



Welcome Guide



Information for international students at FH Münster



Dear students,

Welcome to FH Münster University of Applied Sciences!

Whether you have come to us from Germany or Denmark, from Cameroon or Columbia, from Morocco or Mongolia, from Syria or Sweden or from wherever else - we look forward to welcoming you.

Please read this brochure carefully - it will help you for a successful start in your studies and in your everyday life in Münster or Steinfurt!

Please contact us if you have any questions - we will be happy to help you!

Your International Office

Laura Paul and Nadine Pantel /
Incomings Team

COVID-19

Due to COVID-19 there are continuous changes - please contact the respective institutions and offices for information about current offers or opening hours!



Please note: All information is without guarantee - please always check the latest information on the indicated websites!

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Studying during the Corona pandemic

Studying during the Corona pandemic demands a lot from you as a student as well as from the lecturers and employees. Please pay attention the regular updates on this topic:

<https://en.fh-muenster.de/hochschule/aktuelles/infoseiten-studierende.php>

If you are not yet in Germany, there are special **regulations on entry Germany and quarantine**. You can find more information here:

https://en.fh-muenster.de/internationaloffice/international_students_staff/vor-dem-studium.php

The winter semester 2020/21 is planned as a hybrid semester, which means that there will be both attendance times and online teaching. You can find tips and tools for online studies here:

<https://en.fh-muenster.de/studium/studienberatung/zsb/tipps-und-tools-onlinestudium.php>



1. FH Münster

FH Münster is one of the largest Universities of Applied Sciences in Germany with a strong focus on research.

Currently, more than 15,000 students study at FH Münster, including over 1,000 students from abroad. In 12 departments and one institute more than 85 study programmes are offered at different locations in Münster and at a campus in Steinfurt (approx. 35km north of Münster).

In addition to a high proportion of master's degree programs, a Doctoral Studies Programme currently supervises over 110 cooperative doctorates.



Hüfferstiftung



Fachhochschulzentrum (FHZ)



Leonardo-Campus



Campus Steinfurt

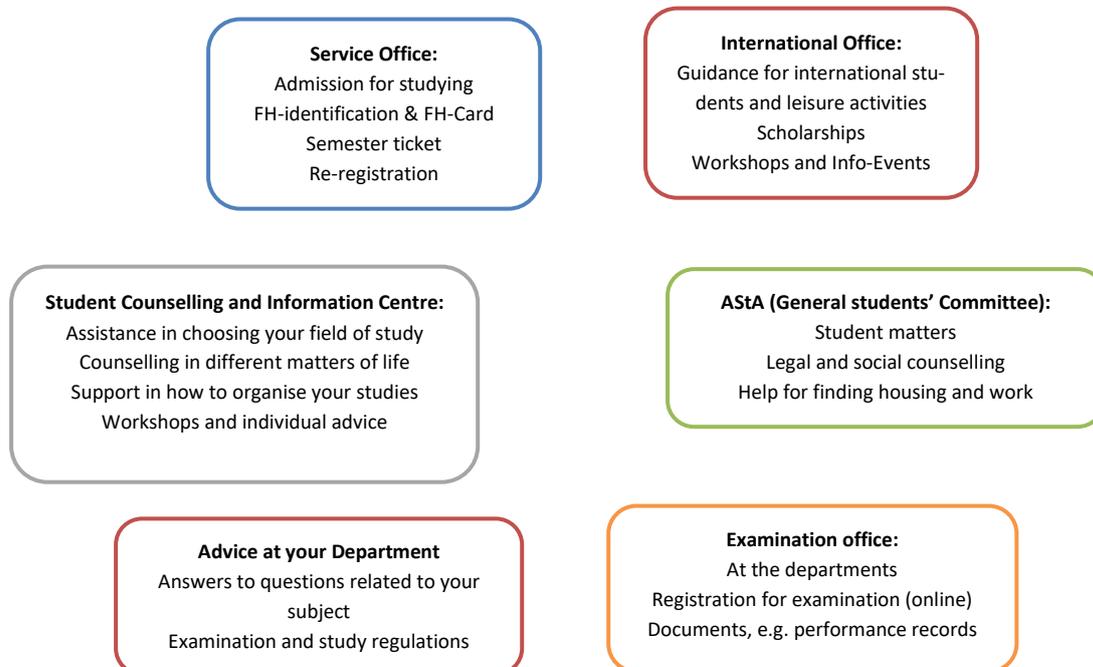
FH Münster has various institutions that are important for students, for example:

Service Office (SOS): The first point of contact for students is the Service Office. Students apply here and the enrolment takes place. Furthermore, all administrative tasks such as registration or exmatriculation are done here. Good to know: The re-registration for the next semester is done simply by transferring the semester fee.

International Office (IO): The IO offers support for international students and helps with the organisation of studies abroad or internships abroad. We also award scholarships and organise language courses, workshops and leisure activities.

Academic advisors: If you have any questions about your subject, please contact the academic advisors at your respective department. They provide support in choosing modules or planning your studies.

Student Counselling and Information Centre (ZSB): The ZSB provides support in searching for the right course of study and helps with problems during your studies, e.g. exam nerves, good learning techniques, time management or strategies for organising your studies. Furthermore, the Career Service supports your search for an internship, a part-time job or a job after graduation.



2. Study at FH Münster

Enrolment, Semester ticket and FH-Card

You will have your personal account in the FH portal. When your complete enrolment documents have been submitted, you will find the notice of payment (“Gebührenbescheid”) to pay the semester fee in your portal. Once the money has been received, you can download your semester ticket, view your certificate of study and apply for the FH-Card.

At FH Münster, there are no tuition fees, but every student has to pay a contribution to students’ services.

Semester ticket

You will receive your ticket after paying the semester fee. The instructions for downloading the ticket can be found here:

<https://confluence.fh-muenster.de/display/howto/Mein+Semesterticket>.

The ticket entitles you to use all local trains and buses in NRW (not valid in ICE/ICs and generally in 1st class). You must carry a photo identification with you. From Monday to Friday from 19:00 and all day on Saturdays, Sundays and public holidays you are allowed to take a person or a bicycle with you free of charge in the Münster city area.

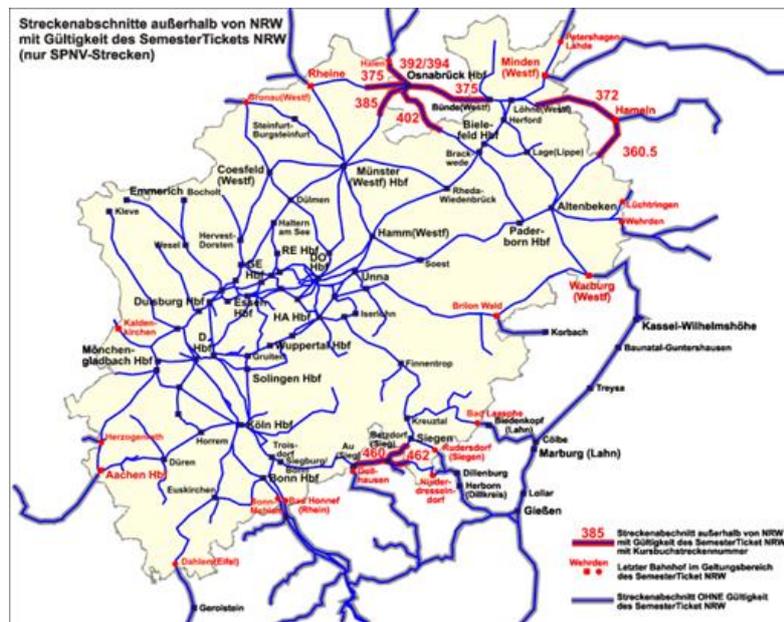


Abb. 1 „Gültigkeitsbereich des Semestertickets“:

<http://astafh.de/category/service/semesterticket/>

FH-Card

In order to receive the FH-Card you have to upload a photo in your FH portal. The card has four functions:

- Student ID
- Mensa-Card
- Copy-Card
- Library-Card

You can top-up the FH-Card at terminals in the refectories. If you have not yet received the FH-Card, you can still use all functions. You will receive the FH-Card by post, so please make sure your name is on your mailbox.

