

## **1. Welcome to MSB!**

We are delighted that you have chosen to study at Münster School of Business (MSB) of FH Münster University of Applied Sciences as an exchange or study abroad student, and we look forward to hosting you in Münster! In this guide, you will find comprehensive information on assurance, housing, the visa application process, and services the University offers to visiting students.

See this guide continuously before your departure to Germany. If you have any questions, do not hesitate to contact us.

SINCERELY

The Student Exchange Coordination

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## 2. IMPORTANT SEMESTER DATES (subject to change)

Here you will find all important semester dates of the Münster School of Business at a glance.

		Block seminars	Orientation week	Lecture period	Non-lecture period	Examination date
SS 2024	from	19.02.2024	06.03.2024	<b>11.03.2024</b>	02.04.2024	01.07.2024
	till	08.03.2024	08.03.2024	<b>28.06.2024</b>	05.04.2024	12.07.2024
WS 2024/25	from	23.09.2024	07.10.2024	<b>14.10.2024</b>	23.12.2024	03.02.2025
	till	11.10.2024	11.10.2024	<b>31.01.2025</b>	03.01.2025	14.02.2025
SS 2025	from	17.02.2025	05.03.2025	<b>10.03.2025</b>	14.04.2025	30.06.2025
	till	07.03.2025	07.03.2025	<b>27.06.2025</b>	17.04.2025	11.07.2025
WS 2025/26	from	22.09.2025	06.10.2025	<b>13.10.2025</b>	22.12.2025	02.02.2026
	till	02.10.2025	10.10.2025	<b>30.01.2026</b>	02.01.2026	13.02.2026

What to Do?	Comment	Done?
Initiate Visa Application	Begin your visa application well in advance of your intended arrival date.	
Apply for FH Münster's Housing Contingent	Apply as soon as possible at Studentenwerk Münster for a room from FH Münster's housing contingent.	
Verify Health Insurance	Ensure you possess health insurance. EU students can use the European Health Insurance Card (EHIC), while non-EU students need private international health insurance.	
Explore Additional Insurances	Consider accident and personal liability insurance for comprehensive coverage.	
Plan Monthly Budget	Plan a monthly budget of around 860€, considering various expenses.	
Explore Phone/Wi-Fi Options	Consider prepaid cards or contracts for mobile phones and Wi-Fi.	
Register at Citizens' Office	Register at the Einwohnermeldeamt within 14 days of securing permanent accommodation.	
Apply for Residence Permit	If you entered with a visa, apply for a residence permit within 90 days of arrival.	
Open Local Bank Account	Open a local bank account for financial transactions.	
Pay Media Licence Fee	Pay the "Rundfunkbeitrag" of 17.50€ per month.	
Emergency Contact Numbers	Save important emergency contact numbers.	
Pay Semester Fee	Contribute approximately 302€ for the semester fee.	
Enroll at FH Münster	Arrange a meeting with the International Office and complete the enrollment process.	
Access myFH-Portal	Log in to the myFH-Portal for essential student services and documents.	
Obtain FH Münster Student Card	Upload a passport photo to receive your FH Münster Student Card.	
Acquire Semesterticket	Familiarize yourself with and obtain the Semesterticket for public transport.	
Secure a Bicycle	Purchase or rent a bike for convenient transportation.	

### 3. Overview of the needed documents:

	Bank	Health insurance	Enrollment	Studentenwerk/ Lease agreement*	Foreign nationals office
Student ID	(X)	(X)		X	X
Passport	X	X	X	X	X
Passport photo				X	X
Note of authorization		X	X	X	
Proof of medical insurance			X		X
Bank account (details)		X	X !	X !	
Direct debit authority (Lease)				X	
Documents of enrollment			X		
Scholarship DAAD (if available)		X	X		X
Certificate of enrollment		(X)		(X)	x

( ) = can be handed in later

! = Receipt deposit, Semester fee and (if applicable) 1. Month's rent

\* = When extending you need permit of residence and lease agreement additionally!

x = Original and copy

## 4. Applying for a Visa

Depending on your home country, obtaining a visa may be a necessary step for entering Germany. We strongly recommend initiating your visa application as early as possible, considering that the processing of applications can often take some time.

**Early Application:** Begin your visa application well in advance of your intended arrival date.

**Financial Proof:** When applying for a visa, you must provide proof that you have sufficient funds to support your studies in Germany. The current requirement is approximately 860€ per month.

