



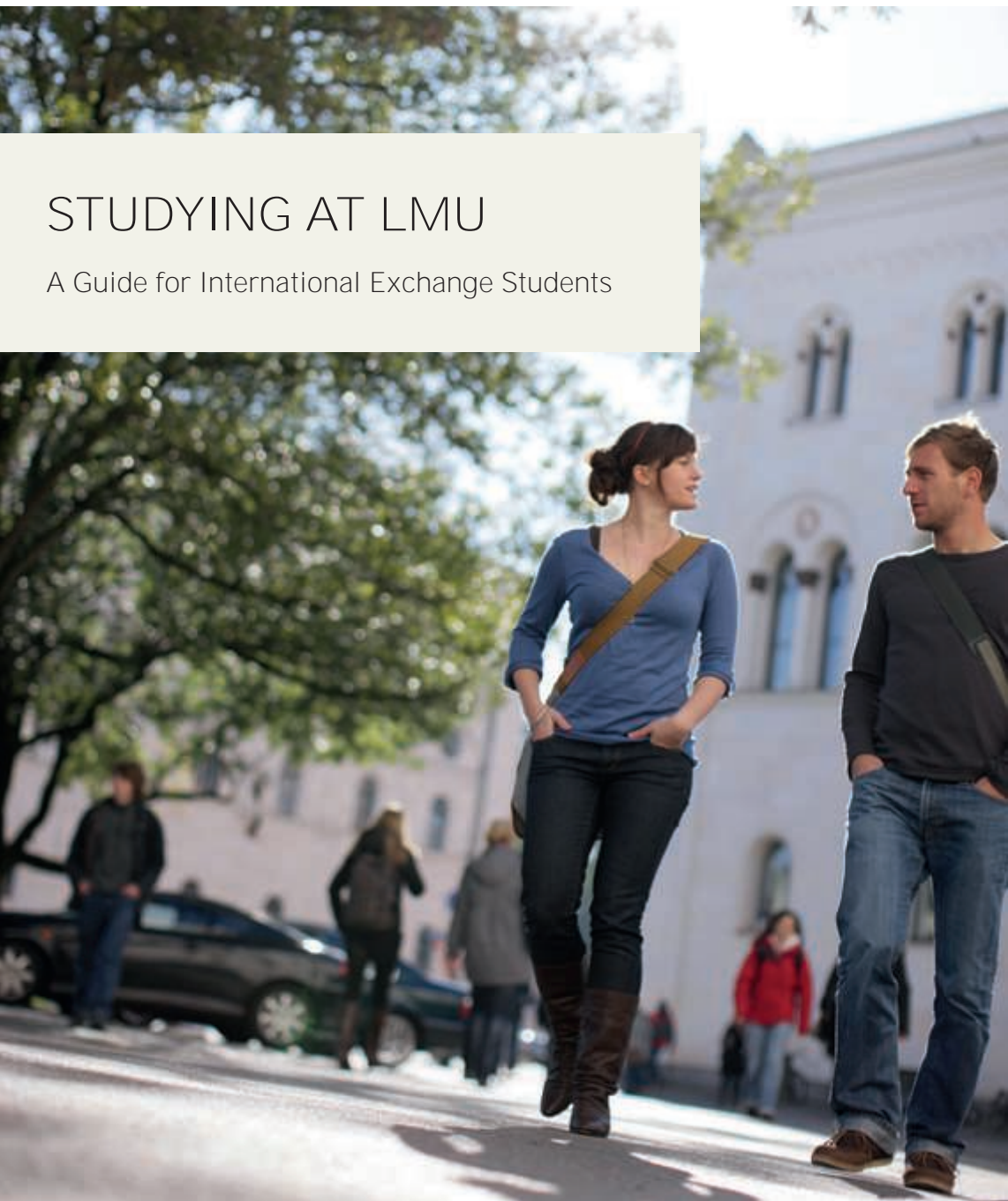
LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN  
INTERNATIONAL OFFICE



# STUDYING AT LMU

A Guide for International Exchange Students



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Nota bene:

The information provided has been verified at the time of publication of this brochure. We apologize for any subsequent inaccuracies.

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**Erasmus+**

## WELCOME TO LMU!

Dear Erasmus+ and LMUexchange students,

We are pleased that you have been given the opportunity to study at Ludwig-Maximilians-Universität München and welcome you most warmly.

**LMU is one of Germany's oldest and most dynamic universities**, where students will find ideal conditions for studying. Over 50,000 students are currently enrolled at LMU Munich – 14% are international students.

This information brochure is designed as a guide to help you from the time of your arrival in Munich, and throughout your study abroad experience. We hope that it will help to answer any questions that arise during your stay in Munich. Please read the information carefully.

Please also refer to our webpage for more information:  
[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming)

The International Office Team wishes you an interesting and successful time studying, and above all, lots of fun in Munich.



# CONTENTS

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1	WELCOME TO LMU MUNICH	1–4
1.1	International Office of LMU Munich	4
1.2	Contact Persons	4
2	FORMALITIES	7–9
2.1	Registering your Address	7
2.2	Applying for a Residence Permit	7
2.3	Accident, Personal, Third Party Liability Insurance	9
2.4	Opening a Bank Account	9
3	PUBLIC TRANSPORT (MVV/MVG)	11
3.1	Basic-Semester-Ticket	11
3.2	IsarCard Semester	11
4	HOUSING IN MUNICH	13–15
4.1	Student Housing	13
4.2	Private Housing	14
5	LEARNING GERMAN	17
5.1	German Language Courses on LMU Campus	17
5.2	Online German Language Courses	17
6	STUDYING AT LMU MUNICH	19–23
6.1	The Academic Year at LMU Munich	19
6.2	Course and Grading System	19
6.3	Finding Courses	20
6.4	Introduction Sessions in the faculties/departments	20
6.5	Enrolling for Classes	21
6.6	Changes to Learning Agreement	21
6.7	Re-Enrolling for the Second Semester	21
6.8	Transcript of Records	22
6.9	Ex-Matriculation	23

