



Your Guide to Siegen

Important Information

Things to know: Before you come to Siegen

The Department of International Student Affairs (ISA) is the main contact point for all foreign students. It offers support and assistance to foreign students to ensure that they can quickly feel at home in Siegen.

Our team at ISA helps exchange students getting through all the formalities and paperwork necessary for them to come to Siegen. In addition, we offer a comprehensive orientation program. The orientation weeks include a variety of social events (excursions, parties, etc.) to give students the chance to get to know each other and to become fully integrated into Siegen's university life.

The University of Siegen also offers language courses, including German, through its language center. On the ISA homepage, ERASMUS students will find detailed information on various topics in German and English:

<http://www.uni-siegen.de/isa/index.html.en?lang=en>

ISA Contact

Universität Siegen
International Student Affairs
SSC, Adolf-Reichwein-Straße 2
57068 Siegen

(Nearest bus stop: Robert-Schumann-Straße)

Fax: + 49 (0)271 / 740 39 00

The office International Student Affairs is located on the Adolf-Reichwein-Campus. The map for this campus is available here:

http://www.uni-siegen.de/start/kontakt/anfahrt_und_lageplaene/reichwein.html.en?lang=e

Certain questions or concerns be sent by e-mail.

The Erasmus team at International Student Affairs (ISA)

Ms. Madita Steffens

Erasmus Coordinator, consulting, mentoring and administration for outgoing students

Room: AR-SSC 123
Phone: +49 (0)271-740-3909
Email: madita.steffens@zv.uni-siegen.de

Office hours:
By appointment



Ms. Nathalie Bourin-Budig

Advice and administration for incoming exchange students

Room: AR-SSC 120
Phone: +49 (0)271-740-3905
Email: nathalie.bourin-budig@zv.uni-siegen.de

Office hours:
Tuesdays & Thursdays:
9:30 - 11:30



Starting

Secretary for foreign students

<https://www.uni-siegen.de/starting/kontakt/starting.html>

Registration and information for enrolled students

Ms. Martina Büdenbender

Room: AR-SSC 001
Phone: +49 (0)271 / 740 3418
Email: registration@zv.uni-siegen.de

Office hours:
Monday to Friday, 8:30-11:30
Monday to Wednesday 13:30-14:30

Accommodation

Dormitories of the Studierendenwerk (student service) Siegen

Students admitted to the University of Siegen will not automatically receive a dorm room, as there are only a small number of free rooms available at the beginning of each semester, so students will have to apply for one on their own. The monthly rent for a room starts at 215€ (quite cheap for the area) and goes up from there depending on the dorm. 350€ for rent (including utilities) is typical.

For more information, please contact Sebastian Witsch at sebastian.witsch@studierendenwerk.uni-siegen.de

The different dormitories can be viewed here:
<https://www.studierendenwerk-siegen.de/en/housing/accommodation>

Looking for an apartment in the city of Siegen

The Studierendenwerk can find available rooms for you if given proper notice. Please inform ISA or the residence tutors at least 4 weeks in advance of the exact date of your arrival in Siegen. Ask the Studierendenwerk directly for the contact details of the caretaker or tutors in the dormitories. More information is available here:

https://www.uni-siegen.de/isa/wege_nach_siegen/

Private accommodations

City Campus Siegen

<https://www.city-campus-siegen.de/>

KSG mbH Siegen

Sankt-Johann-Straße 27

57074 Siegen

Telefon: +49 (0)171 5410538

Email: mkaempfer@ksg-siegen.de

Student housing at the Upper Castle

Burgstraße 18, 20

57072 Siegen

Telefon: +49 (0)271 56370

Email: studis-oberstadt@bub-siegen.de

www.studis-oberstadt.com

There are also several portals where students can search for rental offers:

www.zwischenmiete.de

www.mitwohnzentrale.de

www.immowelt.de

www.ebay-kleinanzeigen.de

Visa and length of stay

If you come from a country where you need a visa to enter Germany, then please apply for a student visa at the German Embassy in your home country before leaving.

Attention: A tourist visa alone does not suffice in order to study in Germany. Also, a tourist visa cannot be converted into a student visa! In order to obtain a student visa, you must submit a sufficient university entrance qualification, an admission to our university, and proof of financial resources. Apply as early as possible, as it may take several months for the visa to be issued.

Directive 2016/801/EU

For exchange students from outside of the EU who are already registered at an institution of higher education in an EU member state (third-country nationals), visa regulations have changed as of May 2018. Host universities can submit an application for exchange students from a non-EU state. For third-country nationals, the University of Siegen needs to send a notification and the application documents to the National Contact Point at the Federal Office for Migration and Refugees.

