International Student
Pre-Arrival Guide

International Office
Kiel University of Applied Sciences
Sokratesplatz 4
24149 Kiel, Germany
Tel: +49 431 210-1800
Fax: +49 431 210-1810
www fh-kiel de/international
www.facebook.com/internationalofficekiel
Dear Student,

Congratulations on your admission! We are greatly looking forward to seeing you soon at our University. The staff of the International Office is ready to help you with any questions or concerns you may have during your stay in Kiel.

There are many things to take care of before you come to Germany, and we would like to help make the process easier for you. The steps described in this brochure will make the beginning of your stay in Germany easier. This guide contains information to help you plan for your arrival in Germany and for the beginning of your studies at Kiel University of Applied Sciences. It also gives you information about services and facilities available at the University itself and in the city of Kiel.
Generally students from outside the European Union need a visa to study in Germany, but there are some exceptions. Please check the following website to find out if you are required to obtain a visa for entry into Germany.

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

For more information please also visit the following websites:
http://www.daad.de
http://www.study-in.de

**Type of Visa:**

The first thing you need to do is make an appointment with the German Embassy in your home country. Please do so immediately. Also check the Embassy’s website and familiarize yourself with the visa requirements.
If you intend to study in Germany, you will be considered a student applicant, and you will have to apply for a national visa for the express purpose of studying. The national visa is issued for stays of more than 3 months’ duration (a full-time course of study would fall into this category).

**Visa Requirements:** (be sure to inform yourself on the German Embassy’s website in your home country well in advance) Normally you have to present the following documents at the German Embassy:

1. Visa application forms
2. Passport pictures
3. Valid Passport
4. Letter of admission from Fachhochschule Kiel (many embassies already accept the soft copy version of your admission letter)
5. Proof of Language Proficiency
6. Proof of financial means sufficient to cover your expenses for the duration of your studies. This is accomplished by one of the following documents:

- Confirmation of Scholarship / Stipend
- Formal sponsorship letter from a sponsor living in Germany
- A Sperrkonto (a ‘blocked account’) at a German financial institution opened by the applicant. The account needs to show a minimum balance of around 10,200 €. This demonstrates that the account holder has the amount of around 850.00 € per month at his/her disposal. For information on how to open a ‘blocked account’ in Germany, please contact a bank in Germany or an international bank of your choice, for example the Deutsche Bank. Please note that your studies are going to take a minimum of two years, so that you will need around 20,000 € in total!
- Confirmation of an annually renewable bank guarantee from a bank in Germany in the amount of 10,200 €.

**Cost of Living**

The amount of around 10,000 € per year is the minimum required from the German state for international students to make sure that they do not have financial problems while studying here. This means an absolute minimum of around 850 € per month.

The amount will be needed for the following expenses:

- At the beginning:
  - Safety deposit for room: varies
    - dormitory: 250-300 €
    - private room: higher amount
  - Registration fee: 100 €

- Per semester: (to be paid every 6 months)
- Ca. 253.50 € semester fee (including a local and regional public transportation ticket for six months)

- **Per month:**
  - Rent: 250-400 €
  - Food: 170 €
  - Clothing: 50 €
  - Communication (mobile phone, contribution to TV, internet, radio, etc.): 20-50 €
  - Educational materials (books, copies, etc.): 20-40 €
  - Health insurance and medicine: 90-100 €
  - Leisure time, culture, sports: ca. 60 € (depending on what you want to do)

The minimum amount that should be calculated per month is 850 €. We recommend at least 900 € to have spare money for emergencies, etc.
There are NO SCHOLARSHIPS by FH Kiel. Please make sure that you have the money that is needed so that you do not have to face any financial troubles!

Remember: Finding a student job in Germany can be difficult if you do not speak German!
While you await your visa, you can find and reserve a room in Kiel. 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. In these you share kitchen and bathroom facilities with other students. Rooms here are subject to a minimum rental period of at least one semester (4 months or more). For many international students, this is the first and easiest choice. Please note that an application is not a guarantee to be offered a room! The Studentenwerk uses an automatic distribution system to allocate the available rooms among all applicants (usually 6 weeks before the semester starts).