# CONTENTS

---

7	STUDENT LIFE IN MUNICH	25–27
7.1	Email Account: campus.lmu account	25
7.2	LMU Buddy Program	25
7.3	University Library (UB)	25
7.4	Studentenwerk München	26
7.5	Student Canteens and Cafeterias	26
7.6	Sport at the University (Hochschulsport)	26
7.7	Student Organizations	26
8	COUNSELING AT THE UNIVERSITY	28–29
8.1	Intercultural Counseling Office for International Students	28
8.2	Counseling Services at Studentenwerk	28
8.3	Spiritual Life	29
9	ADDITIONAL INFORMATION	30–31
9.1	Living Costs in Munich	30
9.2	Students with Special Needs	30
9.3	Employment	30
9.4	LMU-Souvenirs	31
10	CHECKLISTS	32–33
10.1	Checklist “After Arrival”	32
10.2	Checklist “Before Returning Home”	33

# 1 WELCOME TO LMU MUNICH

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## 1.1 INTERNATIONAL OFFICE OF LMU MUNICH

The International Office is responsible for coordinating student exchange and counseling international students. Here you can obtain information about studying at LMU, find out about special courses for international students, leisure activities, language courses, be issued with various letters of confirmation and find out about all issues concerning exchange students.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming)

Director of International Cooperation and Student Exchange: Jean Schleiss

## 1.2 CONTACT PERSONS

### Erasmus+ students

(from EU and EU associated countries)

Claudia Gebhard

Room G007, Ludwigstraße 27, München

Phone: +49 (0) 89 / 2180-2799

Email: [erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de)

Office hours: Tuesday: 09:00 – 11:30  
Wednesday: 13:00 – 15:00

### LMUexchange and Erasmus+ students

(from non-European partner countries)

Tithmalis Fahrmeir-Min

Room G005, Ludwigstraße 27, München

Phone: +49 (0) 89 / 2180-3213

Email: [lmuxexchange-incoming@lmu.de](mailto:lmuxexchange-incoming@lmu.de)

Office hours: Tuesday: 09:00 – 11:30  
Wednesday: 13:00 – 15:00

### Housing

Christl Kern

Room G007, Ludwigstraße 27, München

Phone: +49 (0) 89 / 2180-3943

Email: [christine.kern@lmu.de](mailto:christine.kern@lmu.de)

Office hours: Tuesday: 9:00 – 11:30  
and by appointment

### Support Services

Monique Esnouf

Room G005, Ludwigstraße 27, München

Phone: +49 (0) 89 / 2180-2019

Email: [mesnouf@lmu.de](mailto:mesnouf@lmu.de)

