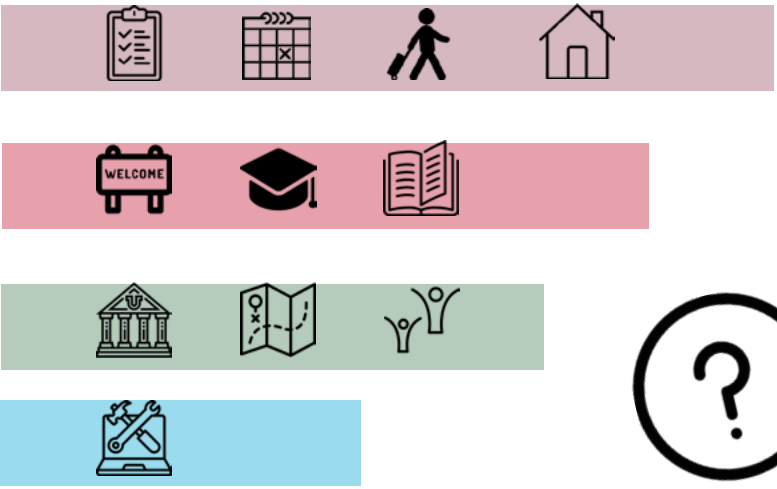
PRACTICAL GUIDE

FOR EXCHANGE STUDENTS



GUTENBERG INTERNATIONAL SCHOOL SERVICES

JOHANNES GUTENBERG UNIVERSITÄT MAINZ

Welcome! Herzlich Willkommen an der JGU!

Dear students,

The GIS Services are very happy to soon welcome you here in Mainz! We are the main contact for you during your stay in Mainz.
You probably already have a lot of questions. This brochure will help guide you through all the important steps of your exchange semester – beginning with a checklist for things you should bring with you, followed by information on your arrival, the organization for your first week during the InfoDays and also how to prepare for your studies. Since you're not only here to study, we'll also provide you with some recommendations for the social and cultural activities that take place on and off campus that you shouldn't miss out on!

Please read more about our services on page 7.

Enjoy your stay!

Your GIS Services Team

GUTENBERG
INTERNATIONAL
SCHOOL
SERVICES

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HI, WE ARE THE GIS SERVICES - THE FIRST ADDRESS FOR YOUR STAY!	7	IMPRESSUM	

PRE-DEPARTURE CHECKLIST

Soon a new chapter of your studies will begin! To make sure you don't forget anything, please go through the following before your departure!

GENERAL

☐ Read this booklet carefully ☺
☐ Take part in the Buddy Program (see page 16)

FINANCIAL MATTERS

☐ *[Only EU-students in countries with EURO as their currency]:* Transfer the student semester fee (amount is indicated in your letter of admission
☐ Make sure to bring enough cash to cover deposit, rent and student semester fee

ACCOMMODATION

☐ Inform your dormitory about your time of arrival
☐ Check the basic equipment of the dormitory and order a basic pack if you need one (see page 6).

HEALTH CARE

☐ Get a printed proof of your health insurance from your home country valid in Germany for your entire stay (in English!)

PACKLIST

☐ Passport/Identity card
EU-Citizens: identity card or passport (valid at least 3 month)
Non-EU-Citizens: passport valid at least for another 15 months, containing student residence permit or student visa
☐ 1 passport picture
☐ Printed proof of health insurance from your home country valid in Germany for your stay (for EU-Students e.g. EHIC)
☐ *Scholarship holders only*: certificate/confirmation of scholarship

IMPORTANT DATES - TIMELINE OF YOUR STAY

Your journey starts here...

WELCOME WEEK	ARRIVAL DAY	01.10.2018	Move-in day for dormitories of the Studierendenwerk
	Info Days	02.10.2018	InfoDays: Day 1 - Welcome to JGU
		03.10.2018	Public Holiday - German Unification Day
		04.10.2018	InfoDays: Day 2 - Welcome to your studies
		05.10.2018	InfoDays: Day 3 - Welcome to campus and city
PREPARING STUDY START	REGISTRATION FOR CLASSES	08.10.2018 - 19.10.2018	Print out registration form for every subject you take and go to see the academic advisor (more details see page 20/21).
	GERMAN PLACEMENT TEST	11.10.2018	Letters surname A-P (see page 19)
		12.10.2018	Letters surname Q-Z (see page 19)
LECTURE PERIOD		15.10.2018	**Begin of lecture period**
	ALL SAINTS´ DAY	01.11.2018	Public Holiday
			Time to study, live & explore ✓ Make use of your student ticket ✓ Join social activities ✓ Taste wine ✓ Study hard
	CHRISTMAS HOLIDAY	23.12.2018 - 06.01.2019	Merry Christmas and a Happy New Year!

IMPORTANT DATES - TIMELINE OF YOUR STAY

LECTURE PERIOD	PROLONGING YOUR STAY?	**before 15.01.2019**	**Tasks:** ✓ Go to the GIS Serives and ask for the form „Antrag auf Verlängerung" ✓ Get the confirmation/approval of your home university ✓ Prolong your rent contract and inform the Studierendenwerk ✓ Prolong all other contracts, Visa, health insurance...
	DEADLINE RE-REGISTRATION SEMESTER FEE	**15.01.2019**	You stay longer than one semester? Remember to transfer the student semester fee before the 15.01.2019!
	REGISTRATION FOR EXAMS	**~first/second week of January**	This is the time of the registration for exams – this doesn't necessarily apply for exchange students BUT if you haven't talked with your teacher about exams procedures yet this should be the time!
		16.02.2019	**End of lecture period**
PREPARATIONS OF DEPARTURE		**Tasks:** ✓ apply for a confirmation of exmatriculation in the Student Service Center (see map in the middle no. 2) ✓ Let the GIS Services sign the confirmation of departure ✓ Contact your department for the Transcript of Records ✓ Deregistrate in the Bürgeramt Mainz ✓ Deregistrate from the licence fee	
		30.03.2019	End of semester student ID/ticket expires
STAYING IN TOUCH		We hope you enjoyed your stay! If you would like to stay connected and learn about the events of the JGU sign up for the alumni network! www.alumni.uni-mainz.de	

HOW TO GET TO MAINZ & CAMPUS

In the following we provide you with a quick overview on how to travel to Mainz and JGU. If you need further information please check
www.uni-mainz.de/eng/118.php

TRAVELING FROM AIRPORT TO MAINZ CENTRAL STATION

There are two airports close to Mainz:

FRANKFURT INTERNATIONAL AIRPORT (30 MIN. AWAY)

From there you can go by train or S-Bahn to Mainz central station.

From Frankfurt/Flughafen Fernbahnhof, Trains: (EC), Intercity (IC), Intercity Express (ICE), tickets cost around 14.00 EUR, travel time: about 20 minutes

From Frankfurt / Flughafen Regionalbahnhof, Trains: S-Bahn S8, Regional Railway (RB), Regional Express (RE), tickets cost about EUR 4.90, travel time: about 30 minutes

You can find the link to the train schedule here:
www.bahn.com/en/view/index.shtml

FRANKFURT HAHN AIRPORT (HUNSRÜCK REGION, 90 MIN. AWAY)

From there you can travel by bus to Mainz central station The "Flibco" bus leaves from Terminal 3 every three hours for Mainz central station. Tickets cost about 12.00 EUR, travel time: about 90 minutes.

You can find the timetable here:
www.bohr.de/en/scheduled-services/busline-hahn-mainz

You can book the tickets here:
www.flibco.com

TRAVELING FROM MAINZ CENTRAL STATION TO THE CAMPUS

From the central station there are plenty of busses and tram lines going to the campus. There are several related stops, because the university campus is very big. We would recommend to use tram lines 51, 53, 59 or the bus 57 because they stop directly at the main entrance of the campus.

For buses, tram and train schedules in and to Mainz you can check the App or homepage of

MVG – Mainzer Mobilität:
www.mainzer-mobilitaet.de/

RMV – Rhein-Main Verkehrsgesellschaft -
which also covers the whole region
www.rmv.de/c/de/start

GETTING AROUND

Once you are settled you can also explore campus and city via bike. You can register online and use the city bikes of Mainz.

You can find further information about registration and the bike stations here:
https://www.mainzer-mobilitaet.de/mvgmeinrad/

ACCOMODATION

DORMITORIES OF THE STUDIERENDENWERK (STUDENT UNION MAINZ)

Under the following link you find an overview of all dormitories of the Studierendenwerk Mainz. To learn how to get there click on your dormitory, there you find a description. https://www.studierendenwerk-mainz.de/wohnen/dormitories/?L=3

EQUIPMENT

Every room is equipped with furniture (wardrobe, bed, a chair, a table and an office chair).