For detailed and accurate information on the visa application process, it is advised to contact the **German diplomatic missions** in your home country. They can provide specific guidance on the application procedure and any additional requirements.

Ensuring a smooth visa application process is crucial, and early preparation will contribute to a seamless transition to studying in Germany.

Find some useful links to help you with the Visa application.

<https://www.auswaertiges-amt.de/en/visa-service/-/215870>

<https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen/deutsche-auslandsvertretungen>

## 5. How to Find a Room

Finding accommodation in Münster can be challenging due to the growing number of students, making it crucial to start your search early. Affordable housing in student cities is in high demand, so exploring various options is highly recommended.

### **FH Münster's Housing Contingent:**

FH Münster offers a contingent of 40 rooms in student housing per year through Studierendenwerk in Münster. Room allocation follows a first-come-first-serve principle, managed by Studierendenwerk Münster.

### **Applying for a Room:**

If you're interested in a room from our contingent, the following rules apply:

**Application Process:** Apply as soon as possible at Studentenwerk Münster.

**Room Selection:** Choose "möbliertes Einzelzimmer" (furnished room) at Wilhelmskamp in Münster.

**Program Selection:** Under "Programm," choose "Erasmus/Austausch" to ensure placement on the correct list.

### **Rental Periods**

The rental periods align with FH Münster's semester duration, starting on the 1st of September or the 1st of March.

Minimum contract duration is 6 months, concluding on the 28th of February or the 31st of August, encompassing lecture and exam periods.

### **Room Offer and Response**

If a room is assigned, Studierendenwerk Münster will provide written information. Promptly respond to the offer; otherwise, the room may be offered to a student on the waiting list.

The rental agreement is between you and Studierendenwerk Münster. Early termination is possible only in emergencies.

### **Waiting List**

If FH Münster's contingent is exhausted before you receive an offer, you'll be on Studierendenwerk Münster's waiting list.

Planning ahead and adhering to these guidelines will enhance your chances of securing accommodation during your stay at FH Münster.

### **Find some useful links to help you find accommodation:**

<https://en.fh-muenster.de/studium/studienberatung/familie/Studium-und-Wohnen.php>

<https://www.asta.ms/wohnboerse>

<https://www.stadt-muenster.de/wohnungsamt/startseite.html>

## 6. Health Insurance

To enroll at FH Münster, all international students must possess health insurance.

### European Health Insurance Card (EHIC)

For students from EU countries:

Germany has entered into a health insurance agreement with EU member states and certain other countries. Students from these countries are eligible for the European Health Insurance Card (EHIC), negating the need for additional health insurance, as they are covered in Germany.

### Non-EU Students

For students from non-EU countries:

Private International Health Insurance:

Those with private international health insurance from their home country or private health insurance in Germany must have their documents assessed by a German statutory health insurance company in Münster.

A written confirmation, in German or English, will be issued, verifying whether the insurance benefits are sufficient and valid. This confirmation exempts the student from compulsory health insurance.

### Recommended Additional Insurances:

Accident Insurance: It is advisable to have accident insurance during your stay in Germany.

Personal Liability Insurance: Having personal liability insurance is also recommended.

International students are encouraged to ensure that their insurance coverage meets the necessary requirements and provides comprehensive protection throughout their stay in Germany.

### Find some useful links to help you with the assurance:

[https://www.study-in-germany.de/en/plan-your-studies/requirements/health-insurance\\_27548.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/health-insurance_27548.php)

#### TK – Techniker Krankenkasse

Mensa am Ring  
Einsteinstraße 70  
48149 Münster  
[www.tk-online.de](http://www.tk-online.de)

Contact Person: Benjamin Hennig  
Phone: 0251 / 7032805  
Mobile Phone: 0151 / 188 32 973  
Mail: benjamin.hennig@tk.de

#### AOK – Allgemeine Ortskrankenkasse

Königstr. 18/20  
48143 Münster  
Phone: 0251 / 5950  
[www.aok.de](http://www.aok.de)

#### DAK- Deutsche Angestellten-Krankenkasse,

Von-Steuben-Str. 5  
Phone: 0251 / 48840  
[www.dak.de](http://www.dak.de)

## 7. Living Costs

For your stay in Münster we recommend planning with a monthly budget of around 860€. The cost of living can vary depending on your type of accommodation and lifestyle. The primary portion of your budget will be allocated to rent, constituting approximately a third of the total.