<https://www.bamf.de/DE/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html>

Students who hold a residence title under the directive on conditions of entry and residence (Directive 2016/801/EU) in another EU member state may come to Germany and study here for up to 360 days without applying for a German residence permit.

Learning Agreement

Your home university will send you the name of your departmental coordinator in Siegen (if you have not received this, please let us know). Please contact your coordinators in time for a preliminary curriculum to be ready for your arrival. This must be signed by both coordinators at your home institution and in Siegen.

Arrival in Siegen

Arrival

If you are arriving by plane, you'll probably be arriving at one of three airports.

From Frankfurt Airport (FRA), you should first take the S-Bahn to the main station from the regional train station at Terminal 1. From there, there are trains going towards Siegen. Sometimes it will be necessary to change trains in Gießen. Buses to Siegen also depart from the airport and near the main train station.

From Cologne/Bonn (CGN), you should travel to Troisdorf or the Cologne main station, then switch to a regional train to Siegen. There are also buses to Siegen which depart from the airport and near the main train station.

From Düsseldorf Airport (DUS), you should take the train to Hagen or Cologne first. There you can switch to a train to Siegen. Buses to Siegen also depart from the airport and near the main train station.

Tickets for long-distance buses must be booked online. The timetables and tickets for the buses can be found here: <https://www.flixbus.com/>

The bus stop for Flixbus in Siegen is at Koblenzer Str. 43, near the main train station.

Information about train connections can be found at the following link: <https://www.bahn.com/en/view/index-.html>

Deutsche Bahn (the main train company in Germany) also offers an app for your phone called "DB Navigator". There you can easily see information about all the connections that are important for your journey, as well as buy tickets.

Enrollment

Upon receipt of your acceptance, you must be enrolled within the agreed time limit. To enroll, you must go to registrars services personally after visiting the ISA office (SSC-120). You can't send someone else to represent you. Further details can be found in the acceptance letter. If you participate in the orientation weeks, enrollment will take place during this period. The enrollment becomes valid after we receive your payment and health insurance certificate. Registration requires the following steps:

Semester fee

To enroll at the University of Siegen you have to pay a semester's fee of about 268,65€. This payment includes the Semesterticket, which allows you to use most public transport in Siegen and throughout North-Rhine-Westphalia for the semester. At your registration at city hall, you will also have the chance to receive a rebate of around 100 € for your semester ticket. Further information can be obtained during the orientation weeks.

Getting health insurance

In Germany, every student needs health insurance. It's also just a good idea in general to insure against the high costs of medical treatment in case anything should happen. Your insurance should provide unlimited coverage of all medical expenses.

Please note: Without valid health insurance, you can't enroll at a German university. Proof of health insurance is also necessary to obtain a temporary residence permit.

More information will be available during the orientation weeks.

Documents necessary for enrollment

- Notification of admission ("Letter of Acceptance")
- Letter from your home university confirming your status as an ERASMUS student
- Health insurance certificate
- Receipt after paying tuition
- A valid passport or ID card, if applicable, with a visa and / or residence permit
- Proof of financial resources

Important: This is a one-time process which is valid for your entire stay in Siegen. If you are studying in Siegen for two or more semesters, you only have to continue to pay your tuition every semester. Your enrollment will be automatically extended. You will receive a reminder to pay your tuition every semester by email.

Semester ticket

After enrollment, each student receives a semester ticket along with other documents. The Semesterticket is a personal ticket that allows the use of public transport in the state for approximately six months. This includes local trains (excluding intercity (IC) or intercity express trains (ICE)) and busses in North-Rhine-Westphalia. Always keep your passport or identity card with you. If a train conductor asks you for your ID and you do not have it with you, then you may have to pay a fine. The Semesterticket must also be shown to the bus driver when boarding a bus, as well as the train conductor if requested.

More information about the Semesterticket is available here:

<https://www.asta.uni-siegen.de/index.php/about/semesterticket/>

Liability insurance

It is strongly recommended that you also buy private liability insurance. Liability insurance covers any damage you have caused to other people or their property on accident (i.e. causing an accident while riding a bike).

