





01

ErstiDays 2018 at Anhalt University



First Steps in Anhalt Information and Guidelines for international students on Campus Dessau

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02

ErstiDays 2018 at Anhalt University



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> Informations for Students

> First Steps Dessau

Dessau - the city of the Bauhaus

creative branches of study





06

Campus Dessau

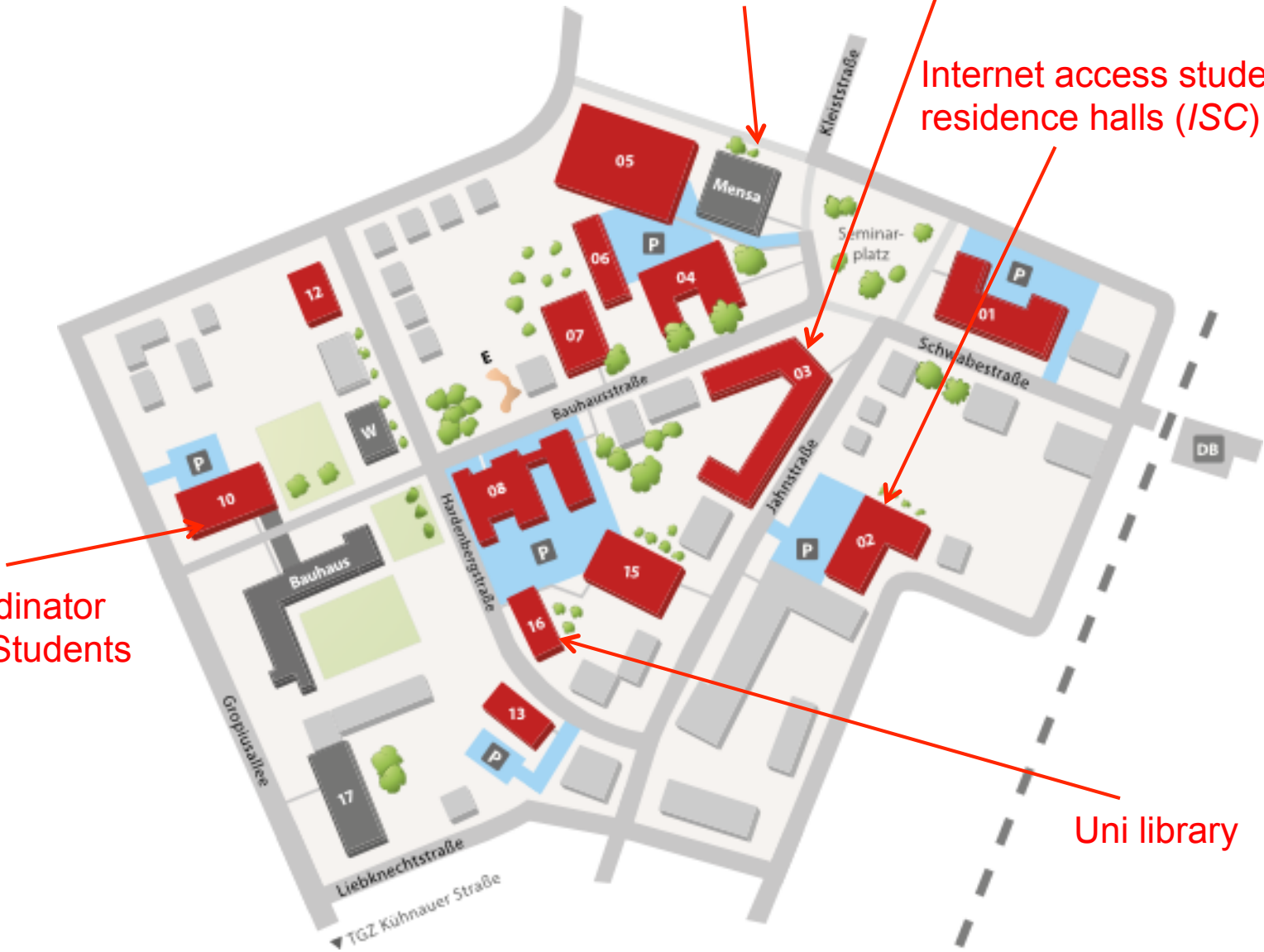
Dining hall (*Mensa*)
Uni registration (SSC)