Office hours: by appointment

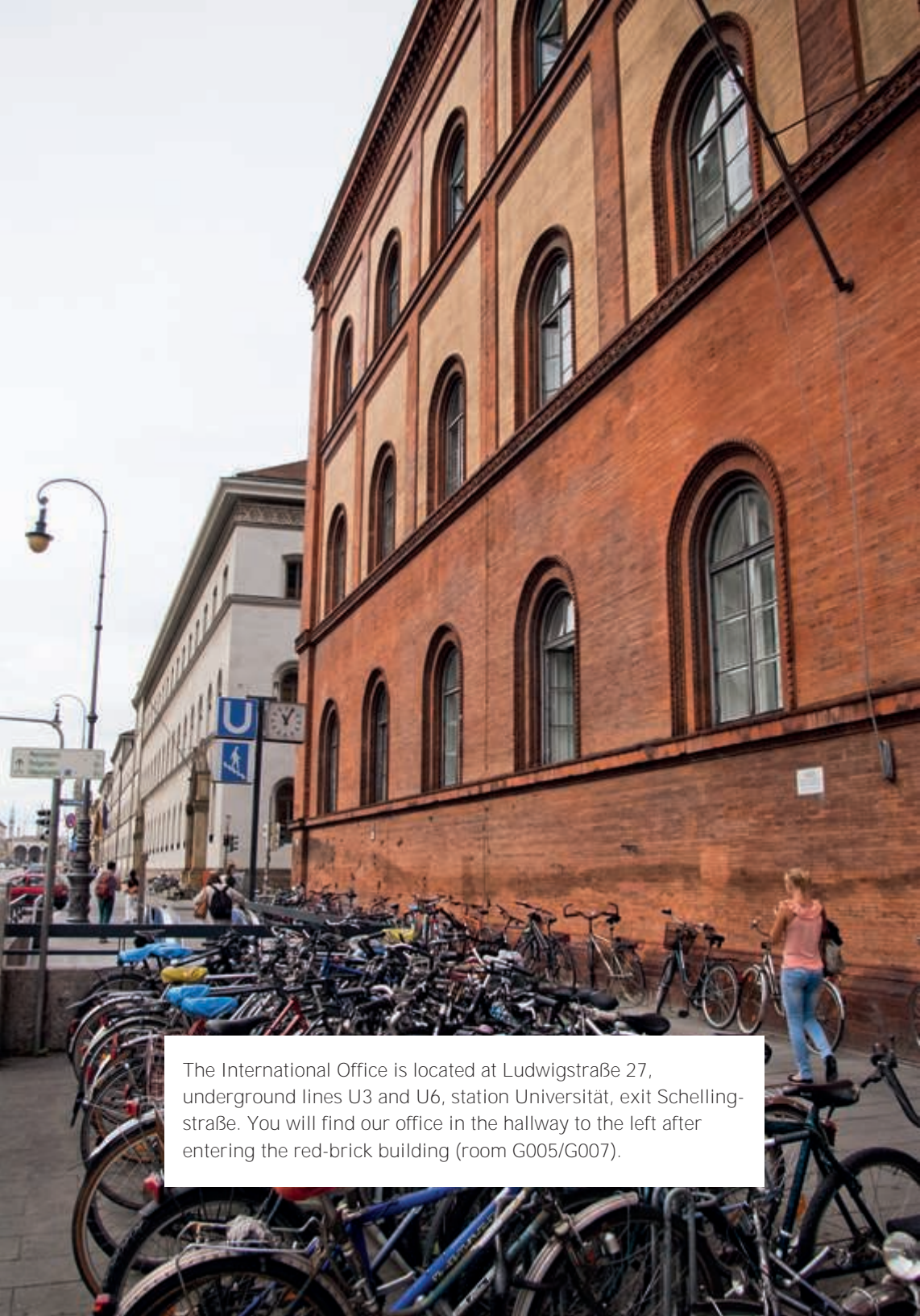
Postal Address

Geschwister-Scholl-Platz 1, 80539 München

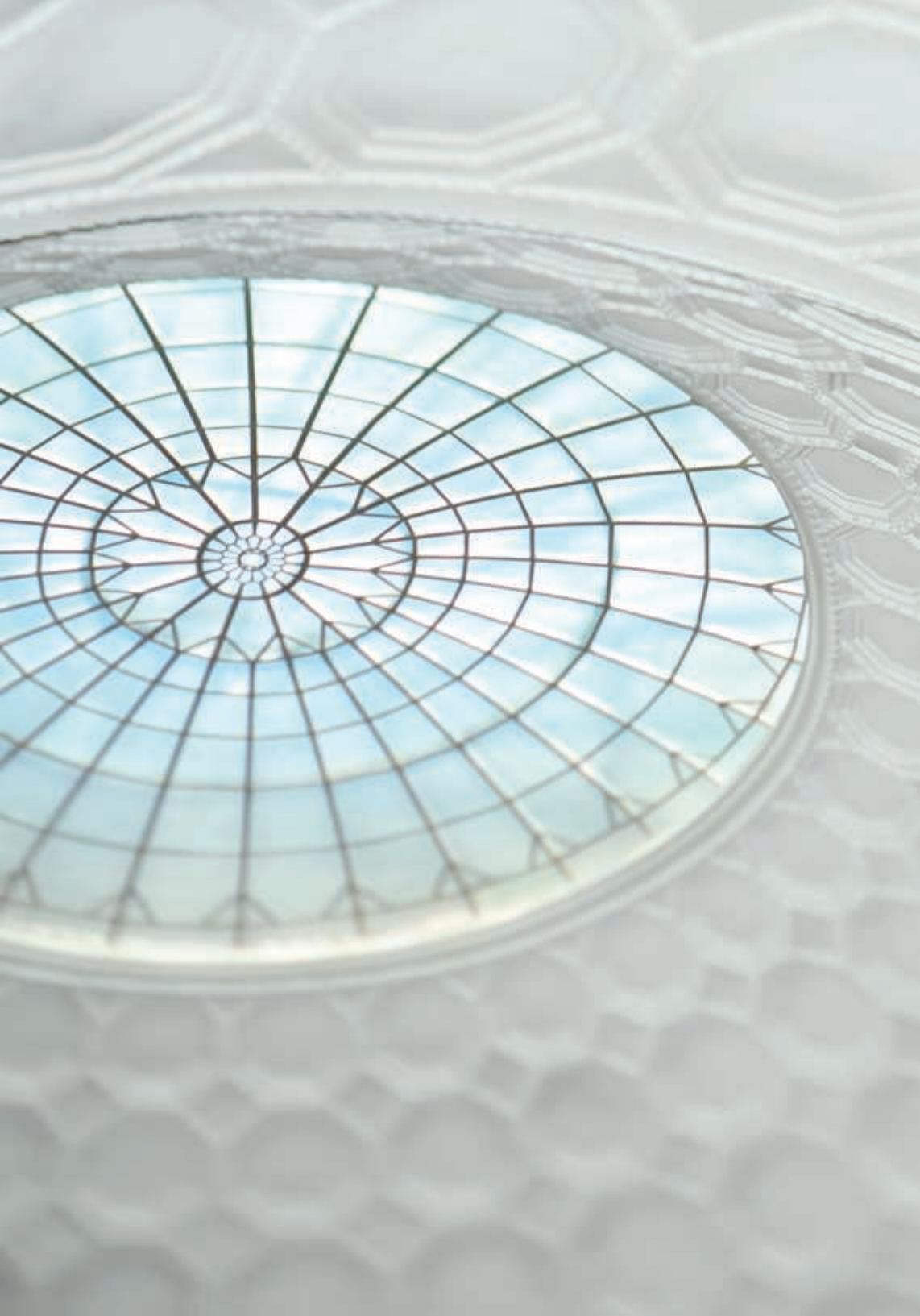
Fax

+49 (0) 89 / 2180-3136





The International Office is located at Ludwigstraße 27, underground lines U3 and U6, station Universität, exit Schellingstraße. You will find our office in the hallway to the left after entering the red-brick building (room G005/G007).





## 2 FORMALITIES

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### 2.1 REGISTERING YOUR ADDRESS

- ▶ **Reminder:** If you have not already done so, be sure to register your new address with the authorities within two weeks of arriving in Germany (see page 8 for address and opening hours)
- ▶ For students living in Munich: You can find forms for registering your new address, **address changes, and your departure from Germany at your residents' registration office** (*Bürgerbüro*) here:

[www.muenchen.de/dienstleistungsfinder/muenchen/1063475/](http://www.muenchen.de/dienstleistungsfinder/muenchen/1063475/)

- ▶ For students living outside Munich: Go to your local administrative department (*Gemeindeverwaltung*) to register your new address.
- ▶ **Before you leave Germany: Inform the residents' registration office that you plan to leave the country, in person or in writing.**
- ▶ Inform the International Office at LMU of any address changes by email ([erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de) or [lmuxexchange-incoming@lmu.de](mailto:lmuxexchange-incoming@lmu.de)). Also, notify the central administration via the online system at:

[qissos.verwaltung.uni-muenchen.de](http://qissos.verwaltung.uni-muenchen.de)

### 2.2 APPLYING FOR A RESIDENCE PERMIT

All international students of non-EU nationality must apply for a residence permit before their visa expires. If you entered Germany without a visa, then you must also apply for a residence permit before three months have expired. You can apply for a **residence permit at the foreigners' registration office** (*Ausländerbehörde im Kreisverwaltungsreferat*).