Please note the following is NOT provided:

- bed linen (blanket, pillow, bedcovers)
- towels
- dishes
- cooking pots
- cutlery

BASIC PACKAGES

If you don't want to carry all with you, you can order a basic package for a fee where the listed items are included. More information: https://www.studierendenwerk-mainz.de/internationales/living-international/basic-room-equipment/?L=3

DEPOSIT & RENT

DEPOSIT

When you move in you have to pay once a so called "deposit" (Kaution) which will be paid back when you move out if your room is in a good shape. Please bring enough money with you to pay rent and deposit when you move in.

RENT

You can pay it cash at the Hauptkasse, at the office of the Studierendenwerk or transfer the money online.

Studierendenwerk Mainz, Campus, Staudinger Weg 21, Entrance C (see also map no. 17)

PRIVATE LIVING

If you want to find a room in a flat on the private housing market check out the following online-plattforms

- WG-Gesucht.de
- Mitwohnzentrale.de
- Wohnungsboerse.de

GIS SERVICES - THE FIRST ADRESS FOR YOUR STAY

The Gutenberg International School Services (GIS Services) are your main contact for your study at Mainz campus.

We are here for you in order to make your time in Mainz as pleasant and successful as possible. We will accompany you through all the phases of your study abroad at JGU – from preparation at home to advice and support here on the spot to your departure at the end of your stay.
If you have any questions concerning your stay – administration matters, accommodation, health insurance, on-campus orientation or study organization – don't hesitate to contact us!

We can either answer your question right away or we know who to ask☺

You can reach us via e-mail, telephone or see us in person during our office hours. You can also arrange an appointment with us at any time.

We are looking forward to seeing you!

OUR SERVICES AT A GLANCE

you can contact/visit us for

Information and Advice on

- Administrative matters
- Health care
- Visa matters
- Financial matters
- Accommodation
- Study organization

Help and support for any other problem

Or just to chat with us ☺

GIS SERVICES

Building: Forum universitatis 7
Rooms: 01-710 and 01-714

Phone: +49 6131 39-20695
(-20651, -22724)
E-mail: gis@international.uni-mainz.de

Special office hours during the first week (08.10.-12.10.):
Mon - Fri 10 am - 12 pm

Office hours regular:
please check our website
www.international-office.uni-mainz.de/exchange/

ARRIVAL DAY

We recommend to plan your arrival for the date of moving-in-day of the dormitory.

Move-in day for your dormitory of the Studierendenwerk will be the **01.10.2018**.

Please inform the Studierendenwerk ahead of the time of your arrival (Mail: international@studierendenwerk-mainz.de).

If you arrive earlier you can also book a relatively cheap room in the Youth Hostel Mainz. We strongly recommend to book a room there prior to your arrival in Mainz, either by phone or e-mail. www.diejugendherbergen.de/jugendherbergen/mainz/portrait

The confirmation of arrival for ERASMUS Students will be signed on **02.10.2018** during the InfoDays.

InfoDays

The most important "place to be" in the first week are the InfoDays on the **2nd, 4th and 5th of October**.

They will take place on the campus in the **"Alte Mensa"** building **(Johann-Joachim-Becherweg 5).**

You can find a description of how to get there on the next page.

During the InfoDays you will...

① be guided through **adminitrative tasks**

② get to know **each other, campus & city**

③ **get ready for your studies**

Our tutor team will assist you and help you with any questions on the spot.

So make sure to be there!

If you cannot be present, please inform us beforehand! (via mail: gis@international.uni-mainz.de)

WHAT DO I NEED?
CHECKLISTS FOR EACH InfoDay

DAY 1 - 02.10.2018 WELCOME TO JGU

- ☐ Passport/Identity Card
- ☐ 1 passport picture
- ☐ your letter of admission (Zulassungsbescheid)
- ☐ *only EU-Citizens in countries with the EURO:* payment/receipt of the student semester fee
- ☐ *For those who haven´t yet paid the fee:* approx. EUR 400 in cash!
- ☐ Proof of health insurance from your home country valid in Germany for your entire stay in Mainz
- ☐ *Scholarship recipients:* Scholarship Certificate from your home institution or your scholarship donor

Please bring everything that is listed above– otherwise it will not be possible for you to be enrolled!

Please follow the signs "InfoDays"

1 Take the trams 51/53 from the central station
2 go straight through the main entrance
3 turn left after you passed the first archway and go across the square with the fountain
4 the big building in front of you is the „Alte Mensa“

DAY 2 - 04.10.2018 WELCOME TO YOUR STUDIES

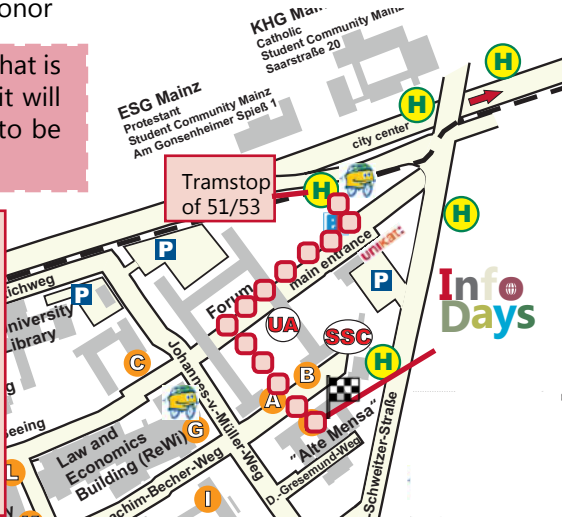
- ☐ Passport/identity card
- ☐ Cash for deposit and rent if you haven´t paid yet

DAY 3 - 04.10.2018 WELCOME TO CAMPUS & CITY

- ☐ Student semester ticket
- ☐ Good shoes ☺
- ☐ Yourself & good mood ☺

LOCATION OF THE INFODAYS

Alte Mensa, Joachim-Becherweg 5



PROGRAM

TUESDAY, 02.10.2018 WELCOME TO JGU			03.10.2018
9 am		**WELCOMING ADDRESS** Alte Mensa, Auditorium Maximum, Johann-Joachim-Becher-Weg 5	**PUBLIC HOLIDAY** "German Unification Day" (Tag der Deutschen Einheit) Please note: all supermarkets are closed public transport runs less frequently For ideas on how to spend the bank holidays, see page 16
9.45 am - 12 pm	ADMINISTRATION	**PREPARATION FOR ENROLLMENT** We will make sure that you have all the documents you need for your enrollment: 1. Semester Fee 2. Health Insurance 3. Passport Picture Here you receive your group color	
12 pm- 1.30 pm		**FREE MENSA LUNCH** upon invitation of the International Office Zentralmensa, Staudinger Weg 18	
1.30 pm - 4.30 pm Groups: 1.30 pm 2 pm 2.30 pm 3 pm 3.30 pm 4 pm		**MATRICULATION & INFORMATION** Station 1: Enrollment Station 2: Activation of Online-Account Station 3: Info - Registration at Bürgeramt & Visa Station 4: Confirmation of Arrival Alte Mensa, Rechte Aula	
8 pm	GETTING TO KNOW EACH OTHER	**WELCOME MEET & GREET** Alte Mensa, Rechte Aula	
11 pm		**ERASMUS PARTY** Kulturcafé, Johann-Joachim-Becher-Weg 5	

THURSDAY, 04.10.2018 WELCOME TO YOUR STUDIES

ADMINISTRATION

8.30 am-11 am

Groups:

- 8.30 am
- 9 am
- 9.30 am
- 10 am
- 10.30 am
- 11 am

SIGNING RENTAL CONTRACT (DORMITORIES OF STUDIERENDENWERK)

Only for students who live in a dormitory of the Studierendenwerk

Studihaus, Staudinger Weg 21

GETTING READY FOR YOUR STUDIES

10.30 am - 12 pm

Groups:

1 pm - 2.30 pm

Groups:

INFORMATION: STUDYING AT JGU

Alte Mensa, Auditorium Maximum, Johann-Joachim-Becher-Weg 5

12 pm - 4 pm

INFOCAFÉ & GALLERY WALK

Get to know what JGU has in store for you! Overview of services as well as academic and non-academic offerings

Alte Mensa, Linke Aula

4 pm - 5.30 pm

INFO: STUDYING GERMANISTIK

Philosophicum, Room P6, Jakob-Welder-Weg 18

Only for students taking courses in Germanistik!