Application forms can be filled out online at the Studentenwerk website.
It is best to make arrangements prior to your arrival. Please keep in mind that the demand for a room at Studentenwerk always surpasses the supply of rooms.

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: Mo - Fri 10 a.m. - 1 p.m.
               Tue + Thu 2 p.m. - 3 p.m.

If you stay in a dormitory of the Studentenwerk and you are going to arrive outside the office hours of the Studentenwerk and the caretaker of your dorm, the arrival service for international students could be an option 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 a member of the church to apply!). Further information can be found here:

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

Catholic dorms include the Haus Michael, Studentenwohnheim der “Deutsch-Nordischen Burse”, Herrmann-Ehlers-Haus, Ferdinand-Tönnies-Haus and the Wohnheim WAK. Again, you do not have to be Catholic to apply for these housing options.

With private dormitories it is important to apply as early as possible. They do not raffle but fill up the rooms with the first applicants.
There are a number of nice private dormitories and hostels in Kiel in which you can stay during your study in Kiel or while you are waiting to get a room from the Studentenwerk. Find more information 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 not to arrive in Kiel on a weekend because all public administrative offices and shops will be closed, particularly on Sundays. Students from abroad are advised to arrive no later than mid-September or mid-March, respectively. The week of your arrival will be filled with your housing search, registration of your address at the city administrative offices, procurement of German health insurance (if this has not already been done), opening a bank account and enrollment at Kiel University of Applied Sciences.

For assistance please contact the International Office and speak to the international advisor. An orientation program for newcomers is scheduled around the start of your lectures. It provides an introduction to the structure and contents of your degree program and gives you the chance to meet your future classmates.
Address Registration @ the Rathaus

Every person residing in Germany, including visiting students, must register with the relevant authorities within fourteen days of his or her arrival. 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 permanent address in the city. The address of a youth hostel, guesthouse or friend is not sufficient. Upon registration you will be given your Anmeldebestätigung, the confirmation of your registration. You will need this receipt later for various other administrative formalities. Please keep it in a safe place!

Address: Fleethörn 9, 24103 Kiel
Or any of the district administration offices
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, signed by your landlord)
- the registration form (available for download here: https://formulare.kiel.de/servlet/de.formsolutions.FillServlet?sid=Ff7pr8n5qRvQKap4Thra4M6nvn2graRQ&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 with 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 an EC 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, Dresdner Bank

If you have a blocked account, you need to complete the service order. If you are with the Deutsche Bank, find more information here.
Health Insurance

All students are required to have health insurance in Germany. You can choose from a variety of publically sanctioned health insurance providers, for example AOK, Barmer or TK. The monthly premium for health and disability insurance for students is approx. 90 €. After you have obtained your health insurance as required by law, you will receive an insurance certificate. You need this to enroll at the University.

In order to obtain an insurance contract you 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 the University.

Do not forget:

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

Please schedule an appointment with the International Office staff by e-mail. They will help you to make sure your enrollment documentation is complete and will prepare the enrollment with you.

International Student Advisor: Ms Sina Delfs
Email: sina.delfs@fh-kiel.de

You must appear in person and bring the following documents with you:

- Letter of Admission (Placement)
- Proof of payment of the registration fee of €100 (bank statement, transfer voucher). Payment details: page 24. Proof of payment of the semester fee of 253.50 € / 71.00 € for online study programs like (bank statement, transfer voucher). Payment details: page 24.
Health insurance certificate issued by a statutory health insurance company in Germany (e.g. AOK, Barmer, TK etc.)

Original university entrance certificate (e.g. a secondary school diploma)

Original document of the first university degree / transcripts etc.

