg 41, 24149 Kiel</td>
</tr>
<tr>
<td>SubZero (Cocktails, etc.)</td>
<td>Bergstraße 19, 24103 Kiel</td>
</tr>
<tr>
<td>Mum&amp;Dad café/Bar</td>
<td>Ziegelteich 14, 24103 Kiel</td>
</tr>
<tr>
<td>Campus Suite (Coffee and Snacks)</td>
<td>Brunswiker Straße 23, 24103 Kiel</td>
</tr>
<tr>
<td></td>
<td>Europaplatz 2, 24103 Kiel</td>
</tr>
<tr>
<td></td>
<td>Westring 389, 24118 Kiel</td>
</tr>
<tr>
<td></td>
<td>Wall 2-6, 24103</td>
</tr>
<tr>
<td></td>
<td>Holtenauer Straße 19, 24105 Kiel</td>
</tr>
<tr>
<td></td>
<td>Düsternbrooker Weg 2, 24105 Kiel</td>
</tr>
<tr>
<td></td>
<td>Olshausenstraße 74-75, 24118 Kiel</td>
</tr>
<tr>
<td></td>
<td>Westring 289, 24118 Kiel</td>
</tr>
<tr>
<td>Seebar (in the summer, at seaside)</td>
<td>Hindenburgufer 100, 24105 Kiel</td>
</tr>
<tr>
<td>Café Hilda</td>
<td>Jägersberg 5, 24103 Kiel</td>
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</table>
### Restaurants:

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traum GmbH</strong> (Pizza, pasta, etc.)</td>
<td>Grasweg 19, 24118 Kiel</td>
</tr>
<tr>
<td><strong>Vapiano</strong> (Pizza, pasta, etc.)</td>
<td>Kaistraße 51, 24114 Kiel</td>
</tr>
<tr>
<td><strong>El Paso</strong> (Mexican, cocktails)</td>
<td>Kleiner Kuhberg 2, 24103 Kiel</td>
</tr>
<tr>
<td><strong>Subrosa</strong> (mixed, vegetarian)</td>
<td>Elisabethstraße 25, 24143 Kiel</td>
</tr>
<tr>
<td><strong>Peter Pane</strong> (Burger, salads etc.)</td>
<td>Wall 2-12, 24103 Kiel</td>
</tr>
<tr>
<td><strong>POI</strong> (Pizza, pasta, salads)</td>
<td>Ahlmannstraße 24, 24118 Kiel</td>
</tr>
</tbody>
</table>

### Clubs:

<table>
<thead>
<tr>
<th>Club</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tucholsky</strong> (open every day)</td>
<td>Bergstraße, 17  24103 Kiel</td>
</tr>
<tr>
<td><strong>Luna Club</strong></td>
<td>Bergstraße 17a, 24103 Kiel</td>
</tr>
<tr>
<td><strong>Max Disco</strong></td>
<td>Eichhofstraße 1, 24116 Kiel</td>
</tr>
<tr>
<td><strong>Traum GmbH</strong></td>
<td>Grasweg 19, 24118 Kiel</td>
</tr>
</tbody>
</table>

### Cinemas:

<table>
<thead>
<tr>
<th>Cinema</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cinemaxx</strong> (<a href="http://www.cinemaxx.de">www.cinemaxx.de</a>)</td>
<td>Kaistraße 54-56, 24114 Kiel</td>
</tr>
<tr>
<td><strong>Metro Kino Kiel</strong> (<a href="http://www.metrokino-kiel.de">www.metrokino-kiel.de</a>)</td>
<td>Holtenauer Straße 162, 24105 Kiel</td>
</tr>
<tr>
<td><strong>Neues Studio</strong> (<a href="http://www.studio-filmtheater.de">www.studio-filmtheater.de</a>)</td>
<td>Wilhelminenstraße 10, 24103 Kiel</td>
</tr>
<tr>
<td><strong>Traum GmbH</strong> (traum-gmbh.de/das-traumkino-2/)</td>
<td>Grasweg 19, 24118 Kiel</td>
</tr>
</tbody>
</table>
Beaches around Kiel

Kiel offers some very nice beaches which are worth visiting to enjoy the sun and have a swim or a BBQ, weather permitting. Below is a list of the nearest beaches:

Falckensteiner Strand: Friedrichsort (west-side). Very popular, undeveloped and easy to reach by bus (501/502) or ferry (F1).

Schilksee: A bit farther than Falckenstein, easy to reach by bus (501/502) and ferry (F1), next to the Olympic sports harbor.

In the summer there are special “beach buses”. See www.kvg-kiel.de for more information.

Laboe (east-side): Very popular, especially with tourists. Visitors must pay a use fee. Reachable by bus (100) and ferry (F1).

Heidkate/Schönberg: Farther away than Laboe but beautiful and worth a visit.
Shopping

Shopping hours vary considerably in Germany. Supermarkets are usually open from 7 or 8 a.m. until 8 or 11 p.m. Shopping hours in the city center are usually a bit shorter, from 8 or 10 a.m. until 7 or 8 p.m.

The cheapest possibilities for buying food are discounters, which can be found in every part of the city.

Some discounters are: Aldi, Penny Markt, Netto, Lidl.

More expensive are: Sky, Rewe, Familia.

Specialty retailers for fashion, electronics, etc. can be found around the main shopping street, the Holstenstraße, the Sophienhof or at the CITTI Park, a big mall close to the highway (Mühlendamm 1, 24113 Kiel).
Impressum

Allgemeine Informationspflichten gem. § 5 des Telemediengesetzes (TMG) in der Fassung vom 26.02.2007.

Anschrift:
International Office der Fachhochschule Kiel
Sokratesplatz 4
24149 Kiel, Germany

Ms Sina Delfs
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Telefax +49 431 210-1810
E-Mail: sina.delfs@fh-kiel.de

Stand: 20.06.2019
Verweise und Links:
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