FRIDAY, 05.10.2018 WELCOME TO CAMPUS & CITY

GETTING TO KNOW CAMPUS & CITY

9.45 am - 12 pm

CAMPUS TOUR

Alte Mensa, Johann-Joachim-Becher-Weg 5

2.45 pm - 5 pm

GUIDED CITY TOUR

Fastnachtsbrunnen, Schillerplatz, Mainz Innenstadt

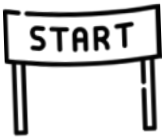
11.10 & 12.10.2018 GERMAN PLACEMENT TEST

GETTING READY FOR YOUR STUDIES

11.10. Thu	9 am - 10.30 am	**A-D**
	10.45 am - 12.15 pm	**E-H**
	12.30 pm - 2 pm	**I-L**
	2.15 pm - 3.45 pm	**M-P**
12.10. Fri	9 am - 10.30 am	**Q-U**
	10.45 am - 12.15 pm	**V-Z**

Times according to the **first letter of your last name!**

Philosophicum, Raum P 206, Jakob-Welder-Weg 18



ADMINISTRATION

During the InfoDays you will have to fulfill the administrative tasks listed below – but don't panic: We will help you! At the beginning, we will divide you into different groups depending on the documents you require. You will receive a colored sheet of paper (the so called "Laufzettel"). The color of the « Laufzettel » indicates which group you belong to.

Ready, set—GO!

TASK 2: HEALTH INSURANCE – CONFIRMATION AND ADVICE

In order to be enrolled, you will need a confirmation (printed out and in English!) that your home health insurance is sufficient and valid for your stay in Germany.

During the InfoDays your health insurance will be checked by the local health insurance companies and you will then receive the document required for your enrollment.

If your own health insurance doesn´t meet the requirements, you will receive advice as to what to do. You can then take out health insurance on the spot during the InfoDays.

DAY 1 - 2.10.18

TASK 1: PAYING THE STUDENT SEMESTER FEE

If you are an EU-student from a country that uses the EURO as their currency then you should have already transferred the student semester fee by now!

For non-EU students or EU students from countries that don't use the EURO as their currency, you will have the opportunity to pay it in cash on the first day of the InfoDays.

Please look at the instructions in the tutorial section.

NO PASSPORT PICTURE?

No need to worry. You can take one at lunch time in the photo booth in the Zentralmensa!
(see map no. 13)

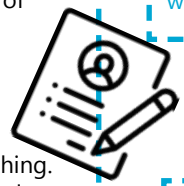
TASK 3: ENROLLMENT – STUDENT ID/TICKET AND STUDENT ACCOUNT

You will be enrolled during the InfoDays on the **02.10.2018**.
Please check the color of your group to know in which time slot.

You will need the following 5 documents:

- ✓ Letter of Admission (Zulassungsbescheid) of Mainz University
- ✓ Confirmation of health insurance issued by a German health insurance company (you will receive this during the InfoDays)
- ✓ Bank receipt for the payment of the semester fee
- ✓ 1 passport photo
- ✓ Your passport or ID-card

Please make sure to bring everything. Only then can you be enrolled and receive your **student ticket (student ID) which allows you to use public transport for free** and your log-in data (PUK) for your student account.



PRINT OUT OF CERTIFICATE OF ENROLLMENT

If you need a certificate of enrollment (e.g. to submit to agencies, offices or your home university to prove that you are enrolled at Johannes Gutenberg University Mainz) you can print it out by yourself. Please check the tutorial section of the guide.

TASK 4: INTERNET & STUDENT ACCOUNT

Once enrolled, you will also receive your Log-In-Data (PUK) for your student account which will enable you to use Wi-Fi on campus.

You can activate your account under https://account.uni-mainz.de/Passwort/ActivateAccount

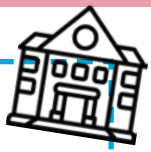
Please find an instruction in the Tutorial Section of the Guide.

However, if your university is part of the **Eduroam network** you will also be able to use Eduroam prior to being enrolled. Further information: www.eduroam.org/

TASK 5: VISA INFORMATION

During the InfoDays you will also have the opportunity to receive some advice on VISA matters if needed. If you cannot make it to the InfoDays, you can contact the GIS Services.

Here you will find some useful information: www.international-office.uni-mainz.de/exchange/visa/



DAY 2 - 4.10.18

TASK 6: : REGISTRATION AT BÜRGERAMT MAINZ

Every citizen of Mainz has to register at the Bürgeramt/Registration Office Mainz. There you will receive your "Anmeldebestätigung" (confirmation of registration) which you will need for different bureaucratic matters (e.g. if you are thinking of opening a bank account - see Task 10 - or borrowing books from a public library).

During the InfoDays we will provide you with the registration form. If you cannot make it to the InfoDays please check the information on JoGuGATE or contact the GIS Services.

You can go to the Bürgeramt individually or in a group but remember to arrange an appointment beforehand. You can find out how to make an appointment in the tutorial section.

TASK 8: SIGNING RENTAL CONTRACT (DORMITORIES OF STUDIERENDENWERK)

This only applies to those who have rented a room in the dormitories run by the Studierendenwerk:
The signing of your rental contracts will also take place in groups on the **4th of October.**
Please check your color to know what time you have to be at the meeting point (Campus, Staudinger Weg 21).

Also remember to bring enough cash for the deposit and rent if you haven´t transferred it already!

TASK 7: LICENCE FEE

Everyone living in Germany is obligated to pay the so called "Rundfunkgebühr". This fee finances the public service media. It costs EUR 17.50 per flat per month.

If you have your own room in a dormitory, you have to register yourself. If you share a flat, only one person has to register and you can share the costs.
You can learn how to register in the guide's tutorial section.

If you have a problem registering for your dormitory, the team of the Studierendenwerk can help you.

TASK 9: STUDENT CARD/ "STUDICARD" – CASHLESS PAYMENT, PRINTER AND LIBRARY USE

The Studicard will enable you to pay without cash in the Mensa and most other cafeterias. You will also need it for using printers and photocopiers on campus.

It is available in **two versions:**

The **simple version** of the Studicard allows you to use the services named above.
(The keycard you get from the Studierendenwerk (exept for the dormitories in Hechtsheim and Weisenau) belongs to this type.)

If you also want to borrow media from the libraries on campus you will need the **combined version** of the Studicard.

Please find information on how obtain the Studicard and how to use it in the tutorial section of the guide.

TASK 10: BANK ACCOUNT - OPTIONAL

It is not obligatory to open a bank account. However it can be useful, especially if you are a non-EU student who has to pay high transfer fees. There are several banks in Mainz. If you are interested in opening a bank account please contact us and we will provide you with further information.

Administration DONE! Now the fun part ☺

GETTING TO KNOW... EACH OTHER, CAMPUS & CITY

DAY 1 - 2.10.18

FINDING A BUDDY

If you don't have a Buddy yet, the first week is a great opportunity to find one. A Buddy can help you to feel comfortable in Mainz and explore the city with you. If you have a Buddy, you can also improve your German language skills and – most importantly – a Buddy can become a friend for life.
Are you interested? – Find more information on:
www.studierendenwerk-mainz.de/internationales/making-friends/buddy/participate/?L=3

WELCOME MEET & GREET + ERASMUS PARTY

After you've managed to work your way through all the administrative tasks the fun can begin! In the evening, you'll be invited to join our Welcome Meet & Greet + ERASMUS Party.
Get to know each other in a relaxed atmosphere accompanied by „Meenzer" snacks ☺

Afterwards we turn up the gears and start into the first ERASMUS party of the semester! Don´t miss out on it!

IDEAS HOW TO SPEND THE PUBLIC HOLIDAY- 3.10.2018

Sleeping long, going for a brunch, taking a walk along the Rhine river, there are plenty of options of how to spend a day in Mainz
Check out the website of the city administration for some inspiration
https://www.mainz.de/en/index.php

Or how about making use of your student ID which is at the same time your semester ticket and go for a trip? See page 33 for more information!

DAY 3 - 5.10.18

CAMPUS TOUR

On Friday you will have the opportunity to explore the campus in groups: Find out where your classes take place, what a "Muschel" is doing on the campus and where to relax before and after lectures.

We meet in front of „Alte Mensa", Johann- Joachim- Becherweg 5

GUIDED CITY TOUR

Since it is not all about studying, dive into the city life with a guided city tour! Get to know the highlights of Mainz, learn the meaning of the blue and red street signs and a whole lot more!

Meeting point is at the Fastnachtsbrunnen at the Schillerplatz in the city center

GET READY FOR YOUR STUDIES

In this chapter, we will provide you with all the necessary information on how to organize and succeed in your studies!