International
Office

Internet access student
residence halls (*ISC*)

Campus coordinator
International Students
– Ms Yili Lu

Uni library





07

First Steps in Dessau – Online Information

For detailed information on

first steps / contacts / academic and general issues for international students in Dessau see also:

English version:

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university.html>

German version:

<https://www.hs-anhalt.de/international/alles-zum-aufenthalt.html>

First Steps in Dessau - Overview



- 1 **Important Registrations**
- 2 **Student Issues: *Academic***
Student Issues: *IT*
Student Issues: *Advice*
- 3 **Health / Emergencies**

First Steps in Dessau



1 Important Registrations

1 Important Registrations

Please do the following in the order provided:

- 1 **Find** accommodation
- 2 **Ensure** health insurance valid for Germany
- 3 **Enrol/Register** at Hochschule Anhalt
- 4 **Register** with the local council in Dessau (*obligatory*)
- 11 **Open** a bank account
- 12 **Apply** for student residence permit / Notify authority
(*Ausländerbehörde Dessau*)



11

Important Registrations: 1 Accommodation

Options

a) Student residence halls

- high demand, online application prior to arrival, waiting list
- Furnished

run by **Student Services (Studentenwerk Halle)**

Where: Mensa Fasanerieallee 1a, 06366 Köthen
Campus Bernburger Straße, 1st floor

When: Tues. 13.00-17.00 hrs; Thur. 12.30-15.00 hrs.

Contact: Ms Schillinger ph. +49 3496 67-6424 C.Schillinger@Studentenwerk-Halle.de

Online application : <https://tl1host.eu/SWHAL/#home>



Important Registrations:

1

Accommodation

12

b) Private accommodation

- rarely furnished
- approach individual housing companies, landlords
- carefully check conditions of rental agreements
- Advice: get help (language) if needed

Housing associations:

Wohnungsgenossenschaft Dessau eG - <http://www.wg-dessau.de/>
Dessauer Wohnungsbaugesellschaft mbH - [https://www.dwg-
wohnen.de/index.php?id=87](https://www.dwg-wohnen.de/index.php?id=87)

[WWW.WG-GESUCHT.DE](http://www.wg-gesucht.de)

- Provides the opportunity to look for flat shares
- In Germany, it is common for students to share apartments
- Some come with furniture but for details you should ask future room mates
- It is a good opportunity to meet new people and really nice to have company
- <https://www.wg-gesucht.de/en/>

Important Registrations: 2 Health Insurance (*Krankenversicherung*)

Every student enrolling at Anhalt University is required acc. to German law (*Sozialgesetzbuch*) to take out a statutory health insurance (*Gesetzliche Krankenversicherung*).

In 2018, the insurance will cost about **EUR 85.00 / month**

This does not apply if

- you are **30 years** of age or older → take out private health insurance / higher insurance rate with statutory insurer
- you are an **EU students** → you can prove your home insurance (EHIC card) + plus proof of your **current** insurance status
- you have a private insurance and can provide an **exemption certificate** (*Befreiungsbescheinigung von der gesetzlichen Krankenversicherungspflicht*) issued by a German statutory health insurer



14

Important Registrations: 2 Health Insurance (Krankenversicherung)

Should you need a health insurance with a German provider or need an exemption certificate (*Befreiungsbescheinigung*) issued, please contact the local branches of the statutory health insurances (*Gesetzliche Krankenversicherung*):

Any questions on health insurance, you may direct to:

Mr Andreas Ihle (TK) andreas.ihle@tk.de

ph. 0391 - 7394 -280

Ms Nadine Gottwald (DAK) nadine.gottwald@dak.de

ph. 039 23 - 61 393 1904

Mobil 0172 - 404 31 37

AOK Customer Center Dessau service@san.aok.de

Gliwicer Str. 1, 06842 Dessau-Roßlau

ph. 0800 - 226 - 5726



15

Important Registrations : 3 Enrol/Register at Hochschule Anhalt

Step 1: Paying semester contribution (*Semesterbeitrag*)

After Admission (*Zulassung*) + you need your applicant number (*Bewerbernummer*)

Payment of the *Semesterbeitrag* is compulsory for all students upon enrolment at Anhalt University. **This fee is EUR 76.00 / semester (2018)**

Note: If you do not pay semester contribution, you do not get student status.