Original document of your English language certificate

Passport photo

Passport

If applicable: deregistration documents from previously attended German universities
The following documents will be filled out together with the IO staff:

- Application form = *Einschreibbogen*
- Declaration of commitment form = *Datenschutzerklärung*
- Privacy policy consent form = *Verpflichtungserklärung*
Although the universities in Kiel do not charge tuition fees, the financial contribution of 253.50 € (71.00 € for Industrial Engineering), which must be paid every term, goes toward maintaining student activities and organizational services. It also includes the purchase of your semester ticket, which allows you unlimited use of public transport within the city of Kiel for the entire 6-months’ semester period. The semester ticket is not included for Online-Study programs.

You will also have to pay a one-time-payment of 100 € as a registration fee.

**Important: We do not accept any payments in cash. Once you are in Kiel you can pay these fees at a local bank (e.g. using cash) before you enrol.**
• Semester Fee (253.50 € [or 71.00€ if you are studying Industrial Engineering]):

Recipient: Studentenwerk S-H, FH Kiel
Bank: Förde Sparkasse
IBAN: DE34 2105 0170 0025 0012 98
SWIFT-BIC: NOLADE21KIE

Reason for transfer (Verwendungszweck) (very important!): your Uni-assist number + the term specified
(20181 for the summer semester,
20182 for the winter semester)
Example: 1234567 – 20192
• Registration Fee (100 €):
  
  Recipient: Finanzverwaltungsamt S.-H.
  Bank: Bundesbank Hamburg
  IBAN: DE82 2000 0000 0020 2015 77
  SWIFT-BIC: MARKDEF1200

  **Reason for transfer (Verwendungszweck): 8727-11101 783 + your Uni-assist number**
  Example: 8727-11101 783 - 123456
Register with the Foreign Citizens' Administration Office (Zuwanderungsabteilung) for a residence permit.

Address: Sophienblatt 12, 24103 Kiel

**Opening Hours**

<table>
<thead>
<tr>
<th>Mon, Tue, Thu, Fri</th>
<th>8.30 a.m. – 1 p.m.</th>
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<tr>
<td>Thu</td>
<td>2 p.m. – 4 p.m.</td>
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Closed on Wednesdays

**You need to make an appointment via telephone: +49 431 901 4299 or e-mail: Zuwanderungsabteilung@kiel.de**

You will need:

1. 2 photos
2. a registration form (“Antrag auf Erteilung einer Aufenthaltserslaubnis”),
3. confirmation of registration form the Resident Registration Office
4. confirmation of health insurance coverage
5. confirmation of enrolment at the university
6. proof of financial resources (€735 per month)
7. a valid Passport and Visa
Online Service QIS

All registered students can use the Online Service Platform QIS:

- to print their current certificates of enrolment (e.g. needed for the Studentenwerk and your insurance company)
- to register for or deregister from exams
- to see your results
- to print the transcripts of records

You log in with your personal FH login and password.

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

Registration at the University of Applied Sciences is only valid for one semester. For each subsequent semester you have to renew your registration. This is accomplished by paying the semester fee for the upcoming semester. Please make sure that you are re-registered by extending your student ID card (chip card) at the terminal. 

Please note: the deadline for registration renewal for the upcoming semester usually is in June for the following winter semester, and in December for the following summer semester.

If you fail to renew your registration on time, you will not be able to continue your studies. This is especially important if you are on vacation or outside of Germany!
The Kiel University of Applied Sciences is a typical campus-style university.

All University buildings, except those of the Agriculture Faculty, 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 buzzing 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. 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 autumn 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 every Wednesday from 10 a.m. to 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

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<tr>
<td>Monday – Thursday</td>
<td>9 a.m. to 7 p.m.</td>
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<tr>
<td>Friday</td>
<td>9 a.m. – 6 p.m.</td>
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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 Kiel University (CAU).
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.

The weekly menu can be found here.
Campus App:

http://www.campus-app.de/download.html

A Campus App has been developed which gives you information about

- Canteen menus
- Information about the University
- Student jobs
- Nightlife
- Student discounts
- Etc.