HOW TO FIND COURSES

GIS- SPECIAL COURSES FOR EXCHANGE STUDENTS

GUTENBERG INTERNATIONAL SCHOOL SERVICES

The Gutenberg International School (GIS) provides a course program dedicated especially to exchange students!
Check out the course offer on https://www.international-office.uni-mainz.de/exchange/gis/

NON-GERMAN COURSES OPEN FOR EXCHANGE STUDENTS

You will find a list of non-German courses open for exchange students under the following link: www.international-office.uni-mainz.de/exchange/gis/
(in the download menu)

GENERAL OFFER

You can get an overview of all courses offered at JGU on https://jogustine.uni-mainz.de/

STUDIUM GENERALE

If your level of German is quite fluent you can also consider taking part in the lecture series of the Studium Generale. It is an interdisciplinary lecture series that deals with contemporary issues in the fields of philosophy, cultural studies and inter-culturalism.

You can also check out the offer in the general course catalogue in the online portal JOGU-StINe. https://jogustine.uni-mainz.de/

Or on the homepage of the Studium Generale https://www.studgen.uni-mainz.de/index.php

ZDV COURSES – COMPUTER SKILLS

You want to improve your computer skills? The ZDV (Data Center) offers courses in MS Office (e.g. Excel, PowerPoint), Photoshop etc.

Check out their program here:
https://www.en-zdv.uni-mainz.de/data-center-course-dates/

ACADEMIC WRITING SKILLS

One of the academic core skills is to be able to write academic texts in a clear and structured language and to quote correctly. Depending on the course you take you might have to write a term paper. Therefore it might be useful to get familiar with academic standards.

Follow the link to get an overview on offers of learning to write a paper that meets academic criteria.
https://www.schreibwerkstatt.uni-mainz.de/

TYPES OF CLASSES

LECTURE ("VORLESUNG")

Every week the teacher presents an aspect of a topic.

SEMINAR („SEMINAR")

All participants work on a topic. In the first session the teacher distributes a list of presentations. In the following sessions a student or group presents one of the topics which are then discussed with the rest of the group.

PRACTICE CLASS ("ÜBUNG")

Serves to deepen the knowledge/ topics of a lecture. Participants are required to actively participate in discussions.

TUTORIALS ("TUTORIUM")

Serves to deepen the knowledge/ topics of a lecture or seminar. Participants are required to actively participate in discussions.

LAB COURSES ("PRAKTIKUM")

Mainly apply to the Natural Sciences and take place in laboratories.

GERMAN SEMESTER COURSES (A1-C2)

ISSK – INTERNATIONALES STUDIEN- UND SPRACHENKOLLEG

COURSES OFFERED

Classes at levels A1, A2, B1, B2.1, B2.2 meet twice a week for a total of 6 academic units per week and run for 16 weeks throughout the semester teaching period. Classes at levels C1-C2 meet once a week for 2-4 academic units. For every successfully completed course you can obtain ECTS credit points.

PLACEMENT TEST AND REGISTRATION

The placement test takes place in computer room **P 206** in the **Philosophicum** (see map no. 6) at the following times, according to the first letter of your last name:

THURSDAY 11TH OF OCTOBER 2018	
9 am - 10.30 am	**A - D**
10.45 am - 12.15 pm	**E - H**
12.30 pm - 2 pm	**I - L**
2.15 pm - 3.45 pm	**M - P**
FRIDAY 12TH OF OCTOBER 2018	
9 am - 10.30 am	**Q - U**
10.45 am - 12. 15	**V - Z**

You can use this sample test to familiarize yourself with the electronic test:
https://www.onset.de/home/beispieltest

DOCUMENTS – PLEASE BRING THE FOLLOWING ITEMS WITH YOU:

- ✓ ID/passport
- ✓ Student ID (e.g. Studiticket)
- ✓ Details of your ZDV-account (username/ password – very important to log in!)
- ✓ Your planned timetable for your study program
- ✓ Pen and paper ☺

IMPORTANT

You must come to the test even if you consider yourself a total beginner as you will still have to be registered for A1.

If you have been placed **at level C**, you can register for your courses immediately after the test.

If you can already prove your **C1/C2-level with a language certificate** (DSH-2, FSP, TestDaF), please bring this with you in order to register for the German courses on **Thursday, 11th of October at 4 pm**.

For further information, please go to:
http://www.issk.uni-mainz.de/deutsch_als_fremdsprache/317_ENG_HTML.php

HOW TO REGISTER – FOR CLASSES AND LANGUAGE COURSES

PLEASE NOTE

Special information applies to LAW and ECONOMICS students.

Please go to the links below:

MANAGEMENT & ECONOMICS:
http://erasmus.wiwi.uni-mainz.de/618.php

LAW:
www.jura.uni-mainz.de/auslandsbuero/132.php

In order to register you will need to select all the courses you would like to attend on a **registration form** and let it **confirm by the academic advisor of the subject** you would like to take classes in.

You can download the **registration form in** here:
www.international-office.uni-mainz.de/exchange/gis/
(in the download menu)

You can find the **list of academic advisors** here:
www.international-office.uni-mainz.de/exchange/gis/
(in the download menu)

1

STEP 1: DOWNLOAD AND FILL IN THE REGISTRATION FORM

a) Download the registration form and check "Ich bin neu in Mainz" (I'm newly enrolled in Mainz"). You can fill it out on your computer or print it out rightaway

b) Write down the current semester.

c) Write down the courses (incl. German language course) you would like to attend (how to find courses see page 15).

d) Print out the form

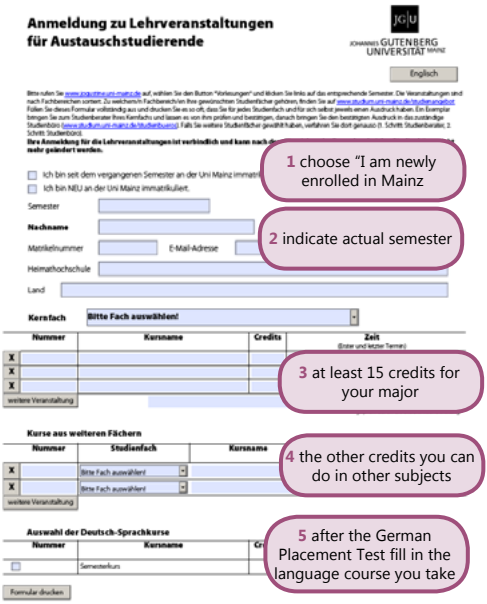
Please try to be as close as possible to your Learning Agreement.

✓ The total number of courses should not exceed 30 ECTS each semester

✓ Your major (see letter of admission) should account for 15 ECTS minimum. If you have to achieve more than 15 ECTS, the remaining credits can be also chosen from different subjects)

Please note: you need an extra form for each subject in which you would like to attend classes.

HOW TO FILL IN THE REGISTRATION FORM



2

STEP 2: PERSONAL CONSULTATION WITH YOUR ACADEMIC ADVISOR

a) Check the list of academic advisors (see links on previous page). Choose the relevant person and go to see him/her during the office hours or arrange an appointment.

b) He/she will advise you and confirm your choice by signature.

He/she can either register you directly or tell you how to proceed with the registration.

c) Repeat the whole process for every subject in which you would like to attend classes.

Please note: Your registration is binding and cannot be changed once you have submitted the form!

Ideally, you should register for the courses by the end of the first week of lectures ~19.10.

REGISTRATION FOR EXAMINATION

There is no general rule for exam registrations (except for students of Law & Economics - see page 20).
In each course, you have to ask your teacher which regulations apply to you. Usually, exams are taken at the end of the lecture period.

Sometimes you have to write a term paper, which has to be handed in several weeks after the lecture period has ended. Please consider this when planning your departure!

TYPES OF EXAMS

There are four different types of exams depending on the classes you take:

WRITTEN EXAM ("KLAUSUR")	WRITTEN TERM PAPER ("SCHRIFTLICHE HAUSARBEIT")
Usually written at the end of the semester in one of the last sessions.	After consultation with your teacher you choose a topic connected to your class to write a term paper on.
ORAL EXAM ("MÜNDLICHE PRÜFUNG")	PRESENTATION ("REFERAT")
An examination, in the form of a discussion between you and your examiner, about a certain academic subject or area.	The teacher assigns a topic that is relevant to the course. You have to prepare an oral report, either alone or in a group. Presentations are usually held during the semester in one of the class sessions.

FINDING LITERATURE IN LIBRARIES AND ONLINE-SEARCH CATALOGUE

On campus you will find a wide variety of libraries.
Except for medical and psychological department libraries, all other departments are represented on the campus.

Here you find an overview of all libraries and their addresses:

https://www.ub-eng.uni-mainz.de/library-system/
See also the campus map in the middle of the guide for the exact locations.