<https://www.fh-muenster.de/studium/a-z/fhcard.php>



Mensa

There are several large canteens, bistros and cafés in Münster and Steinfurt, which are run by the Studierendenwerk Münster. You can pay there with your FH-Card:

<https://www.stw-muenster.de/de/essen-trinken/mensen/>

Library and copy machines

Libraries can be found at all locations of FH Münster. The different branches of the Library specialise mainly in the subject areas that can be found at the respective location. The offer includes various media, but also events on literature research, citation basics and much more:

<https://www.fh-muenster.de/bibliothek/index.php>

Finding literature and media

- Just go to the link which is mentioned above and click on the link „**Suche im FINDEX**“ (FINDEX is the name of the search engine of the library).
- Log in with your FH-identification to search for literature or media.
- You can see location and availability now.

How to borrow books and media

Media can be borrowed with the FH-Card or FH-identification. It is free for four weeks. You can extend the lease of media under "My account" in FINDEX.

Copy and scan

You can find copy machines in every library and in all PC Pools. A copy costs a few cents while the scanning is free of charge. You pay the copies with your FH-Card.

PC-Pools

PC-Pools are located at every site of FH. You can use **PCs and copy machines** there. Please pay attention to the „Benutzungsordnung“ and „Betriebsregelung“ (User rules and operating regulations) and check availability on the sheet at the door before entering the room. You log in with your FH-identification. Information on opening times, locations and availabilities can be found here:

<https://www.fh-muenster.de/datenverarbeitungszentrale/service/pc-pools/index.php>

„Pluspunkt“ – Programme

The PLUSPUNKT programme was launched to help students to develop competences for success. The events cover four thematic areas:

- Social skills and methodological knowledge
- Digital literacy
- Entrepreneurship skills
- Intercultural knowledge

All offers are **free of charge** for students of FH Münster.

The programme gets updated continuously:

<https://www.fh-muenster.de/pluspunkt>



PLUSPUNKT
Studium + Beruf

Pre-courses for engineering fields

The pre-courses take place before the start of the semester. Their aim is to freshen up knowledge and to support a smooth start in the study programme, for example in mathematics (please have a look at the homepage of your department, if a pre-course is offered): <https://www.fh-muenster.de/studium/studiengaenge/vorkurse/index.php>

Consultation at the departments

At each department, there will be a student advisory service. Here you will receive expert information on all questions regarding the content of the specific study programme (e.g. questions about module content, combination or specialisation options):

<https://www.fh-muenster.de/studium/studienberatung/studienfachberater/studienfachberatung.php>

Consultation from the Student Counselling and Information Centre - Zentrale Studienberatung (ZSB)

The ZSB is located in Münster and Steinfurt. You will receive advice on your decision to study as well as personalised help with possible problems during your studies:

<https://www.fh-muenster.de/studium/studienberatung/zsb/zsb.php>



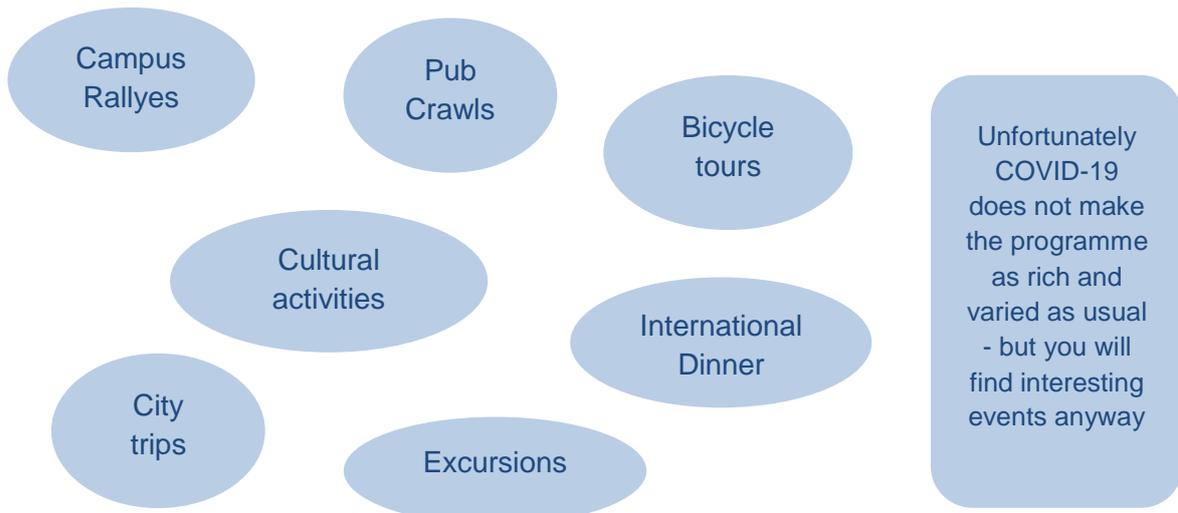
3. Offers by the International Office (IO)

The IO offers you a first orientation in Münster and Steinfurt with regards to your studies and everyday life. We advise you in all phases of your studies around your stay in Germany, name the right contact persons, organise leisure activities ("FHiRST Activities"), the language tandem and German language courses and provide scholarships (DAAD scholarships such as ERASMUS, STIBET or PROMOS)

https://www.fh-muenster.de/internationaloffice/international_students_staff/intro-internationale-abschluss-studierende-neu.php

FHiRST - Activities

The FHiRST activities are special events for international students (German students may of course also participate). They offer a good opportunity to get to know places and new people and to get in contact with other students. The FHiRST-activities are organised by international tutors who are themselves students of FH Münster and there is a various offer:



To register and to get information about upcoming activities please have a look here:
www.fh-muenster.de/fhirst-activities



Language tandem „Meet2Speak“

Through the language tandem you learn languages by speaking with a native speaker. You will be matched with your tandem partner by the International Office and there will be an opportunity to get to know each other and receive joint input - you organise the individual meetings with your partner as you wish and at your own time.

https://www.fh-muenster.de/internationaloffice/i_h/meet2speak.php

4. Organisational matters

As soon as you will arrive in Münster or Steinfurt, there are important things to do:

Finding a flat or a room

Finding an apartment might be difficult, so you should start looking early. IMPORTANT: Sometimes there are "fake" ads for rooms that do not exist. Therefore, please do not transfer money to a foreign bank account or if the ad seems strange to you!



Studierendenwerk Münster (STW)

The STW Münster provides affordable rooms in the student residences in Münster and Steinfurt. The monthly rent for a room/single apartment is about 250 - 350 € plus a deposit (the deposit is only paid once - you will get the deposit back after the termination of the tenancy as long as you leave the apartment in a good condition).

Attention: Not all rooms are furnished and there are sometimes long waiting lists (an application is no guarantee for a room). If a room becomes available, you will receive an offer by e-mail. You must accept the offer quickly, otherwise it will expire:

<https://www.stw-muenster.de/online-bewerbung/>

Dormitories run by private owners or the church

Church and private dormitories have different application requirements, so check with the providers. The rent is about 150 - 300 € per month plus deposit. An overview of the dormitories can be found here:

<http://www.muenster.org/wohnheime>

https://www.muenster.de/studentische_angebote.html

<https://bsw-muenster.de/de/>

Private flats

Private rooms are usually a little more expensive than in the dormitory (approx. 300 - 450 € plus deposit). Make sure that additional costs are included in the rent (e.g. electricity, internet, radio fees, etc.). Often private rooms are not furnished (except for sublet

rooms for a limited period of time). Many rooms are offered in shared flats, i.e. shared apartments where several tenants share a kitchen and a bathroom.