FH Kiel App

http://www.fh-kiel.de/index.php?id=13988

Find information on the following:

- Grades from the QIS-system
- Bus time tables
- Mensa menu
• Information system
• Important news
• Background-service
The 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 at the University’s website: http://www.fh-kiel.de/index.php?id=2575

As an FH student 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
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 3 bus stations (Grenzstraße, Fachhochschule and Schwentinestraße) and one ferry pier (Dietrichsdorf).

The 11 bus 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 and the international office. 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 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 €. You can look for sellers in the free regional newspaper (Kieler Express) or online (e.g. on ebay Kleinanzeigen). If you need help, ask your fellow students or senior students who have been in Kiel for a while.
Bars, Restaurants, Clubs and Cinemas in Kiel

Kiel has much to offer for culinary and entertainment fans. Below is a list of some bars, restaurants and clubs which offer drinks and food at reasonable prices, as well as some cinemas of the city. It’s worthwhile to watch out for special events and parties for students which usually offer special prices.

*(Café-) Bars:*

<table>
<thead>
<tr>
<th>Café/Bar</th>
<th>Address</th>
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<tbody>
<tr>
<td>Coffee Cloud (coffee and snacks)</td>
<td>Eichenbergskamp 22, 24149 Kiel</td>
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<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 Europaplatz 2, 24103 Kiel Westring 389, 24118 Kiel Wall 2-6, 24103 Holtenauer Straße 19, 24105 Kiel Düsternbrooker Weg 2, 24105 Kiel Olshausenstraße 74-75, 24118 Kiel Westring 289, 24118 Kiel</td>
</tr>
<tr>
<td>Seebar (in the summer, at the seaside)</td>
<td>Hindenburgufer 100, 24105 Kiel</td>
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### Restaurants:

<table>
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<tr>
<th>Restaurant</th>
<th>Address</th>
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<tr>
<td>Traum GmbH (Pizza, Pasta, etc.)</td>
<td>Grasweg 19, 24118 Kiel</td>
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<tr>
<td>Vapiano (Pizza, Pasta, etc.)</td>
<td>Kaistraße 51, 24114 Kiel</td>
</tr>
<tr>
<td>El Paso (Mexican, cocktails)</td>
<td>Kleiner Kuhberg 2, 24103 Kiel</td>
</tr>
<tr>
<td>Oblomow (mixed, also bar)</td>
<td>Hansastraße 82, 24118 Kiel</td>
</tr>
<tr>
<td>Frizz (pizza, pasta, salads. etc.)</td>
<td>Olshausenstraße 8, 24118 Kiel</td>
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### Clubs:

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

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<th>Cinema</th>
<th>Address</th>
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<tr>
<td>Cinemaxx (<a href="http://www.cinemaxx.de">www.cinemaxx.de</a>)</td>
<td>Kaistraße 54-56, 24114 Kiel</td>
</tr>
<tr>
<td>Metro Kino Kiel (<a href="http://www.metrokino-kiel.de">www.metrokino-kiel.de</a>)</td>
<td>Holtenauer Str. 162, 24105 Kiel</td>
</tr>
<tr>
<td>Neues Studio (<a href="http://www.studio-filmtheater.de">www.studio-filmtheater.de</a>)</td>
<td>Wilhelminenstraße.10, 24103 Kiel</td>
</tr>
<tr>
<td>Traum GmbH (traum-gmbh.de/das-traumkino-2/)</td>
<td>Grasweg 19, 24118 Kiel</td>
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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 - 11 p.m. Shopping hours in the city center are usually a bit shorter, from 8-10 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.

A little more pricey 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


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

Frau Sina Delfs
Telefon +49 431 210-1804
Telefax +49 431 210-1810
E-Mail: sina.delfs@fh-kiel.de

Stand: 12.06.2019
Verweise und Links:

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