Please transfer (bank transfer) your contribution to the following account. Make sure the reference field (*Verwendungszweck*) follows exactly the example given below:

Payee (<i>Empfänger</i>):	Hochschule Anhalt
Bank	Deutsche Bundesbank
IBAN:	DE3581 0000 0000 8100 1539
BIC:	MARKDEF1810
Reference (<i>Verwendungszweck</i>):	

Applicant number, family name, first name e.g.: 56789, Kostov, Anatolji

Processing (transfer) may take up to 3 working days. Only when your money has been received at university, will your registration be processed further.



Important Registrations : 3 Enrol/Register at Hochschule Anhalt

Step 2: Finish enrollment / get your student ID (*Immatrikulation*)

Register at HS Anhalt to receive your student ID (*Studierendenausweis / Immatrikulationsbescheinigung*)

Where: Abteilung Studentische Angelegenheiten,
Seminarplatz 2, 06846 Dessau - building M, room 201

When: Tues./Thur., 9.00-12.30 & 13.30-15.30 hrs.

Contact: **Mr Todte**, +49 (0)340 5197-5224

Provide/show – **documents stated in your admission letter (*Zulassung*)**, including:

- 1 biometric, passport-sized picture
- passport (original and copy of picture page)
- admission letter HS Anhalt (copy)
- proof of sufficient health insurance / exemption certificate if private insurance
- proof of transfer of semester contribution (2018: € 76.00)



**17 Important Registrations: 4 Register with local council
(*Bürgeramt*)**

Where: Rathaus - **Bürgeramt Dessau**, Zerbster Straße 4
06844 Dessau-Roßlau, room 126

When:

Monday	8.00 – 16.00 hrs
Tuesday / Thursday	8.00 – 18.00 hrs
Wednesday / Friday	8.00 – 12.00 hrs
Saturday	8.00 – 12.00 hrs (every 2 nd and 4 th Sat./month)

Note: offices closed Mon, Tue, Thur 12.00 – 13.30 hrs.

Contact: +49 (0)340 204-1733

Please note: Register within 14 days of moving into new place.

Provide:

- passport
- student ID or admission letter HS Anhalt
- proof residential address (contract) and rental Statement (http://verwaltung.dessau-rosslau.de/fileadmin/Verwaltungsportal_Dessau-Rosslau/Stadt_Buerger/Buergerservice/Formulare/Bauen_und_Wohnen/Wohnungsgeberbestaetigung.pdf)



18

Important Registrations: 5 Open bank account

If you require a current account (*Girokonto*) with a German bank you can contact the following banks. You need to go there in person. Service is offered in German only.

Commerzbank, Kavalierstraße 36, 06844 Dessau-Roßlau

Deutsche Bank, Kavalierstraße 20-22, 06844 Dessau-Roßlau

Services/charges for blocked account (*Sperrkonto*) and other services: Enquire with banks.

You need to show:

- passport / national ID
- confirmation of council registration (*Anmeldung Bürgeramt*)
- student ID HS Anhalt
- residence permit (*if applicable*)



19

Important registrations:

6 Apply for student residence permit (*Ausländerbehörde*)

EU and Non-EU students need to contact the local Foreigner's Office (*Ausländerbehörde*).

Non-EU citizens: You need to provide:

- Residence permit application forms
- 1 biometric, passport-sized pictures
- Passport (original + copy)
- student ID HS Anhalt (original + copy)
- proof of health insurance / exemption certificate (Befreiungsbescheinigung) (original+copy) + German translation / insurance policy
- confirmation of council registration
- landlord confirmation
- proof of sufficient financial means (blocked account / grant)

Charges for issuing permits: EUR 100.00 (up to 1 year valid), EUR 110.00 (> 1 year)

- Exception: free of charge if scholarship holder with money from German public funds.