Depending on your country's work code regulations, you can also apply for a work permit while applying for a residence permit. (For more information on your country's eligibility, see chapter 9.3 *Employment*).

## 2 FORMALITIES

### Kreisverwaltungsreferat (KVR)

Bürgerbüro and Ausländerbehörde  
Hauptabteilung II, Einwohnerwesen

Ruppertstraße 19, München  
Haltestelle: Poccistraße  
(subway U3/U6)

Phone: +49 89 233-96010  
studenten-ii3.kvr@muenchen.de

#### Opening hours:

Monday: 7:30 – 12:00  
Tuesday: 8:30 – 12:00, 14:00 – 18:00  
Wednesday: 7:30 – 12:00  
Thursday: 8:30 – 15:00  
Friday: 7:30 – 12:00

[www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen/Studium--Sprachkurse-und-Forscher/Neueinreisende-Studenten.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen/Studium--Sprachkurse-und-Forscher/Neueinreisende-Studenten.html) (in German)

### Required Documents for Residence Permit

- ▶ **The completed form “Antrag auf Erteilung / Verlängerung eines elektronischen Aufenthaltstitels” (available at the foreigners’ registration office)**
- ▶ A valid passport or national passport / ID
- ▶ Visa (if citizens of your country are required to have a visa to enter Germany)
- ▶ A biometric passport photograph
- ▶ Proof of matriculation at LMU
- ▶ Proof that you have adequate health insurance cover (confirmation from the German state health insurance provider (*gesetzliche Krankenkasse*))
- ▶ **Residence permit fee for first time applicants: ~100€**
- ▶ Proof that you have registered your address (*Anmeldebestätigung* from the residents’ registration office (*Bürgerbüro*)).
- ▶ Proof that you have the financial means to cover the period of your stay; for example, a certified declaration from someone who undertakes to support you or proof that you have sufficient assets of your own.

## 2 FORMALITIES

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### 2.3 ACCIDENT, PERSONAL, THIRD PARTY LIABILITY INSURANCE

In addition to the health insurance you already have, we strongly advise that you have accident, personal, and third party liability insurance for the duration of your stay in Germany. This is particularly important if you are going to be working in a laboratory.

[www.studentenwerk-muenchen.de/en/nc/international/international-students-in-munich/in-preparation/insurance](http://www.studentenwerk-muenchen.de/en/nc/international/international-students-in-munich/in-preparation/insurance)

### 2.4 OPENING A BANK ACCOUNT

Exception: If you have a bank account in a Eurozone country, you do not need to open a bank account in Germany.

You should open a bank account in Germany on two conditions:

- 1) You have arranged to live in student housing.
- 2) Your current bank account is in a country that uses any form of currency different **from the euro (e.g. Czech Republic koruna, British pound, US dollar)**. **If you're living in student housing, your monthly rent will be automatically debited from your account. Therefore, if you're using a bank account that uses any currency other than the euro, you will be charged for transaction fees.**

#### Required Documents for Opening a Bank Account

- ▶ Official proof of residence (*Anmeldebestätigung*) which you get as you register your address and, if you have student accommodation, your contract of rental
- ▶ Your LMU student ID (*Studentenausweis*) or admission letter (*Zulassungsbescheid*)
- ▶ A valid passport or identity card

#### Important Note

The bank should not charge you for a checking account and should not charge extra for using the automatic cash dispenser (ATM).



## 3 PUBLIC TRANSPORT (MVG)

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### 3.1 BASIC SEMESTER TICKET

At enrollment, students will be required to pay a mandatory fee of 118,50€. Part of this fee (66,50€) is for a basic semester ticket entitling students to restricted travel within the MVV

network at the following times only:

- ▶ Monday to Friday from 18:00 to 6:00 the following day
- ▶ Saturday, Sunday, on public holidays and on 24 and 31 December (no time restrictions)

Students must carry their student ID with the MVV logo on it and an official photo ID at all times when using public transport.

### 3.2 ISARCARD SEMESTER

Students who need to use public transport regularly will require a top-up ticket. The IsarCard Semester is an optional season ticket that is valid for the duration of one **semester. This ticket costs 193€ and entitles students to unlimited travel within the MVV network.**

The IsarCard Semester can be bought at MVG ticket machines or kiosks selling MVG tickets (e.g. at underground stations). To buy a ticket you must present your student ID at the kiosk or type your matriculation number into the ticket machine.

[www.mvv-muenchen.de/en/tickets-fares/tickets/school-and-higher-education/mvv-semestericket](http://www.mvv-muenchen.de/en/tickets-fares/tickets/school-and-higher-education/mvv-semestericket)

#### Important Note

- ▶ Keep the receipt for your ticket in a safe place. If you lose your season ticket, you will not be issued a substitute ticket unless you have your receipt.
- ▶ Buying an IsarCard Semester is not mandatory. If you do not use public transport on a regular basis, you can apply for a reduced weekly or monthly (see the MVV website).





## 4 HOUSING IN MUNICH

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### 4.1 STUDENT HOUSING

#### Important Notes

- ▶ It is not possible to exchange the room allocated to you for another.
- ▶ Please note that you will only be able to pick up your room key from Monday to Friday at the student housing administration! For opening hours see:

[www.studentenwerk-muenchen.de/wohnen/  
wohnanlagen-des-studentenwerks-muenchen/verwaltungsstellen](http://www.studentenwerk-muenchen.de/wohnen/wohnanlagen-des-studentenwerks-muenchen/verwaltungsstellen)

#### Housing Deposit

Upon moving into your student accommodation, you will have paid a deposit of approx. **250 – 350€ for your student room. The deposit will be returned to you about three months after the end of your stay, on condition that you leave your accommodation in good order. You are responsible for paying for any damages.**

#### Rental Contract

You will also have signed a rental contract. Please note the following:

- ▶ The length of your rental period is defined in the contract.
- ▶ If you are only planning to stay at LMU for one semester, your rental period will generally terminate at the end of February (winter semester) or at the end of July (summer semester).
- ▶ If you are planning to stay for the full academic year, the contract will generally terminate at the end of July. In some cases, the rental contract will terminate at the end of May or June.
- ▶ It is not possible to shorten or extend the rental period before or after the date stated in your contract.
- ▶ Read the conditions of your contract very carefully.
- ▶ Your rent will be paid by direct debit. Therefore, you should open a German bank account. You do not need to do so, however, if you have a bank account in a country where the national currency is the euro.