How to respond a room advert for a shared flat („WG“):

Write a short text and introduce yourself:

- What's your name?
- How old are you? Where do you come from? Which is your study programme?
- Do you have any experience sharing a flat?
- What are your hobbies?

If successful, you might get invited to a „WG-Casting“.

You will find private room on offer here:

- Studierzimmer (www.studierzimmer-muenster.de)
- Westfälische Nachrichten / Münstersche Zeitung: (www.wn.de)
- Facebook: „Wohnen in Münster“
- Zeitschrift und Internet „Na Dann“ (www.nadann.de)
- Zeitschrift Ultimo
- AStA Wohnbörse (www.asta.ms/wohnboerse)
- WG-gesucht (www.wg-gesucht.de)
- Ebay-Kleinanzeigen

The International Office does not own rooms, but we support you in any question related to searching for a room in Münster or Steinfurt.

After moving in a flat or a room...

After moving in a flat or a room there are important things to do as soon as possible:

Registration at the citizen's office

You must register with the residents' registration office no later than 14 days after your move. Documents that you must bring with you:

- Passport or Identity card
- The signed document "Wohnungsgeberbestätigung" (confirmation of your landlord)
- **Only in Münster:** Document "Anmeldung bei der Meldebehörde"

The documents for registration can be found at the following websites:

Münster: Bürgerbüro Mitte, Klemensstr. 10

Appointments in Münster:

<https://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/anmeldung.html>

Steinfurt: Rathaus der Kreisstadt Steinfurt, Emsdettener Straße 40

<https://www.steinfurt.de/Wirtschaft-2-Fachhochschule/Wirtschaftsfoerderung.htm/Dienstleistungen/Anmeldung-Einwohner-und-Meldewesen.html>

„Rundfunkbeitrag“ (licence fee)

The licence fee is a legally prescribed contribution for citizens, companies and institutions as well as for public interest bodies. For private households, the current fee is **17.50 Euros per month**.



If you are sharing a flat, the fee can be divided: The person who is paying the fee receives a „Beitragsnummer“. The other flatmates have to send a response with this number to prove that the household is already registered. Please be aware: If you are living in a student dormitory, each room is considered to be a household on its own!

<https://www.rundfunkbeitrag.de/>

The licence fee is obligatory and a refusal can have serious consequences (e.g. high penalty fees or a date in court).

Heating, water, electricity or gas supply

You may have to organise and pay for the supply yourself, in some apartments the landlord will take care of that. Read your rental contract carefully and ask for information. You can, for example, sign contracts for electricity and gas with the municipal utility providers:

<https://www.stadtwerke-muenster.de>

Attention: Before you move out, don't forget to cancel the contract in due time.

Internet contract

In many WGs you can usually share the contract. Make sure that the price for the internet is included in the rent and consider the contract period (the notice period is usually 2-3 months).

Bank account

You can open an account in an online bank or in a bank branch (e.g. Deutsche Bank, Sparkasse, Volksbank, and others). A German bank account is necessary for many transfers, e.g. for rent, the radio contribution, etc. Documents you need to bring with you:

- Your identity card and/or passport
- Registration form of the city of Münster/Steinfurt
- Student certificate

Some banks offer to open an account online.

Applying for a residence permit

Before your entry visa expires, you must apply for a residence permit for the purpose of study. The booking of appointments at the immigration office in Münster should be done online: <https://www.stadt-muenster.de/auslaenderamt/index.html>

For an appointment in Steinfurt please contact the immigration office directly: Email: auslaenderbehoerde@kreis-steinfurt.de or phone: 0049 (0)2551 69-1717. <https://www.kreis-steinfurt.de> (Amt für Zuwanderung, Aufenthalt und Integration).