Apply for residence permit 4-6 weeks before your initial visa expires

(usually valid for 90 days)

- **See Yili Lu / Campus Dessau for advice**
- **Information sheets German / English available at *Ausländerbehörde* and Yili Lu's office**

Important registrations:**6 Apply for student residence permit
(foreigners office)****EU students *need to provide:***

- Passport (original + copy)
- student ID HS Anhalt (original + copy)
- Proof of valid health insurance / exemption certificate (*Befreiungsbescheinigung*)
- landlord confirmation
- bank statement with sufficient financial funds to finance general living expenses
 - (general rule: € 720.00 per month of your stay in Germany)



21

Important registrations:

6 Apply for student residence permit

Where: Stadt Dessau-Roßlau, Ausländerbehörde
Zerbster Straße 4, 06844 Dessau-Roßlau
room 140-143

When: Tuesday 8.00 – 12.00 & 13.30 – 17.30
hrs. Thursday 8.00 – 12.00 & 13.30 – 15.30 hrs.

Contact: +49 (0)340 204-2033
ordnungsamt@dessau-rosslau.de

•Service is offered in German and English (depending on staff available).

•Arrange appointments through Yili Lu / Campus coordinator and ask for student support if needed

First Steps in Dessau



2 Student Issues: Academic

University library (*Hochschulbibliothek*)

Where: Gropiusallee 34, 06846 Dessau-Roßlau
Building 16

When: Monday-Thursday 9.30 - 19.00 hrs.
Friday 9.00 - 15.00 hrs.

Contact: +49 (0)340 5197-5688
ausleihe-de@hs-anhalt.de

Please note:

- Student ID card = library ID
- Register at library and show/provide student ID, passport, confirmation of registration with local council (*Bürgeramt Dessau-Roßlau*)

Uni sports (*Hochschulsport*)

Contact: Mr Olaf Hoffmann

Office: Campus Strenzfeld, Strenzfelder Allee 28, 06406 Bernburg
Oberdorf-Halle (building 12), Erdgeschoss, Sportraum BBG

Ph. +49 (0)3471-355 5712

Email: olaf.hoffmann@hs-anhalt.de

Internet: <https://www.hs-anhalt.de/en/university/service/university-sports.html>



25

Lunch at the dining hall (*Mensa*)

Address:

Mensa Dessau – Seminarplatz 2, 06846 Dessau-Roßlau

Opening hours:

Mensa Dessau: Monday-Friday, 11.15 – 13.15 hrs

Opening hours during non-teaching periods may vary. Please check notice boards / online:

<https://www.studentenwerk-halle.de/mensen-cafebars/mensa-dessau/>

Student ID card (*Studierendenausweis*)

- Lost student ID cards can be replaced at a cost of € 20.00.
- Your student ID card holds your personal data and also shows its validity for the current term.
- **Revalidating your student ID:** Once you have re-registered for the next semester (by having paid in the semester contribution) you may revalidate your student ID card for the next term.
- **Validators located in foyer of building M**

Contact:

Mr Hanjo Todte – hanjo.todte@hs-anhalt.de

Ph. +49 (0)340 5197-5224 – building M, room 201

Tues./Thur., 9.00-12.30 & 13.30-15.30 hrs

Re-registration (*Rückmeldung*)

Re-register for the next semester by transferring the semester contribution (*Semesterbeitrag*) of currently EUR 76.00 (2018) to the following account:

Payee (*Empfänger*):

Hochschule Anhalt

Bank:

Deutsche Bundesbank

IBAN:

DE35 8100 0000 0081 0015 39

BIC:

MARKDEF1810

Reference (*Verwendungszweck*):

4059235_RM20181_Kostov, Anatolij

Explanation:
summer or

'RM' followed by academic year followed by '1' for
'2' for winter semester

for the following **winter semester** – re-register between 15 August – 15 September

for the following **summer semester** – re-register between 15 February – 15 March

First Steps in Dessau



2 Student Issues: IT

IT issues

1 WiFi on campus

- Check hotspots online <https://www.hs-anhalt.de/hochschule-anhalt/einrichtungen/it-service-center/dienstleistungen/wlan.html> (German only)
- Login and password for WiFi network provided with enrollment at university

6 Student E-Mail account

- Your registration papers contain your email account and login data.
- University uses your student account for official emails. Check your account regularly.
- Access your account through your departmental webpage.