## 4 HOUSING IN MUNICH

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- ▶ Please ensure that all items listed on the inventory are in good working order when moving in.
- ▶ If items are damaged or broken, you should report this to the housing administrator.

### Before Leaving Student Housing

- ▶ Make sure that you leave your room in the same condition that it was in when you arrived.
- ▶ Make sure you replace broken fittings and clean the room. Failure to do this will result in the loss of your deposit.
- ▶ Arrange an appointment to have your room inspected and signed off by the maintenance supervisor (Hausmeister).
- ▶ Give the housing administration your bank details at home, so that the deposit can be transferred to your account. This can take up to three months.

### 4.2 PRIVATE HOUSING

If you did not get accommodation in student housing and are still looking for a room, you will find useful information for finding private housing in Munich on our website.

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Living in Munich > Accommodation

#### Tips for Finding Private Housing:

- ▶ The Student Services Organization in Munich

[www.stwm.de/en](http://www.stwm.de/en) > Accommodation > Private room rental service

- ▶ Housing Anywhere

[www.housinganywhere.com](http://www.housinganywhere.com)

- ▶ WG-Gesucht

[www.wg-gesucht.de/en/](http://www.wg-gesucht.de/en/)

## 4 HOUSING IN MUNICH

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- ▶ Notice boards (Schwarze Bretter) with private notices from people offering or looking for accommodation can be found in the:
  - ▶ Students' canteen (Mensa) of the LMU, Leopoldstr. 13a
  - ▶ Students' canteen (Mensa) of the TU, Arcisstr. 17
  - ▶ Student Services Organization (Studentenwerk), Leopoldstr. 15
  - ▶ Protestant Students Community, Friedrichstr. 25

### Accommodation advertisement abbreviations

- |  |  |
|--|--|
| ▶ 5ZKDB = 5 rooms with kitchen and bath-room | ▶ Wfl = living area (in m <sup>2</sup> ) |
| ▶ 400€ + NK = 400€ basic rent plus extras    | ▶ G-WC = separate toilet                 |
| ▶ KM = basic rent                            | ▶ OG = Upper floor                       |
|  | ▶ TG = underground garage                |

### Important Notes

- ▶ Be aware of fraud: Please take care and do not send scanned copies of your passport / identity card or transfer money to prospective landlords when you have even the slightest suspicion that the accommodation offer might not be serious.
- ▶ The rental prices advertised are usually for the basic rent, i.e. costs for electricity, water, heating and refuse removal are extra.
- ▶ Extra costs are, on the contrary, often included in the price of furnished rooms. **Look out for the terms "Warmmiete" or "warm" (extra costs included) and "Kaltmiete" or "kalt" (extra costs not included). Ask about extra costs when looking for accommodation.**
- ▶ Even if you do not watch TV or listen to radio on any of your devices a license fee of 17.50€ per residence must be paid. Read carefully the information for students at:

[www.rundfunkbeitrag.de/informationen/buergerinnen\\_und\\_buerger/informationen\\_in\\_weiteren\\_sprachen/index\\_ger](http://www.rundfunkbeitrag.de/informationen/buergerinnen_und_buerger/informationen_in_weiteren_sprachen/index_ger)





## 5 LEARNING GERMAN

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### 5.1 GERMAN LANGUAGE COURSES ON LMU CAMPUS

LMU does not offer German language courses free of charge. However, LMU cooperates with associated language schools. Students get credit for participating in courses listed below.

- ▶ The International University Club (IUCM) offers a variety of evening classes.

[www.begleitkurs-deutsch.de/en](http://www.begleitkurs-deutsch.de/en)

- ▶ Deutschkurse bei der Universität München offers specialized courses for exchange students such as “German as an academic language”, “light grammar” or “surviving in academic everyday life”.

[www.dkfa.de/english](http://www.dkfa.de/english)

### 5.2 ONLINE GERMAN LANGUAGE COURSES

- ▶ Deutsch-Uni-Online offer various online German language modules.

[www.deutsch-uni.com/en](http://www.deutsch-uni.com/en)

#### Important Note

At the German Department and the Institute of German as a Foreign Language of LMU, you cannot take courses to learn German and improve your language skills. If you choose to study in these departments, you are expected to have a very good command of German.



# 6 STUDYING AT LMU MUNICH

## 6.1 THE ACADEMIC CALENDAR AT LMU MUNICH

Semester	Start Date	Lecture Start Date	Lecture End Date	End of Semester
Winter	1 October	Mid-October	Mid-February	End of March
Summer	1 April	Mid-April	Mid-July	End of September

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Studying at LMU > Academic Calendar

No lectures take place in the months of March, August, and September. However, students may have examinations, additional courses, or papers to concern themselves with during these months. During the Holiday season (24 December – 6 January) much of the University is closed and no classes are in session.

The semester dates for the Faculty of Medicine are slightly different.

[www.mecum-online.de/de/faq/vorlesungszeiten/index.html](http://www.mecum-online.de/de/faq/vorlesungszeiten/index.html) (in German)

## 6.2 COURSE AND GRADING SYSTEM

At LMU, credit for Bachelor and Master Courses are given in accordance with the European Credit Transfer System (ECTS). We recommend that you aim to take on a workload of approx. 30 ECTS per semester. Your coursework will be graded in accordance with the German grading system (1–5, with “1” being the best and “5” the worst grade).

If you receive a grade of 4 or above, then you have passed. However, there is also the option of taking non-graded lectures. If you are required to take graded courses in order to receive credit from your home university, speak with your lecturers early in the semester to see if it will be possible to get numerical grades for the courses.