Health insurance

It is obligatory for students to have a valid health insurance. This can be a statutory health insurance “**Gesetzliche Krankenversicherung**” (KV) or a private one. Most students come to Germany with a private travel health insurance and switch to a statutory one after their arrival. This is only possible once – as soon as you refuse to enter a statutory health insurance, you will have to keep to your private one. In that case, you will receive a document called “Versicherungsbefreiung”.

The statutory health insurance:

-
- Treatments in a hospital and visits to a doctor are paid directly via your insurance card.
 - There are various companies such as TK, AOK, Barmer or others offering similar services.
 - The costs are around 110€ per month.
 - The services are very good.



Private health insurance:

- It might happen that you have to pay in advance when visiting a doctor or a hospital.
- The costs for a private health insurance seem to be cheaper per month than the one of a statutory provider, but this can change quickly.
- There is the risk that not all costs might get reimbursed.

What to do when I need to see a doctor?

Search for a medical practice on the internet and make an appointment.

Outside the normal opening hours of medical practices there is a medical emergency service (phone number: **116 117**).

The emergency rooms of hospitals are for life-threatening emergencies.

In case of emergency, dial 112.

Almost all doctors accept any insurance, but it would be better to check beforehand.

I need medicine – what to do?

- You have to buy medicine in a pharmacy („Apotheke“).
- Some drugs are only available on prescription. Then you need a prescription from a doctor. Usually, you pay a fee of 5-10 Euros for these drugs.
- Pharmacies have an emergency service („Apotheken Notdienst“), also during the night and on Sundays:

<https://www.akwl.de/notdienstkalender.php?id=87>

5. Leisure activities in Münster and Steinfurt

Münster is located in the northern part of the federal state of North Rhine-Westphalia. The city has about 300,000 inhabitants, including about 70,000 students. Due to the many students in the city, there are also many offers for them (university sports, gastronomy etc.). The "typical day" for partying in Münster is Wednesday - many bars and clubs offer "specials" on this day.

Going out: Many bars are located in the so-called "Kuhviertel" or directly in the city center. Many clubs are at the Hawerkamp (near the harbor).

<https://www.muenster-geht-aus.de/>

Museums and discount

Many places such as cinemas, museums or theatre offer a discount for students.

Stadtmuseum Münster

Salzstraße 28, 48143 Münster

Opening hours: Mon – Fri: 10am – 6pm. Sat, Sun 11am – 6 pm

>> history of city of Münster, the region and its inhabitants

LWL-Museum für Kunst und Kultur

Domplatz 10, 48143 Münster (directly at Aegidiimarkt)

„Langer Freitag“: Every 2nd Friday of the months the museum is open from 10am-24pm („Langer Freitag“, free entrance after 6pm).

LWL-Museum für Naturkunde

Sentruper Str. 285, 48161 Münster (at Aasee)

Directly next door: Planetarium and Zoo

<https://www.lwl-kultur.de/de/Landesmuseen/eintrittsfreie-tage-in-den-lwl-museen/>

Steinfurt is located 35 north of Münster and has about 35,000 inhabitants. Most engineering departments are taught at the campus and it can be reached in a few minutes from the train station. Besides some student life, the city is known for its moated castle, park and nature and the beautiful old town.

Steinfurt consists of the districts of Burgsteinfurt and Borghorst (campus, train station and immigration office are located in Burgsteinfurt, the residents' registration office in Borghorst). <https://www.steinfurt.de/Tourismusinformationen.htm?>

University sports

University Sports is a university institution offering a varied and affordable programme of around 120 types of sports, sports tours, training courses, tournaments and international sports competitions. 90 supervisors and 400 trainers "exercise" around 20,000 participants every week. Near Leonardo-Campus at Münster, you will find the "Campus-Gym", a fitness club for students. The programme is very popular so you have to register quickly after the new programme is released:

https://muenster.hochschulsport-nrw.de/angebote/aktueller_zeitraum/index.html

For registration, you need your email address, a German bank account to give a direct debit authorisation and a matriculation number.