### Estimated Monthly Costs:

Accommodation and Utility Bills: €330

Food: €150

Clothing: €50

Learning Material: €20

Health Insurance: €110

Mobile Phone, Internet: €30

Culture and Entertainment: €60

Radio and TV License: €17

**TOTAL: €767**

These estimates provide a general overview of the anticipated monthly expenses. Keep in mind that personal spending habits and choices may influence these figures. It's advisable to monitor and adjust your budget based on your individual circumstances.

Planning and managing your finances responsibly will contribute to a more comfortable and enjoyable experience during your time in Münster.



## 8. During your stay at Münster

### 9. Phone/ Wifi Options

Navigating the realm of mobile phones and Wi-Fi in a new country can be a pivotal aspect of your daily life. Here are some recommendations for phone and Wi-Fi options in Münster:

#### Prepaid Cards:

##### AldiTalk:

**Option:** Prepaid

**Plans:** Starting from 7.99€/month, offering 300 min. or SMS free, unlimited calling/SMS from one AldiTalk user to another, plus 1.25 GB LTE High-Speed-Internet.

<https://www.alditalk.de/#>

##### Lidl Connect:

**Option:** Prepaid

**Plans:** Offer various flexible options suitable for different needs, including budget-friendly plans with adequate data and call minutes.

<https://www.lidl.de/c/lidl-connect/s10007717>

##### O2:

**Option:** Prepaid

**Plans:** 10€/month, providing 1GB LTE, 200 min. or free SMS, unlimited calling/SMS from one O2 user to another.

[O2 Prepaid Tariffs](#)

#### Mobile Phone Contracts:

##### 1&1:

**Option:** Contract

**Plans:** Initial 12 months at 15€, subsequently 25€; 4GB LTE, unlimited calling + SMS.

**Link:** [1&1 Young Tariffs](#)

#### Wi-Fi Contracts:

##### Unitymedia (Included in Studentenwerk Leases):

**Option:** Included in leases from Studentenwerk

**Cost:** 10€ per month

#### Other Providers (Outside Studentenwerk):

##### 1&1:

**Option:** Contract

**Plans:** Initial 12 months at 15€, subsequently 30€; Duration: 24 months.

[1&1 DSL Contracts](#)

## 10.Registration at Citizens' Office

Once you have secured your permanent accommodation for the semester, it is imperative to register at the Einwohnermeldeamt (Registration Office) within 14 days. This registration process is essential for legal residence in Germany.

To complete the registration, ensure you have the following documents:

**Passport:** Provide a copy of your passport for identification purposes.

**Printed "Anmeldung bei der Meldebehörde" Document:** This document, indicating your registration at the Registration Office, should be printed and presented during the registration process.

**Wohnungsgeberbescheinigung (Certificate of Residence):** Obtain a Wohnungsgeberbescheinigung, a certificate of residence signed by your landlord. This document serves as confirmation of your residence at the specified address.

By adhering to the registration requirements and completing the process promptly, you contribute to a smooth and compliant stay in Münster.

<https://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/studierende/studienanfaenger-innen-in-muenster.html>

## 11. Residence Permit

For students who entered Germany with a visa, it is essential to apply for a residence permit at the Ausländerbehörde (Foreigners Registration Office) of their place of residence within 90 days of arrival. This process ensures legal stay and compliance with German regulations.

As part of your residence permit application, you need documents that prove you have the required amount of money to cover living costs. This may include a blocked bank account, Declaration of Commitment, or proof of a scholarship.

### **Request an Appointment:**

In Münster, request an appointment at the Foreigners Registration Office online as soon as possible after your arrival. You will receive a reply within a week.

For other places of residence, please contact the Ausländerbehörde directly and inquire about the procedure for scheduling an appointment.

### **Required Documents:**

Ensure you have all necessary documents, including proof of financial means, ready for submission during your appointment.

Completing the residence permit application in a timely manner is crucial for a seamless and legal stay in Germany. Be proactive in scheduling your appointment and preparing the required documentation.