### Types of Courses

- ▶ **Vorlesung (Lecture):** Lectures are large scale events; attendance is not usually controlled, nor is active student participation required. At the end of a lecture series, assessment can take the form of a graded examination.
- ▶ **Grundkurs (Basic Course):** A basic course focuses on the fundamentals of your field of study and the basic investigation methodology.

## 6 STUDYING AT LMU MUNICH

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- ▶ Proseminar or Hauptseminar (Seminar): In a seminar, students extend on the knowledge acquired from introductory lectures and basic courses. Students are usually required to submit a paper in written form.
- ▶ Übung (Exercise): In an exercise, the lecture content is extended upon and students have the opportunity to ask questions. Generally, weekly homework is assigned and followed by a discussion on the given topic.
- ▶ Kolloquium (Colloquium): Discussion course
- ▶ Tutorium (Tutorial): Revision class led by fellow students

### 6.3 FINDING COURSES

A comprehensive list of all lectures, seminars and courses can be found in the LMU course catalogue (*Vorlesungsverzeichnis*). About two months before the start of each semester, the catalogue associated for a given semester will be released online. Here, there will be a compiled list, and a brief description of courses.

If you need English instructions for navigating the course catalogue, it can be found on our website.

**LMU's course catalogue does not always list the ECTS credit point value of each course.** However, most departments list this information on their homepages. Alternatively, you can get in contact with the associated departmental coordinators to find out how many credits will be awarded for a given course.

[www.lsf.lmu.de](http://www.lsf.lmu.de)

### 6.4 INTRODUCTORY SESSIONS IN THE FACULTIES/DEPARTMENTS

Many departments offer introductory sessions for Erasmus+ and LMUexchange students before the semester begins. We recommend that you attend these sessions.

## 6 STUDYING AT LMU MUNICH

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### 6.5 ENROLLING FOR CLASSES

Procedures for enrolling for classes vary from department to department (i.e. enrolling online or enrolling directly with the lecturer). Therefore, it is important that you read the information on the relevant department websites, or get in contact with your **departmental coordinator to find out about your department's enrollment procedure.**

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming) > Choosing courses

### 6.6 CHANGES TO LEARNING AGREEMENT

If your study plans change and you have to make changes to your original learning agreement, please have the new learning agreement approved and signed by the faculty/departmental coordinators at both LMU and your home university. This is particularly important for Erasmus+ students.

### 6.7 RE-ENROLLING FOR THE SECOND SEMESTER

As you are only enrolled for one semester at a time, it is very important that you re-enroll for the second semester, if you are planning to stay for a year. See link below for payment deadlines. You will also find a **paying-in slip / giro transfer form for 118.50€** among your student papers. After this transaction is carried out at your bank, you will be automatically re-enrolled for the second semester. Your new student documents will be sent to you in March or September respectively. Please check that your address details are correct in our system:

[qissos.verwaltung.uni-muenchen.de](http://qissos.verwaltung.uni-muenchen.de)

[www.en.uni-muenchen.de/students/exchange/incomings/austausch\\_engl/studying/re-enrollment](http://www.en.uni-muenchen.de/students/exchange/incomings/austausch_engl/studying/re-enrollment)

If you do not re-enroll, you will be automatically ex-matriculated for the next semester!



## 6 STUDYING AT LMU MUNICH

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### 6.8 TRANSCRIPT OF RECORDS

Once you have completed your study program at LMU, you will need to obtain your transcript of records. In which, all your grades and ECTS credits will be listed. Transcripts are not issued automatically. Therefore, you are responsible for initiating the transcript process. In accordance with the courses you have completed, you must contact the affiliated faculty department of each course and / or the international office.

The procedure varies depending on which courses you have taken.

#### 1. Transcripts are issued by the faculty/department

If you have predominantly taken courses in:

- ▶ Business Administration
- ▶ Economics
- ▶ Informatics / Media Informatics
- ▶ Law
- ▶ Medicine

Make sure to contact the faculty / department coordinator of your courses well in advance. The contact information for each faculty /department coordinator is listed in the link below:

[www.en.hilfe.lsf.lmu.de/lsf\\_hilfe/austauschstudis/fachbereich](http://www.en.hilfe.lsf.lmu.de/lsf_hilfe/austauschstudis/fachbereich)

#### 2. Transcripts are issued by the International Office for courses taken in:

- ▶ All other subjects

Steps to receive your transcript through the International Office:

- ▶ Create a timetable via LSF. You should compile your timetable after you have chosen your courses, i.e. within the first couple of weeks of the semester. If you stay for two semesters, you need to compile your timetable for each semester.
- ▶ Fill out and print ECTS credit form. All the courses you have listed and saved in your timetable will appear in the ECTS credit form. Ensure that you print out this form as soon as your timetable is finalized and no further changes are to be made.

## 6 STUDYING AT LMU MUNICH

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- ▶ Either the departmental coordinator or each individual lecturer should sign off and stamp your grades and credits in the ECTS credit form.
- ▶ When you have all your grades, arrange for your ECTS credit form to be submitted to the International Office

[www.en.uni-muenchen.de/students/exchange/incomings/austausch\\_engl/studying/transcript\\_of\\_records](http://www.en.uni-muenchen.de/students/exchange/incomings/austausch_engl/studying/transcript_of_records)

### 6.9 EX-MATRICULATION

You will be automatically ex-matriculated from LMU at the end of your study period. If you study at LMU for the winter semester only, your student status will officially end on March 31. Students, who leave at the end of the summer semester, will have student status until September 30.

#### Important Notes

- ▶ If you have health insurance with a German health insurance provider and plan to leave Germany immediately after completion of your studies, you may not wish to pay insurance for the months of March or August/September respectively. If this is the case, you will have to officially ex-matriculate in the *Studentenkanzlei* ([www.uni-muenchen.de/studium/kontakt/studentenkanzlei](http://www.uni-muenchen.de/studium/kontakt/studentenkanzlei)) and take a copy of the ex-matriculation certificate to your health insurance provider. Your health insurance policy will then be cancelled from the date of ex-matriculation.
- ▶ Failure to notify the health insurance provider will result in you having to pay for insurance until the official end of the semester.
- ▶ It is important that the cancellation of your health insurance coincides with your date of departure. Remember that, from the date of cancellation of your policy, you are no longer insured in Germany.
- ▶ When you ex-matriculate, you have to return your student ID and can no longer use the semester ticket on public transport.