11 Internet Access in student residence halls

- Fill in form (download: https://www.hs-anhalt.de/fileadmin/Dateien/Formulare/zik_antwh.pdf)
- contact IT center staff (German: ZIK) to set up access: Mr Holger Dropp (building 02, room 113)

IT issues

Your registration papers contain a section with the following information:

Wichtige Informationen

SSC-Service-Portal (HIS-QIS)

Webadresse: <https://service.asa.hs-anhalt.de>

Benutzername: stxxxxx

Password: XXxxXXXxx

Login for:

- WiFi at Uni
- Student email
- Uni service portal (HIS-QIS)

Re-registration for winter semester 2018

15.08.2018 bis 15.09.2018

Student E-Mail address

vorname.name@student.hs-anhalt.de

First Steps in Dessau



2 Student Issues: Social

Social Issues

- Support services on social, financial, psychosocial and legal issues are run by *Studentenwerk Halle* and are free of charge for all students.
- Services in German and English

Social advice

(Sozialberatung)

Psychosocial advice

(Psychosoziale Beratung)

Legal advice

(Rechtsberatung)



Studentenwerk Halle
... für Dich da ...

Services offered:

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/help-and-counseling.html>

Financial Support – Grants/scholarships

International Office has only one particular fund available for international students:

Find out more about grants and deadlines:

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/funding-and-working/stibet-scholarship.html>

Deutschlandstipendium – approach Career Center (Weiterbildungszentrum / Köthen) for further advice: Dr. Katrin Kaftan – k.kaftan@wza.hs-anhalt.de

+49 (0)3496 67-1901

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/funding-and-working.html>

DAAD Scholarship finder for international students: <https://www.daad.de/deutschland/stipendium/datenbank/en/21148-finding-scholarships/>

Financial aid in cases of hardship – through Studentenwerk Halle:

<https://studentenwerk-halle.de/bafoeg-studienfinanzierung/finanzielle-hilfen-des-studentenwerkes/>

First Steps in Dessau



3 Health / Emergencies

Health / Emergencies

National **emergency police** number: 110
National **emergency fire** brigade / **ambulance** number: 112

Emergency department Dessau hospital

Städtisches Klinikum Dessau, Auenweg 38, 06847 Dessau-Roßlau
Ph. +49 (0)340 5010 www.klinikum-dessau.de

Looking for medical doctors with non-German language skills:

<http://arztsuche.kvsa.de/arztsuche>

(Please note: search mask and drop-downs in German only)

Useful information for your safety

If you need assistance like in cases of noise complaints, threat, theft and missing persons, call the police using the emergency number 110

How can I protect myself?

Against burglary: lock your doors and windows if you are not at home

Against bicycle thieves:

- Use only massive U-locks or armored cable locks since thin chains or cable locks can be cut easily
- Lock your bicycle to a fixed object : if you are only blocking wheels, your bike can be carried away or loaded without effort .

Against pickpockets:

- Behave extremely careful in larger crowds like tourist hot spots, bus stops, train stations and on buses and trains
- Do not take a large amount of cash with you

Useful information for your safety

37

Other tips:

- Prevent identity theft: Personal data does not belong into the household waste
- remain suspicious when unknown people ringing at your door and ask about your neighbours
- Be careful who you meet first online then in real life
- At night better stay in groups and pay attention to the environment
- Never go alone with strangers to their private apartment
- scan important papers / copy (passport , residence permit , insurance card, credit card ...)

Further information

Information pages for international students at Anhalt University:

<https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university.html>

German Academic Exchange Service (DAAD) – international students

<https://www.daad.de/deutschland/en/>

Studying in Germany:

<https://www.study-in.de/en/>

International students in Germany (*Deutsches Studentenwerk*)

<http://www.internationale-studierende.de/en/home/>

Funding guide / scholarships:

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>