If you are interested in a **guided tour** you can visit:
https://www.ub.uni-mainz.de/fuehrungen/

In the **Online Search Catalogue** ("Rechercheportal") you can check out where to find certain books and browse through the huge digital offer of literature:
https://hds.hebis.de/ubmz/index.php

In most of the libraries you also find **computer pools** where you have the opportunity to **scan** and **print** out literature.

For borrowing books, printing and scanning you need your Studicard with the function of a library card (combined version of Studicard)

Please see the tutorial section, page 34, for more information.

BORROWING AND RETURNING BOOKS

Please note: In most libraries it is not allowed to take books home or just overnight or over a weekend. The exception is e.g. the University Library (UB). There you can borrow books for up to 4 weeks. To borrow books there you can use the book scanners at the entrance of the "Lehrbuchsammlung". You put your Studicard/libarary card in the slot and enter your PIN of the library card
(your date of birth in the format dd/mm/yy).

WHERE TO EAT?

There are plenty of possibilities to refill your energy supply before the next course – here you have a culinary overview of the campus.

You can check the daily offer here:
https://www.campus-mainz.net/essen/

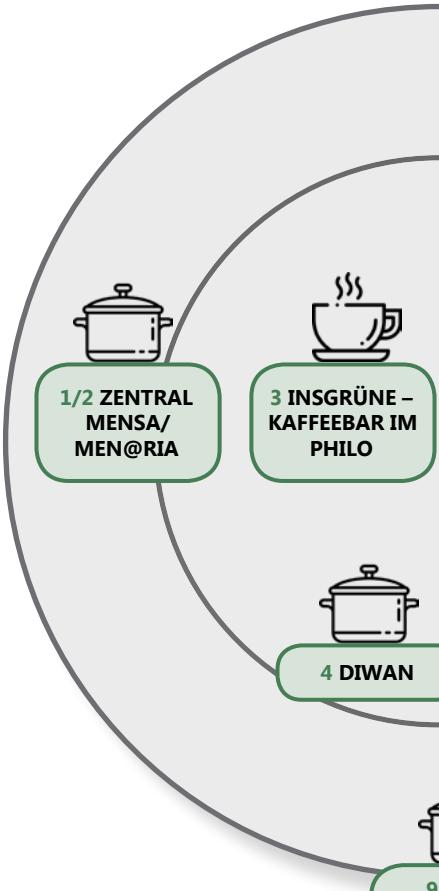
1 ZENTRALMENSA
Staudinger Weg 21
Offers hot meals at 4 different counters (Theken)
including vegetarian or vegan options
you can only pay with the StudiCard!
Mon-Fri 11.30 am – 2.20 pm
Sat 11.30 am – 1.15 pm

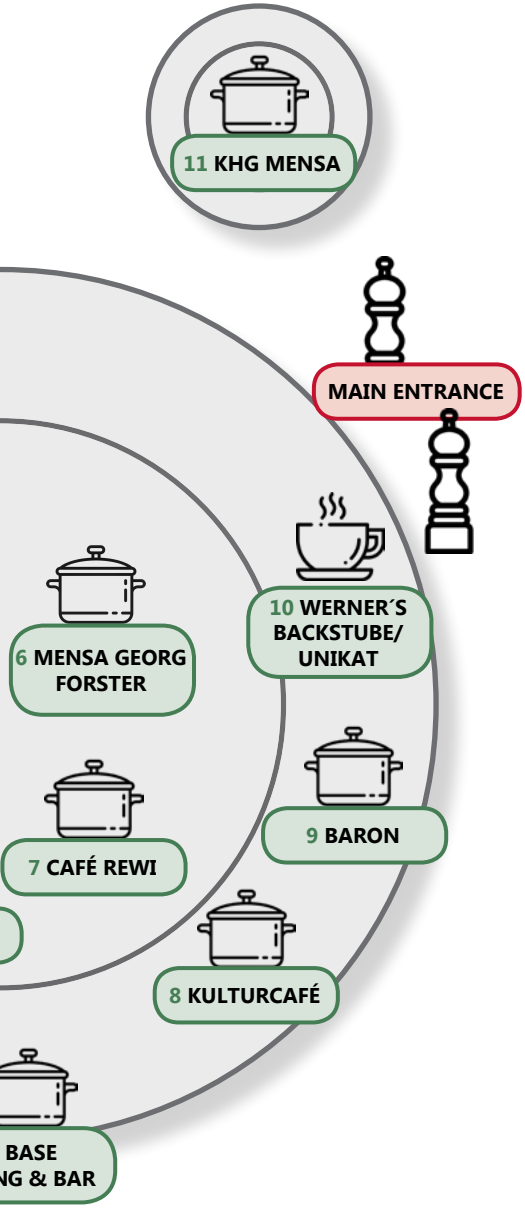
2 MENS@RIA
Staudinger Weg 21
Offers snacks as well as hot meals and coffee
Mon-Thu 8 am – 6 pm
Fri 8 am – 5 pm

3 INSGRÜNE – KAFFEEBAR IM PHILO
Jakob-Welder-Weg 18, Philosophicum
Offers snacks like bagels, pastries, smoothies and fresh coffee
Mon-Thu 8 am – 3.30 pm
Fri 8 am – 2 pm

4 DIWAN
Johann-Joachim-Becher-Weg 23a
Arab cuisine, offers kebap, falafel, pizza and pasta & rice dishes
Mon-Fri 11.30 am – 8 pm
http://www.diwan-mainz.de/

5 BASE LOUNGE & BAR
Dalheimer Weg 2
offers breakfast, waffles, snacks, burgers and more
Mon-Fri from 10 am
http://base-lounge.com/speisekarte/





MENSA GEORG FORSTER 6
Jakob-Welder-Weg 12, Georg-Forster Bau
Offers warm meals – meat and vegetarian option as well as sandwiches, pastry, salads, sweets and coffee
Mon-Fri 10 am – 7 pm

CAFÉ REWI 7
Jakob-Welder-Weg 9, ReWi Gebäude
Offers two meals – meat and vegetarian option, stews, as well as sandwiches, salads, sweets and coffee. Highlight: the MüsliBar (cereals) for an energized start in the morning!
Mon-Thu 7.30 am – 5 pm
Fri 7.30 am – 4 pm

KULTURCAFÉ/Q-KAFF 8
Johann-Joachim-Becher-Weg 5
Offers warm meals, sandwiches, snacks, pastries & coffee
Mon-Fri from 09.30 am
That´s not all! In the evening, it transforms into an event location!
http://kulturcafe-mainz.de/veranstaltungen/

BARON 9
Johann-Joachim-Becher-Weg 3
offers warm meals, a bit more pricey
Mon-Fri 9 am – 10 pm
Sat 12 am – 10 pm
That´s not all! In the evening, it transforms into an event location!
https://www.baron-mainz.de/veranstaltungen/

WERNER´S BACKSTUBE/UNIKAT 10
Jakob-Welder-Weg 1
Bakery, offers sandwiches, pastries, and coffee
Mon-Thu 7 am – 6 pm
Sat 8 am – 3 pm

KHG MENSA 11
Saarstraße 20
Offers two meals – meat and non-vegetarian option as well as snacks and salads in the Bistro
Mon-Fri 11.30 am – 2pm

LEISURE TIME - SOCIAL AND CULTURAL ACTIVITIES

It's not all about studying...
We have some ideas for you!

How about....

SINGING?

The UniChor of the Collegium Musicum is open for all JGU students and staff
www.unichor-mainz.de/home.html

The Joy Singers of the Studierendenwerk meet every Tuesday. Previous choir experience is not needed.
www.studierendenwerk-mainz.de/ab/kultur/joy-singers-tuesdays/

SPORTS?

The "Allgemeiner Hochschulsport (AHS)" of the JGU offers a broad range of sports. You will find everything from Aerobics to Yoga.
The best thing: it's for free!
(Apart from certain special courses.)
You can check out and download the program on the website.
www.ahs.uni-mainz.de/download.html

A TASTE OF THE WINE REGION?

Part of your program to explore Mainz should definitely be a trip through the vineyards. Campus Mainz organizes monthly trips to the vineyards or wine markets in the region. Costs are around 15.00 EUR per person.
You can check out their program on their website or get inspired for your own trips.
www.campus-mainz.net/weinexpress/

MEETING NEW PEOPLE?

Every semester, the ERASMUS team of AEGEE organizes a varied program of activities for international students. From regular sport activities, cultural excursions to parties – there is something for everyone.
www.aegee-mainz.de/erasmus/programm/

GOING TO THE CAMPUS CINEMA?

Every Monday and Wednesday , the lecture hall N2 in the "Muschel" (see campus map no. 8) turns into a cinema. You can purchase drinks at the entrance.
The program you can find here:
www.unifilm.de/studentenkinos/Mainz

BEING A JOURNALIST?