## 7 STUDENT LIFE IN MUNICH

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### 7.1 EMAIL ACCOUNT: CAMPUS.LMU ACCOUNT

Once you are enrolled, you will be given a password and a login for your university email account. Do not forget to activate your account 24 hours after enrollment to be able to **receive official emails from the university administration and to use the university's** online tools. For example, the university must be notified of changes of address, etc. This can only be done online with an activated campus.lmu account.

Important: Exchange students cannot enroll for classes and for exams via the LSF-system.

[helpdesk.campus.lmu.de](https://helpdesk.campus.lmu.de) (In German)

### 7.2 LMU BUDDY PROGRAM

An LMU student-buddy can help answer any questions you have about university life or living in Munich. If you did not apply to have a buddy but would like one, please email [buddy-program.international@lmu.de](mailto:buddy-program.international@lmu.de) or find more information at the link below.

[www.en.lmu.de/students/exchange/incomings/austausch\\_engl/living/buddy\\_program](http://www.en.lmu.de/students/exchange/incomings/austausch_engl/living/buddy_program)

### 7.3 UNIVERSITY LIBRARY (UB)

The University Library Munich has an electronic lending system. You may search for publications and make reservations through OPAC (Online Public Access Catalogue), **and then pick up the books at the University's Library at Ludwigstraße 27, ground floor.** In order to have such access, you first must be issued a library card from the library information counter (*Bibliotheksauskunft*).

This library card also allows you to borrow books from the Bavarian State Library (*Bayerische Staatsbibliothek*). Many institutes at LMU also have libraries of their own. At the beginning of each semester, guided tours of the library (*Bibliotheksführungen*) are offered. Information for guided tours can be found on notice boards or in the library.

[www.en.ub.uni-muenchen.de](http://www.en.ub.uni-muenchen.de)  
[www.bsb-muenchen.de](http://www.bsb-muenchen.de)

## 7 STUDENT LIFE IN MUNICH

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### 7.4 STUDENTENWERK MÜNCHEN

The Student Services Organization in Munich (*Studentenwerk München*) provides useful information about accommodation, financial aid, work, public transport, student food services, health and insurances, clubs, activities, culture, entertainment, sport, and travel.

[www.stwm.de/en](http://www.stwm.de/en)

### 7.5 STUDENT CANTEENS AND CAFETERIAS

The Student Services Organization (*Studentenwerk*) runs thirty-three canteens, cafeterias, and cafes, that offer various food options and reasonable prices for students. At Leopoldstr. 13a you will find the main canteen. During the Semester the hours of operation are: Monday to Thursday from 9:00 – 17:00 and on Friday from 9:00 – 15:00.

You can also find a more extensive list of food options and locations here:

[www.stwm.de/en/canteen/](http://www.stwm.de/en/canteen/)

### 7.6 SPORT AT THE UNIVERSITY (HOCHSCHULSPORT)

The Universities of Munich sports center is at the *Olympiapark*. It offers a comprehensive range of sports, from badminton, oriental dance and diving, to climbing and canoe-polo. Details are published twice a year in the brochure *Hochschulsport* (Sport at the University). The summer program is published at the end of February, and the winter program at the end of July. The brochure is available at the International Office of LMU.

[www.zhs-muenchen.de](http://www.zhs-muenchen.de) (in German)

### 7.7 STUDENT ORGANIZATIONS

Munich Erasmus+ Students Association (MESA)

MESA is an organization run by LMU students, many of whom have studied abroad under the auspices of Erasmus+. The members of the association will be glad to provide you with support and assistance before and during the first few months of your stay in



## 7 STUDENT LIFE IN MUNICH

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Munich. Each semester, a big welcoming party takes place and many interesting excursions are offered by MESA throughout the year.

[www.lmu-mesa.org](http://www.lmu-mesa.org)

TutoRIA (the LMU Munich tutoring program)

TutoRIA is a tutoring program at the International Office. It is run by a group of LMU students who organize trips, information evenings, and many other leisure activities for international students of LMU. Schellingstraße 7, room 12. Phone: +49 89 2180 6298 (opening hours only).

[www.tutoria-international.lmu.de](http://www.tutoria-international.lmu.de)

AEGEE-Sprachduo

**Sprachduo is a venture of AEGEE (European Students' Forum), designed to arrange and support language contacts through a language exchange between LMU and International students in Munich.**

[www.sprachduo.de](http://www.sprachduo.de) (in German)

AkaSIA

AkaSIA is a cultural exchange program for students interested in Asian culture at LMU. AkaSIA organizes movie evenings, dinners, excursions and other cultural get-togethers. The group also offers support for Asian students adjusting to German university life.

[www.akasia.verwaltung.uni-muenchen.de](http://www.akasia.verwaltung.uni-muenchen.de) (in German)

Nomikai

Nomikai is a group of LMU students interested in Japanese culture. There are monthly meet ups and its activities are supported by DAAD. Informal cultural events are arranged for students to meet new people, catch up with old friends, and share interests in Japanese culture.

[Nomikai.Munich@gmail.com](mailto:Nomikai.Munich@gmail.com)

## 8 COUNSELING AT THE UNIVERSITY

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### 8.1 INTERCULTURAL COUNSELING OFFICE FOR INTERNATIONAL STUDENTS

The staff of the intercultural counseling office at the Institute of Intercultural Communication, advise on intercultural topics that can be useful for international students during their time abroad. e.g. How to communicate with lecturers or other students, classroom participation, paper preparation, and other topics for students adjusting to LMU and Munich.

[www.lmu.de/en/ikberatung](http://www.lmu.de/en/ikberatung)

### 8.2 COUNSELING SERVICES AT STUDENTENWERK

Some students can find the challenges of living abroad difficult to cope with alone. The Student Services Organization (*Studentenwerk*) offers psychotherapy and psycho-social counseling services for any private or educational matter you might be struggling with.