<https://www.stadt-muenster.de/en/aufenthaltsrecht/undergraduate-degrees-and-doctorates>

### **Amt für Ausländerangelegenheiten (Foreigners office)**

Stadthaus 2

Ludgeriplatz 4 (entrance Südstraße)

48151 Münster

Postal address: 48127 Münster

### **Opening hours:**

Monday till Friday: 8am – 12pm

Thursdays as well from 3pm to 6pm

**Phone:** 0251 / 492 36 36

**Fax:** 0251 / 492 79 71

[auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)

## 12. Opening a Bank Account

Upon your arrival in Münster, we strongly recommend opening a local bank account at any bank of your choice. This will prove beneficial for various financial transactions, including paying rent for your room at a Studierendenwerk Münster dorm or purchasing groceries. Opening a bank account for students under 25 years of age is free of cost.

**Deutsche Bank,**  
Alter Fischmarkt 13  
48149 Münster  
Phone: 0251 / 5940

**Stadtsparkasse Münster**  
Königsstraße 5  
48143 Münster  
Phone: 0251 / 5980

**Volksbank Münster**  
Neubrückenstraße 66  
48143 Münster  
Phone: 0251 / 50050

**Sparkasse in Gievenbeck**  
Heekweg 15  
48161 Münster  
Phone: 0251 / 598 43 200

**Sparkasse Gievenbeck II**  
Rüschhausweg 2  
48161 Münster  
Phone: 0251 / 598 41 000

## Media Licence Fee

In Germany, all citizens, companies, and institutions are required to contribute to the financing of public radio and television programs. This contribution, known as "Rundfunkbeitrag" (Radio and TV Licence), is not tied to individual device ownership but rather applies to each household.

**International students are also obligated to pay the "Rundfunkbeitrag," which amounts to 17.50€ per month. The collection of this fee is managed by "ARD ZDF Deutschlandradio Beitragsservice."**

### Payment Process:

**Notification Letter:** After moving in and registering your address with the citizens' office, you will receive a letter requesting payment.

**Shared Apartments:** If you share an apartment, only one person needs to register and pay the fee, which can be shared among the occupants.

**Student Dorms:** In student dorms, each student is required to pay the fee individually.

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

### **13. Working in Germany**

Engaging in a student job provides not only an opportunity to earn some extra income but also allows you to immerse yourself in the German culture and establish valuable connections. Here are the regulations regarding student employment:

#### **EU Students:**

Maximum Work Hours: EU students are permitted to work a maximum of 20 hours per week.

#### **Non-EU Students:**

Limited Full Days: Non-EU students can work a maximum of 120 full days in a year, with each day comprising 8 hours.

Additionally, non-EU students can work up to 240 half days (4 hours per day) per year.

It's crucial to adhere to these regulations to maintain legal status and compliance with German immigration laws.

#### **Benefits of Student Employment:**

Supplement your finances with income from a part-time job. Gain a deeper understanding of Germany by working within the local community. Build connections that could prove valuable for your academic and professional future.

Before starting a job, ensure you understand the specific regulations governing student employment in Germany. This will contribute to a positive and lawful work experience during your time in the country.

<https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

## **14.Contact Numbers in Case of Emergency**

In case of emergency, it's essential to have quick access to the right assistance. Here are important emergency numbers at a glance:

Police: 110

Fire Brigade: 112

Ambulance: 112

Poison Control: For emergencies related to poisoning, contact the local poison control center. In Münster, the general emergency number 112 can also be used.

Blocking Credit Cards:

Visa/Mastercard: +49 116 116

American Express: +49 69 9797 2000

<https://www.dastelefonbuch.de/Notruf>

## 15. Successful start at FH Münster

## 16. Pay Your Semester Fee

In accordance with the standard procedures in Germany, every student is required to contribute to the semester fee, which amounts to approximately 302€. This fee serves a dual purpose: 99.34€ is allocated for our social system, while 202€ is designated for the study union.

Upon successful enrolment at the Service Office, you will be prompted to transfer this fee. Detailed instructions can be accessed through the myFH-Portal. It is imperative to complete this payment at the earliest convenience, as official enrolment is contingent on the receipt of these funds.

### Enrolment at the FH

First, arrange a meeting via phone or mail at the International Office.

#### Marie-Sophie Dietz

Hüfferstraße 27, Room B 045

48149 Münster

Phone: +49 251 / 83 64 156

[marie-sophie.dietz@fh-muenster.de](mailto:marie-sophie.dietz@fh-muenster.de)

#### Opening hours:

**Monday 10am - 12pm**

**Thursday 1pm - 3pm**

#### !!! Required documents:

- Passport or copy of passport
- Proof of health insurance

After enrolling at the FH you'll receive your enrollment documents via mail:

- Request for paying semester fee
- Proof of enrollment
- Student ID

## 17. Access to myFH-Portal

After your successful enrolment, you will receive an email from the Service Office for Students. This email will contain a link providing access to the myFH-Portal, a central hub for essential student services. Here, you can download important documents such as your Studienbescheinigung (Certificate of Enrolment) and your Semesterticket (Public Transport Pass).