Students who want to gain experience working in the media (TV, radio, online) have several opportunities at JGU.

CAMPUSTV MAINZ

TV made by students for students. The team produces broadcasts and videos about all kinds of topics connected with studies, research and life on the JGU campus Open to all students.
www.campus-tv.uni-mainz.de/wp2/

CAMPUSRADIO

Campusradio is a JGU project to give students insight into the work of a radio station. Students learn how to produce their own radio broadcast.
www.campusradio.uni-mainz.de/

CAMPUS MAINZ E.V.

Campus Mainz is a non-profit organization which offers information on campus news, food, events, studies and more on their website. If you would like to support the editors and write articles, you can contact them via email.

mail@campus-mainz.de

www.campus-mainz.net

PRACTICING YOUR LANGUAGE SKILLS?

The "Sprachcafé", organized every Wednesday from 6 pm – 8 pm during the semester by the Studierendenwerk, is the ideal place to practice your language skills.
www.studierendenwerk-mainz.de/kultur/kultur-events/sprachcafe-mittwochs/

LIFE IN THE CITY

GOING TO THE THEATRE?

You can visit the Staatstheater Mainz for free!
You can go to the box office and get a ticket for free 3 days before the performance you want to see. There, you will need to show your student ID and a picture ID in order to get the ticket.
www.staatstheater-mainz.com/web/

Gutenbergplatz 7, City center

GET TO KNOW PEOPLE FROM MAINZ?

The Studierendenwerk offers a program called „Fremde werden Freunde" where you can get to know people and families from Mainz. Have a coffee, go for a walk, explore the region together!
If you are interested you can register here:
www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/for-students/?L=3

Check out the map in the middle of the guide

ON-CAMPUS ORIENTATION AND USEFUL ADDRESSES

SERVICES

GUTENBERG INTERNATIONAL SCHOOL SERVICES/ INTERNATIONAL OFFICE (1)

Here you can get help with any questions concerning your stay.
Forum universitatis, entrance 7, 1st floor, rooms 01-710, 01-714
Office hours: please check the website
www.uni-mainz.de/exchange
gis@international.uni-mainz.de

STUDENT SERVICE CENTER/ INFO DESK (2)

The Student Service Center (Infodesk) is responsible for the general student administration. You can go there if you want to get your exmatriculation, to prolong your stay, or if you have lost your student ticket.
Forum universitatis, entrance 1, 1st floor
Opening hours:
Mon, Tue & Thu 9 am – 4 pm
Wed 9 am – 12 pm, 1 – 4pm
Fri 9 am – 1 pm
www.studying.uni-mainz.de/service/

STUDIERENDENWERK MAINZ (MAINZ STUDENT UNION) (17)

The Studierendenwerk Mainz aids students in social, economic and cultural aspects. The Union helps foreign students with formalities like finding accommodation and organizes parties and cultural events.
You can pay your rent here and get advice for any questions concerning your accommodation.
Studierendenhaus, Staudingerweg 21
www.studierendenwerk-mainz.de/internationales/
international@studierendenwerk-mainz.de
Office Hours Team Internationales:
Mon – Fri 10 am – 12 pm
Wed 1.30 pm – 3.30 pm

ALLGEMEINER STUDIERENDENAUSSCHUSS (ASTA) – TEXT CAFÉ & LEGAL ADVICE (15)

The AStA (General Student Committee) has various sections. This includes the section for international students, which offers support in the process of integration on campus and in Mainz through cultural events, workshops, seminars, and the TextCafé, which is the place to go for help with German language assignments. Support for socially disadvantaged students can be found here, as well as political and cultural events and free legal advice for international students.
Studierendenhaus, Staudingerweg 21
Textcafé
https://www.schreibwerkstatt.uni-mainz.de/
Legal Advice for International Students
Office hours:
once per month, Tuesdays 5-7 pm
www.blogs.uni-mainz.de/asta/ab-ref/auslaenderinnen/

HEALTH INSURANCES (14)

Staudinger Weg 21 (both)
AOK
www.aok-on.de/rheinland-pfalz-saarland/aok-studenten-service/aok-studenten-service-mainz.html
AOK Opening Hours:
Mon – Wed 8 am – 4 pm,
Thu 8 am – 6 pm, Fri 8 am - 1 pm

TK
www.tk.de/tk/kundenberatungen-a-z/m/0685-mainz-campus/150496
TK Opening Hours:
Mon, Wed, Fri 9 am – 1 pm
Tue, Thu 10 am – 1 pm
Fri 2 pm – 4 pm

AGENTUR FÜR ARBEIT MAINZ – BLEIB! 16

Are you thinking of staying and working in Germany? The Agentur für Arbeit Mainz can help you with applications for internships and jobs in Germany. Advice is offered in German and English, as is the preparation and correction of application documents, workshops and trainings for international students and graduates. All of these services are free.
Staudinger Weg 21, entrance F
www.arbeitsagentur.de/mainz/akademiker-und-studierende
Opening Hours:
Mon & Thu 9.30 am – 3 pm
Mail: mainz.271-Akademiker@arbeitsagentur.de

PSYCHOTHERAPEUTISCHE BERATUNGSSTELLE (PBS) (PSYCHOTHERAPEUTIC COUNSELING CENTER) 18

JGU's Psychotherapeutic Counseling Center provides professional help in dealing with specific problems that may occur while you are at the university. If you are having personal problems or trouble coping with your studies (such as test anxiety), need life advice or simply someone to listen, see the Psychotherapeutic Counseling Center.
They also offer counseling in English. Additionally, the JGU Counseling Center offers courses like "Test Anxiety", "Writers Block", "Stress Management".
Hegelstraße 61, (5th floor)
www.pbs.uni-mainz.de/eng/34.php
Tel.: 06131-39 22312
pbs@uni-mainz.de
To make an appointment for counseling, you can come by or call during office hours.
Mon-Fri 9 am – 12 pm
Mon, Tue, Thu 1.30 pm – 3.30 pm

BUILDINGS & LIBRARIES

REWI GEBÄUDE (LAW & ECONOMICS BUILDING) 3

The Faculty of Law, Management, and Economics. In the ReWi (Recht und Wirtschaft) building, you can find the departments of law, economics, and business education. Lecture hall RW1 is the biggest on campus, with almost 1000 seats. The departmental library is also located here.
Jakob-Welder-Weg 9
www.rewi.uni-mainz.de
Opening hours library:
Mon - Sat 8 am – 12 am
Sun: 10 am – 12 am

Information Desk
Mon – Fri 9 am – 3 pm
The library is closed on public holidays.

UB - UNIVERSITY LIBRARY 4

The University Library consists of the Central Library, eight departmental libraries and the central archive.
Jakob-Welder-Weg 6
www.ub.uni-mainz.de
Opening Hours
Mon-Fri 8 am – 12 am
Sat – Sun: 10 am – 12 am

GEORG FORSTER GEBÄUDE (GFG) 5

The Institute of Education, the Department of Political Science, the Department of Communication, and the Institute of Sociology are all located in the GFG.
Various departmental libraries as well as the USA library are located here.
Jakob-Welder-Weg 16
www.sozialwissenschaften.uni-mainz.de/
www.ub.uni-mainz.de/bereichsbibliothek-georg-forster-gebaeude/
Library Opening Hours:
Mon – Fri 8 am – 12 am
Sat - Sun 10 am – 12 am
Information Desk
Mon – Fri 9 am – 5 pm
The library is closed on public holidays.

PHILOSOPHICUM 6

The Philosophicum Library is a combination of 15 departmental libraries of Faculty 05 (Philosophy and Philology) and Faculty 07 (History and Cultural Studies). The names of the lecture halls and rooms in the Philosophicum start with a "P". Lecture Hall P1 is the biggest in the Philosophicum, and it is located outside the main entrance of the building. Films and student plays are occasionally shown here during the semester.
Jakob-Welder-Weg 18
www.ub.uni-mainz.de/bereichsbibliothek-philosophicum/
http://www.fb05.uni-mainz.de/
https://www.geku.uni-mainz.de/
Library Opening Hours:
Mon – Fri 8 am – 10 pm
Sat – Sun 10 am – 10 pm
The library is closed on public holidays.