Online-registration for university sports:

- Choose a sport and the course you want to take.
- If the registration period has already been activated, a green "Book" button will appear to the right of the desired course (otherwise, the date and time of the activation is displayed there).
- If you click on "Book", a booking form opens.
- Enter your personal data (address, matriculation number, bank details).
- Check the box for direct debit authorisation.
- You must accept the general terms and conditions.
- Click on "Send".
- You will receive a booking confirmation by e-mail with your "participation ticket".
- Print the "participation ticket".

Libraries

Stadtbücherei (Public Library)

Here you can borrow books, CDs and films (also for learning German). Stadtbücherei is not part of FH Münster (therefore it rather offers novels and educational books on general topics). For a small fee you will receive a library card:

<https://www.stadt-muenster.de/buecherei/anmeldung.html>

Universitäts- und Landesbibliothek (ULB)

The ULB is the library of the university (WWU). There you can get a free library card and there is a wide range of scientific literature available. The online search engine of the ULB is called/is "DISCO": <https://www.ulb.uni-muenster.de/>

Cycling in Münster

Cycling is the most popular and fastest way to reach your destination in Münster - but please be careful and follow the rules!

With 300,000 inhabitants, the city has an estimated half a million bicycles. Unfortunately accidents happen from time to time.

Bike rental *Swapfiets*

At *Swapfiets* you can rent bicycles. The costs are 17.50€ per month for students and the subscription can be cancelled monthly. The service: If your bike breaks down, it will be replaced/repared free of charge.

Traffic rules for cycling

- Cyclists are also checked by the police.
 - For violations there are fines!
 - Does your bicycle lamp work?
 - Do not ride drunk!
 - No cell phone on your ear!
 - Always lock your bicycle well - unfortunately, bicycles are sometimes stolen!
- <https://www.bussgeldkataloge.de/bussgeldkatalog-fahrrad/>

Important addresses when searching for bicycles, rooms, side jobs or other things:

„Na Dann“

The "Na Dann" is a city magazine with a lot of information about life in Münster. The small magazine is published every Wednesday and is available in many cafés and restaurants in the city. It is also available online: www.nadann.de

„Ebay-Kleinanzeigen“

Here you can search for furniture, bicycles and other items in the Münster city area and buy (and sell it): www.ebay-kleinanzeigen.de

Important places for students

Das Studierendenwerk Münster

- Mensa and Cafeteria
- Student dormitories
- BAföG
- Counselling and Information
- Leisure activities



www.stw-muenster.de

KSHG – Katholische Studierenden- und Hochschulgemeinde

- Counselling and financial support
- Cafeteria
- A popular students place
- Events and concerts
- Catholic services



www.kshg.de

ESG – Evangelische Hochschulgemeinde

- Counselling and financial support
- Cafeteria
- A popular students' place
- Events and concerts
- Protestant services



www.esg-muenster.de

6. Contact persons at the International Office

Nadine Pantel

Information and scholarships
for international degree-seeking students

E-Mail: nadine.pantel@fh-muenster.de

Tel.: 0049 (0) 251 83 64119



Laura Paul

Coordinator international exchange students and
organisation of FHiRST-Activities

E-Mail: laura.paul@fh-muenster.de

Tel.: 0049 (0) 251 83 64110



Unfortunately, to minimise the risk of infection with COVID-19, no personal appointments are possible at the moment, but we are available for you online, by phone or email!

www.fh-muenster.de/internationaloffice



Instagram: [fh_muenster_international](https://www.instagram.com/fh_muenster_international)

Facebook: [FHiRST At Fachhochschule Münster](https://www.facebook.com/FHiRSTAtFachhochschuleMuenster)

We wish you a good start
at FH Münster!