Bank account

For international students who spend more than a few weeks in Siegen, we recommend opening a bank account in Germany. Banks often offer free checking accounts for students under the age of 30. With a checking account, you will receive a debit card which allows you to withdraw cash at many ATMs and pay with your card in stores. With a so-called standing order, regular payments such as rent, electricity, phone bills, etc., will be automatically transferred on a fixed date every month. If you have an accommodation at the Studierendenwerk, you will definitely need a German bank account to pay rent each month.

If you don't want to use a German bank account, then check if your own card has a spending limit, and if so, how high it is.

Please make sure that you have enough cash available to pay for everything you need, including your tuition, rent, or a deposit for your accommodation if needed during your first days in Siegen.

University locations

There are several campuses in Siegen and Siegen-Weidenau. The Adolf-Reichwein- (AR), Hölderlin- (H) and Paul-Bonatz-campus are located on the Haardter Berg in Siegen-Weidenau. The Emmy-Noether-campus is located on the Fischbacher Berg in Siegen and the campus Unteres Schloss is located near the city centre in Siegen. Maps for all locations can be found here:

https://www.uni-siegen.de/start/kontakt/anfahrt_und_lageplaene/reichwein.html?lang

Faculties

Faculty I: Faculty of Arts

- German studies seminar
- History seminar
- Media studies seminar
- Philosophy seminar
- Roman seminar
- Department of English
- Seminar for Protestant theology
- Seminar for Catholic theology
- Seminar for social sciences

Faculty II: Education, Architecture, Arts

- Department of Education and Psychology
- Department of Architecture
- Department of Art and Music

Faculty III: Economics, Business Informatics, Business

- Law
- Business Administration
- Economics
- Business computer science
- Business law
- Economic didactics
- Statistics and Econometrics
- Economic foreign languages

Faculty IV: Faculty of Natural Sciences and Technology

- Department of Civil Engineering
- Department of Chemistry and Biology
- Department of Electrical Engineering and Computer Science
- Department of Mechanical Engineering
- Department of Mathematics
- Department of Physics

Learning Agreement

After you have attended your first lectures, contact your coordinator in Siegen to arrange an appointment. Here, you'll have the chance to make changes to your learning agreement. Both coordinators must confirm this again by signature.

Examination dates

During the semester, the faculties determine examination dates for their respective classes. Exams can take place in the first few weeks of the lecture-free period. Before you plan your departure, you should check these dates.

SPZ - Language Center (Language Center of the University of Siegen)

The competence center enriches and improves the education of students through a variety of courses offered in foreign languages, communication skills, social skills and knowledge management. Further information about the SPZ can be found at the following link:

<http://www.uni-siegen.de/sprachenzentrum/home/>

The SPZ also offers a free intensive German course at different levels of ability in addition to the orientation weeks. At the beginning, there will be a placement test. The duration of this German course is approximately 4 weeks with 4 hours per day. Successful participation will earn 6 ECTS points.

SESAM - self-study center for working with multimedia in SESAM

Here, foreign language knowledge can be acquired and expanded. There are computers with software for language learning (for example, "German as a foreign language") that can be used independently for studying after an introductory class.

Consulting and introductory courses

In addition to ISA, the University of Siegen also offers alternatives for international students to obtain further information. Each department has qualified counselors for all international students. We recommend that you also attend introductory courses that are usually offered by professors and students a few days before lessons start. You can find a list of these introductory courses at the Service Point in the SSC or at this link:

<http://www.uni-siegen.de/zsb/anfaenger/studien-start.html>

Before leaving

As soon as you know roughly what date you will leave Germany, you should start with the necessary preparations. These include:

- Terminating the lease with enough notice (usually 3 months before moving out)
- Contact your health insurance company personally 2 months before moving out if you bought insurance (non-EU citizens)
- Deregister from the citizens' office in the town hall
- Close any German bank accounts
- Collect grades + ECTS credits for the "Transcript of Records". (Process is different for each faculty)
- Submit a copy of the final "Learning Agreement" and "Transcript of Records" to ISA (Ms Bourin-Budig)
- Have the confirmation of stay be signed
- Complete the exmatriculation, have it stamped and handed in to the secretary



Erasmus Student Network Siegen

The Erasmus Student Network Siegen (ESN) helps you to make your semester abroad a memorable one. The network has 15,000 active members across Europe, following the "students helping students" principle and working with about 200,000 international students. Most of our active students have also gone abroad and will assist you with various problems. ESN offers the opportunity to travel, and participate in sightseeing tours and parties.

#THISisESN #ESNsiegen

www.facebook.com/ESNsiegen/

Questions? Send an email to siegen@esn-germany.de and follow us on Instagram!

We look forward to welcoming you in Siegen!