HOCHSCHULE FÜR MUSIK (HfM) (SCHOOL OF MUSIC) 7

The Mainz School of Music is the only college of music in Rhineland-Palatine! Here you can go to concerts, and join the choir or the orchestra (more information see page 26).
Jakob-Welder-Weg 28
http://www.musik.uni-mainz.de/
https://www.musik.uni-mainz.de/veranstaltungen/veranstaltungskalender/

"MUSCHEL" + CINEMA (KLUBKINO MAINZ) 8

If you wondered what a "Muschel" (shell) is doing on the campus – it's a lecture building shaped like a shell ☺ But it is also the place where the "Klubkino" – cinema in a lecture hall (room N2) – takes place. Twice a week in the evening, a variety of films are shown. The atmosphere is nice and tickets are inexpensive.
Johann-Joachim-Becher- Weg 21
https://www.unifilm.de/studentenkinos/Mainz

ZENTRUM FÜR DATENVERARBEITUNG (ZDV) DATA CENTER (NATFAK BUILDING) 9

Numerous computer labs with internet access, various software programs and printers are located in the ZDV. The ZDV information center is located in room 00-47. The courses offered by the ZDV take place here.
NatFak (Naturwissens. Fakultät)
Anselm Franz von Bentzel-Weg 12
www.zdv.uni-mainz.de/
ZDV Service Center Opening Hours:
Mon – Fri 9 am – 6 pm
PC-Pool Opening Hours:
Mon – Fri 8 am – 10.15 pm

NATURAL SCIENCES 12

The Institutes of Physics, Mathematics, Computer Science and Meteorology are located in these buildings.
Staudinger Weg 7
www.phmi.uni-mainz.de/111.php

KHG – CATHOLIC COMMUNITY MAINZ & ESG – PROTESTANT STUDENT COMMUNITY MAINZ 19

KHG and ESG are Catholic and Protestant student institutions, respectively. They offer a wide variety of events which may be of interest to you. They also offer counseling services.
KHG: Saarstraße 20
55122 Mainz
ESG: Am Gonsenheimer Spieß 1
55122 Mainz
www.khg-mainz.de/
www.esg-mainz.de/

LEISURE, FOOD & GOOD TO KNOW

BOTANIC GARDEN 10

The JGU Botanic Garden is an educational and scientific garden. It displays a broad range of plants and contributes to research and conservation. It is also nice to take a walk through the different vegetations to refresh body and mind on an exhausting day.
Anselm-Franz-von-Bentzel-Weg 9 b
www.botgarten.uni-mainz.de
Opening hours:
Daily 7.30 am – 6 pm

ALLGEMEINER HOCHSCHUL-SPORT (AHS) (SPORTS) 11

The AHS is open to all students, and offers a wide range of both free and fee-based sports courses.
Albert-Schweitzer-Straße 22
www.ahs.uni-mainz.de

ZENTRALMENSA - CENTRAL UNIVERSITY CANTEEN + PHOTOBOOTH 13

The central cafeteria has four different lunch counters that offer different lunch options at student prices. The counters do not accept cash, so payment works only with your student card. In the 1st floor entrance area you will find a photo booth in the Mensa Copyshop!
Staudingerweg 15
www.studierendenwerk-mainz.de/essentrinken/universitaetscampus/zentralmensa/

www.copyshop-uni-mainz.de/

Canteen Opening Hours
Mon – Fri 11.30 am – 2.20 pm
Sat 11.30 am – 1.15 pm

Shop Opening Hours
Mon – Fri 8 am – 5 pm
Sat 11 am – 2 pm

PAYING THE STUDENT SEMESTER FEE

You need:

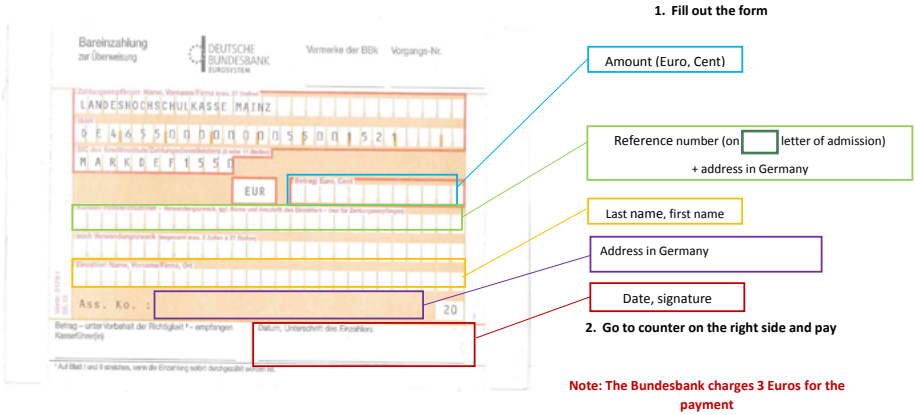
amount of student semester fee in cash (see letter of admission)

We recommend to pay the fee at the Deutsche Bundesbank/German Federal Bank because its close to the campus and the fee for cash deposit is quite low compared to other banks.

DEUTSCHE BUNDESBANK/ GERMAN FEDERAL BANK

OPENING HOURS
Mon-Fri 8 am – 1 pm
ADDRESS
Hegelstraße 65 551122 Mainz Tel.: 06131 377 0

HOW TO FILL IN THE FORM



REFERENCE NUMBER:

This is the number you can find on the letter of admission. It is written after the "IBW", as seen below. If possible, the "IBW" should also be written on the cash payment sheet (before the number).

Landeshochschulkasse Mainz
S.W.I.F.T.-BIC: MARKDEF1550
IBAN: DE46 5500 0000 0055 0015 21
Bitte beachten Sie: Wenn Sie aus einem Land der EURO-Zone kommen, überweisen Sie den Betrag vor Ihrer Abreise nach Mainz.
Geben Sie unbedingt folgenden Verwendungszweck an: IBW 12345 **Max Reim** Fehlt der Verwendungszweck, kann das Geld nicht automatisch zugeordnet werden.

- ✓ Please use only CAPITAL letters
- ✓ Blanks and comma must not be used: write REIMMAX instead of REIM, MAX

STUDENT ID = STUDENT SEMESTER TICKET

FREE USE OF PUBLIC TRANSPORT & FREE ENTRY FOR STAATSTHEATER MAINZ

Once you are enrolled, you get your **student ID which is at the same time your student semester ticket!**

It allows you to use public transportation **for free** – buses, street cars, subways, trains (excluding IC, EC and ICE). The semester ticket is valid in the area of Mainzer Verkehrsgesellschaft (MVG), Rhein-Main-Verkehrsverbund (RMV) and Rhein-Nahe-Nahverkehrsverbund (RNN). This is a rather large area (see area marked in green). So make sure you visit some places during your stay!

Loreley, Darmstadt, Felsenmeer...
Ideas for trips with your student semester ticket you can find under www.campus-mainz.net/newsdetails/news/artikelreihe-mit-dem-semesterticket-nach/

With your student ID you can also visit the theatre **Staatstheater Mainz** for **free!** For more information see page 27).

AREA OF YOUR TICKET

Please also see:
www.studium.uni-mainz.de/semesterticket/

Please note: the semester ticket is only valid in combination with a valid photo ID (passport or personal ID)! The semester ticket may not be laminated or sealed in plastic wrap.

STUDICARD - HOW TO GET AND HOW TO USE

The Studicard is availabe in two versions:

SIMPLE VERSION

The Simple Version enables you to pay without cash in mensa and cafeterias as well as to use printers and photocopiers on campus.

HOW TO OBTAIN

If you rent a room in the Studierendwerk you well receive your Studicard when you sign the rental contract. All others and students who live in the dorms Hechtsheim or Weisenau can go to:

Info-Point, Studihaus, Staudinger Weg 21, Entrance F, or to mensa and all cafés on campus

costs: 5 EUR for issuing the card

COMBINED VERSION (INCLUDES LIBRARY CARD)

The combined version includes on top a library card which enables you to borrow media from the libraries on the campus.

HOW TO OBTAIN

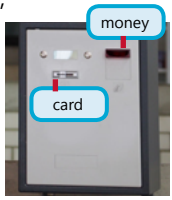
You get a combined card from the lending desk at the University Library (UB, see on the map No. 4).
There you can exchange either your keycard or issue a new one.

In order to pick it up you need to bring:

- ✓ Your student ID
- ✓ A valid photo ID (passport)
- ✓ 5 EUR for issuing the card

HOW TO LOAD MONEY

You can e.g. use automats, the so called „Kartenaufwerter", to load money on the card. You find them in the mensa or in any cafeteria. The machine only accepts banknotes (no coins!)



PLEASE NOTE:
on your Studicard are two different money accounts.
You have your

a) GENERAL ACCOUNT
which is the money you load on your card ia the "Kartenaufwerter" (see picture above) and which you use for paying in the mensa.

b) PRINTING ACCOUNT
which allows you to use the printers on campus.
To load money on your printing account you first have to make sure that you have enough money on your "general account" and then to go to a Service terminal e.g. in the University library (UB) and choose "Geld aufbuchen" (more details on the next page).