Steps to Access:

Look for an email from the Service Office for Students shortly after your enrolment.

The email will include a link that directs you to the myFH-Portal.

Use the provided username and password to log in to the portal.

Download Documents: Retrieve your Certificate of Enrolment and Semesterticket.

Internet Access: Your username and password for the myFH-Portal also grant you internet access at FH Münster.

Stay informed about announcements, important documents, and services through the myFH-Portal. It serves as a valuable resource for managing various aspects of your academic journey.

<https://idp.fh-muenster.de/idp/profile/SAML2/Redirect/SSO?execution=e1s1>



## 18.FH Münster Student Card

To receive your FH Münster Student Card, follow these steps:

Passport Photo Upload: Log in to the myFH-Portal.

Upload a passport photo as per the provided guidelines.

If you have indicated your place of residence in Germany, it will be sent to you automatically, otherwise you will have to collect it from the student office.

### Address Change for Study Card at FH Münster.

To receive the Study Card automatically, you need to change your address. You can do so easily online. This is also important to ensure that all your university records are up to date. For address changes, visit the FH Münster address change webpage: <https://en.fh-muenster.de/studium/a-z/adressaenderung.php>

### Benefits of FH Münster Student Card:

Prove your student status easily. Avail discounts for theatre, cinema, swimming pool, and other cultural and recreational activities.

Conveniently pay for food and drinks at the Mensa (Cafeteria) using your Student Card.

Access FH Münster libraries for book borrowing and return using your Student Card.

Make copies and prints at various machines across FH Münster with the ease of payment through your Student Card.

### Important Note:

The FH Münster Student Card is a versatile tool that not only signifies your student identity but also enhances your campus experience. Carry your Student Card with you to enjoy the array of benefits it offers.

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

## 19. Digital Wayfinding System for FH Münster (FHZ)

FH Münster has introduced a new digital wayfinding system, which can be an invaluable tool for navigating the FHZ campus. This system is available in multiple languages, including English, making it more accessible for international students. Additionally, there's a convenient mobile app associated with this system, enhancing your on-campus experience.

### MazeMap:

<https://use.mazemap.com/#v=1&config=fhmuenster&zlevel=1&center=7.595293,51.968642&zoom=17&campusid=986>

### Additional Information:

<https://www.fh-muenster.de/hochschule/organisation/zentraleserviceeinrichtungen/gebaeude/mazemap.php>

## 20. Semesterticket (Public Transport Pass)

The Semesterticket is a key benefit for students, offering extensive access to regional public transport. However, recent changes have been made to its scope and validity:

### Geographical Scope:

As of 1st March 2024, the Semesterticket will no longer be valid throughout North Rhine-Westphalia (NRW).

Area of validity semester ticket SS24:



**Extended Routes:** Travel seamlessly to Osnabrück or Enschede, Netherlands, expanding your exploration options.

**Additional Perks:**

Companion Travel: Bring along another person or a bicycle on buses within the Münster city area.

Weekdays: From 7 p.m.

Saturdays, Sundays, and Public Holidays: All day until 3 a.m. (arrival time).

Note: Ensure you carry your Semesterticket with you during your journeys to avail of these travel privileges.

**Upgrade to Deutschland ticket:**

For the Summer Semester 2024, there will be an upgrade option available to extend your local Semesterticket to a nationwide ticket for an additional fee. Further details will be provided as they become available.

**Exclusions:**

The Semesterticket does not include travel on ICE, IC, EC, Thalys, and other express trains.

For more detailed information and updates, please visit: <https://www.astafh.de/services/#c146>

## **21. Get a bike – most popular means of transport in Münster**

Bikes can be bought very cheap when they are used. Examples where to get a cheap bike: EBAY-Kleinanzeigen, in the free local newspaper nadann or at a market called Fietsenbörse (hundreds of bikes are sold at a market at the beginning of the semester; <http://fietsenboerse.de>).

You can also rent a bike including a mobility guarantee for 18,50 € per month at Swapfiets: <https://swapfiets.de/offer/munster>