#### Counseling Services Studentenwerk

Gemeinschaftszentrum im Olympischen Dorf  
Helene-Mayer-Ring 9, München

Phone: +49 89 357135 - 40

[psycho-beratung@stwm.de](mailto:psycho-beratung@stwm.de)

Appointments can be made by email, phone or  
in person:

Monday – Friday: 9:00 – 12:00

[www.stwm.de/en/our-advisory-network](http://www.stwm.de/en/our-advisory-network)

## 8 COUNSELING AT THE UNIVERSITY

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### 8.3 SPIRITUAL LIFE

The Roman Catholic and Protestant Student Community of LMU, also offer counseling for students. Students of all confessions are most welcome.

Roman Catholic Student Community  
(*Katholische Hochschulgemeinde KHG*)

Leopoldstraße 11, München, Raum 205  
Phone: +49 89 38 103 - 151

Protestant Student Community  
(*Evangelische Hochschulgemeinde ESG*)

Friedrichstraße 25, München  
Phone: +49 89 33 99 72 - 32

[www.khg.lmu.de](http://www.khg.lmu.de) (in German)

[www.esg.lmu.de](http://www.esg.lmu.de) (in German)

## 9 ADDITIONAL INFORMATION

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### 9.1 LIVING COSTS IN MUNICH (PER MONTH)

- ▶ Private Housing: 350€ – 600€
- ▶ Student Resident Housing: 300€ or 370€ (including utilities)
- ▶ Health insurance approx. 80€
- ▶ Food approx. 200€ – 250€
- ▶ Mobile phone approx. 15€ – 30€
- ▶ Public transport approx. 42€

With a valid student identity card, you have access to price discounts for public transport, purchases at the student cafeterias, and etcetera (theatre, concerts, museums).

### 9.2 STUDENTS WITH SPECIAL NEEDS

If you have a disability, you should inform the International Office as soon as possible, so suitable arrangements can be made for you. To do so, schedule an appointment with Monique Esnouf. Her contact information is listed in chapter 1.1 *International Office of LMU Munich*, and in the link below.

LMU offers services to Erasmus+ and LMUexchange students with disabilities, to help them master the challenges of day-to-day university life.

[www.en.uni-muenchen.de/students/exchange/incomings/austausch\\_engl/studying/erasmus\\_with\\_special\\_needs](http://www.en.uni-muenchen.de/students/exchange/incomings/austausch_engl/studying/erasmus_with_special_needs)

### 9.3 EMPLOYMENT

- ▶ EU and EEA (Iceland, Liechtenstein, Switzerland, and Norway): no work permit restrictions.
- ▶ Australia, Israel, Japan, Canada, South Korea, New Zealand and USA: you can only apply for a work permit after arrival and enrollment at LMU.
- ▶ All other nationalities must apply for a work permit before arrival, when they apply for a residence title.

## 9 ADDITIONAL INFORMATION

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- ▶ Students from non-EU and EFTA-countries, who are registered at a German public university and are in possession of a residence title in accordance with § 16 Abs. 1 and 3 AufenthG at the time of applying, can obtain a limited work permit with which they can work within one calendar year for a total of 120 whole days or 240 half days (max. 4 hours daily).
- ▶ EU students can generally work for an unlimited period (in accordance with the usual regulations).

### Placement Agency of the Studentenwerk

The Student Services Organization (*Studentenwerk*) runs its own job placement agency together with the company Job-Börse. Job-Börse finds practical placements, student traineeships, part-time jobs and permanent positions for students and graduates. This service is free of charge.

Job-Börse

Leopoldstraße 13a, München

Phone: +49 89 411 4724 41

Fax: +49 89 273 125 71

[www.jobcafe.de](http://www.jobcafe.de) (in German)

At LMU, students can also work as student assistants in university facilities, departments, or administration. Vacant posts are displayed and advertised on the LMU homepage.

[www.lmu.de/aktuelles/stellenangebote](http://www.lmu.de/aktuelles/stellenangebote) > Studentische Hilfskräfte (in German)

### 9.4 LMU-SOUVENIRS

If you wish to take some LMU-souvenirs home with you, visit the LMU-shop at Leopoldstr.13 (ground floor).

[www.lmu-shop.de](http://www.lmu-shop.de)

# 10 CHECKLISTS

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## 10.1 CHECKLIST “AFTER ARRIVAL”

- ☐ Register your address in Munich within two weeks of your arrival
- ☐ **Pay the mandatory fee of 117€**
- ☐ Find out about courses and ECTS in your department of study
- ☐ Enroll for classes at the faculties and/or departments
- ☐ Draw up your timetable in LSF and create your ECTS credit form (see 6.8 for exceptions)

If necessary

- ☐ Open a bank account (disregard if you already have a bank account in a Eurozone country and / or have arranged private housing)
- ☐ Apply for a residence permit
- ☐ Buy your IsarCard Semester
- ☐ Make changes to your Learning Agreement and have the changes approved by both the departmental coordinator at LMU and at your home university.



## 10.2 CHECKLIST “BEFORE RETURNING HOME”

- ☐ Arrange for your transcript of records to be issued (see 6.8).
- ☐ Arrange for the International Office of LMU to sign your certificate of attendance/ departure (Erasmus+ students should bring the relevant form provided by the home university).
- ☐ Inform the *Bürgerbüro* (Registration Office) in person or in writing, that you are leaving
- ☐ Cancel all standing orders.
- ☐ Student Housing: go over the inventory checklist:, repair any damages, clean your room, have the caretaker sign off your room.
- ☐ Check out at the housing administration, leave your home bank account details (for deposit return).
- ☐ Students with German Health Insurance should notify their providers before departure (send your ex-matriculation confirmation to the health insurance provider, see chapter 6.9 for more information).

## NOTES



## NOTES

Referat Internationale Angelegenheiten

Room G005/G007

Ludwigstraße 27

80539 München

[erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de)

[lmuxexchange-incoming@lmu.de](mailto:lmuxexchange-incoming@lmu.de)

[www.lmu.de/en/international/incoming](http://www.lmu.de/en/international/incoming)