HOW TO PRINT

You can print and scan in most of the libraries or in the ZDV computer pool. For this you need your **StudiCard** (see previous page).

If you are familiar with German language you can also check out this detailed instruction www.zdv.uni-mainz.de/bedienungs-hinweise-serviceterminals/

Otherwise please see the following steps:

STEP 1: FIND A SERVICE TERMINAL (COMPUTER)

Go to a service terminal, e.g. in the Central Library (UB)
(more locations: www.zdv.uni-mainz.de/standorte-serviceterminals/)
A service terminal (a computer screen) looks like this:

STEP 2: ASSIGNING YOUR STUDENT CARD

Click on “Karte zuordnen”

Log in with your Student account (with the Log-In Data you got during the matriculation)
Change your PIN – only numbers are allowed (at least 4)

STEP 3: LOAD MONEY ON THE PRINTING ACCOUNT OF YOUR STUDICARD

You already have 2, 50 EURon your printing account, a bonus of the ZDV (Data Center) for every student.

If you print for more than 2, 50 EUR you have to load money on the card.

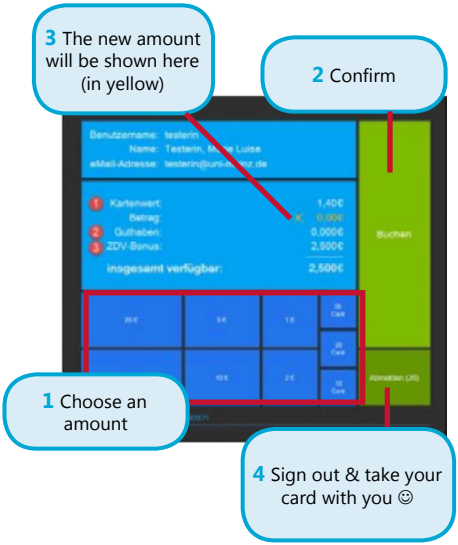
For this you have to first check if you have enough money on your general account of your card.

If you have enough click at the service terminal screen “Druckguthaben aufbuchen”.

Hold your card to the black/blue – scanner.

Enter your PIN.

Hold your card to the other scanner (light blue/grey) and follow step 1-4:



HOW TO MAKE AN ONLINE APPOINTMENT AND HOW TO REGISTER AT THE „BÜRGERAMT“ MAINZ

You can go to the Bürgeramt individually or in groups but remember to arrange an appointment beforehand.

You can arrange it under www.mainz.de/verwaltung-und-politik/buergerservice-online/buerger-amt-online-terminvereinbarung.php

STEP 1: Confirm the Data Protection

STEP 2: Click “Bürgerservice”

STEP 3: Choose “Anmeldung eines Wohnsitzes in Mainz, Unionsbürger und Ausländer“

STEP 4: Optional Download of „Wohnungsgeberbescheinigung“ – you get it from the Studierendenwerk – Download only necessary if you live in a private flat

STEP 5: Insert how many people come to the appointment you can go alone or in groups

STEP 6: Insert your personal data

STEP 7: Choose a time

grey= free time slot
red=already taken
green = your choice

STEP 8: Check your e-mails and con firm the link – only then the office gets notice of your request

OPENING HOURS
Mon: 9 am – 1 pm & 3 pm until 7 pm Tue: 9 am – 1 pm & 2.30 pm – 5 pm Wed, Thu & Fri: 7.30 am – 1 pm
ADDRESS
Bürgeramt: Abteilung Bürgerservice, Stadthaus, Lauteren-Flügel, Entrance Kaiserstraße 3-5, 55116 Mainz Bus & Tram Stop: „Hauptbahnhof“ (Central Station): all all busses except No. 28, 33 and 70

FOR THE REGISTRATION YOU NEED TO BRING:

- ☐ The registration form which you get at the InfoDays (or in JoGuGATE)
- ☐ Wohnungsgeberbestätigung (which you get from the Studierendenwerk when you sign the rentral contract or private landlord)
- ☐ Passport/ID card
- ☐ Copy of passport/ID card
- ☐ Copy of rental contract

Please do it as soon as possible You must register within 14 days after your arrival.

STEP 9: Your request will be checked and you will get a second Email with the final confirmation and information

HOW TO REGISTER FOR THE LICENCE FEE

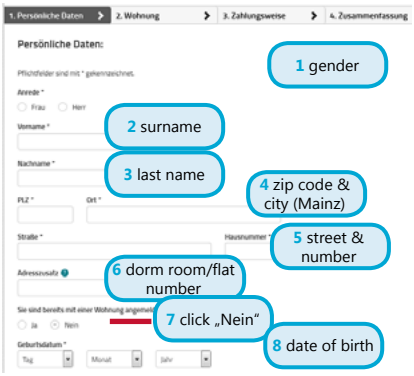
17,50 EUR per month per flat

Once you registered at the „Bürgeramt“ Mainz you are also required to register for the so called „Rundfunkbeitrag“ (licence fee) which finances the public sector media.

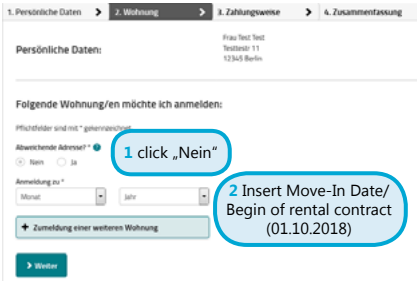
You can register under www.rundfunkbeitrag.de/buerge-rinnen_und_buerger/formulare/index_ger.html

STEP 1: Choose “Wohnung anmelden and “Online ausfüllen”

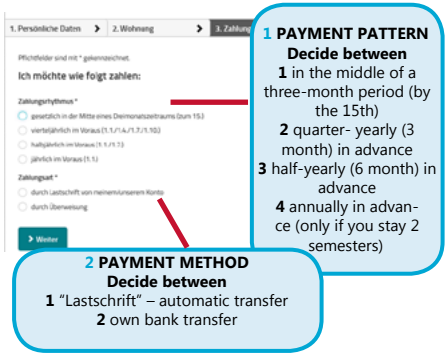
STEP 2: Fill in your personal data



STEP 3: Insert data of the room/flat



STEP 4: Choose your payment pattern and method



STEP 5: Check your data, if necessary you can click on “Korrigieren” for correcting. If everything is fine click

HOW TO ACTIVATE YOUR STUDENT ACCOUNT

ACCOUNT ACTIVATION

Once you are enrolled you get your log-in data for your student account. Your username and password enables you to log in any computer on campus, to use your own e-mail account as well as the printers and photocopiers all across campus and to log in to JOGU-StINe.

For your account activation go to https://account.uni-mainz.de/Passwort/ActivateAccount

STEP 1: Enter your matriculation number

STEP 2: Enter your PUK (you get once you are enrolled)

STEP 3: Create your password

Rules for your password:

✓ at least 8 characters

it must include:

✓ Upper Case Letters (A…Z)
✓ Lower Case Letters (a…z)
✓ Numbers (0…9)
✓ Symbols (!"$%&/()=?)

avoid:

✓ Characters which are not part of all keyboards such as: §, Ä,ö, ü, Ö, Ü
✓ Words from dictionaries
✓ Parts of your name or family name

HOW TO CHANGE YOUR PASSWORD

You can change your password at

https://account.uni-mainz.de/Passwort

HOW TO DOWNLOAD & PRINT YOUR CERTIFICATE OF ENROLLMENT

If you need a certificate of enrollment (e.g. to submit it to agencies, offices or your home university to prove that you are enrolled at Johannes Gutenberg-University Mainz) go to JOGU-StINe
http://jogustine.uni-mainz.de

choose "Service" – "My documents"and download the certificate.

We recommend to download your documents from the online portal and to save them in order to have permanent access to them. Access to the online portal JOGU-StINe is limited to the duration of your enrollment. Your enrollment documents are provided only in electronic form on JOGU-StINe. They won´t be sent via mail.

PUBLISHING DETAILS

PUBLISHER
International Office of the Johannes Gutenberg University Mainz
Gutenberg International School Services (GIS Services)

EDITORIAL TEAM
Lea Friedmann
Silke Jennerich
Carolin Schrenk

LAYOUT AND DESIGN
Lea Friedmann

PRINTED BY
Zentraldruckerei of the Johannes Gutenberg University Mainz

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AUFLAGE
300
September 2018

CONTACT
Johannes Gutenberg University Mainz
International Office
Gutenberg International School Services (GIS Services)
gis@international.uni-mainz.de
www.international-office.uni-mainz.de/exchange/

Diese Vorhaben wird aus Mitteln des Bundesministeriums für Bildung und Forschung unter dem Förderkennzeichen 01PL17055 gefördert.