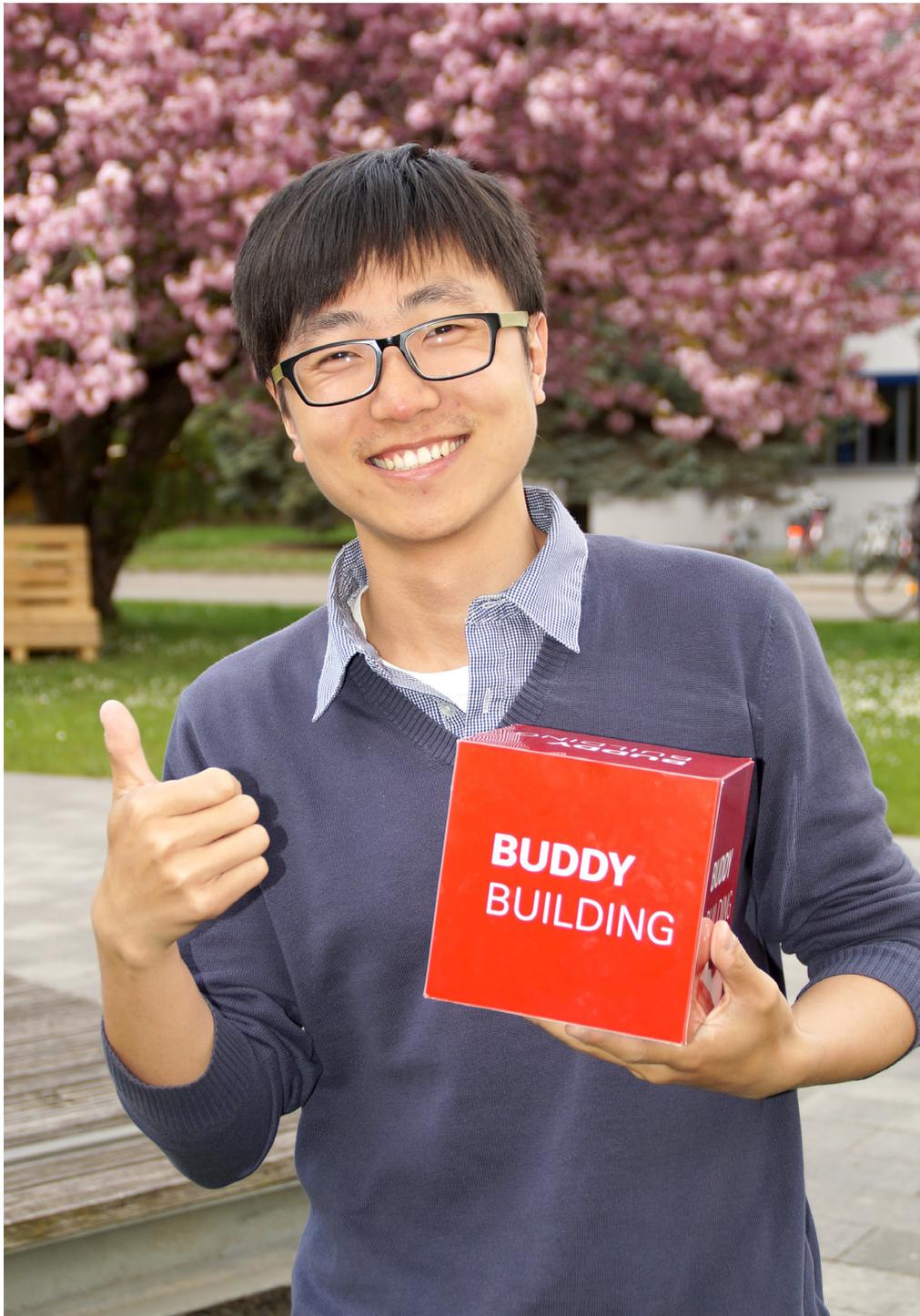




Hochschule Anhalt
Anhalt University of Applied Sciences



**Buddy
Guide
Bernburg**





Dear students,

we are glad you decided to be part of the Buddy-Project initiated by the International Office and that you are interested in taking care of one or more students.

If you have spent part of your life abroad, you know to appreciate good mentoring and an introduction into living in a new town during the first weeks of your stay. You might still remember how difficult it was to find your way around. Your job now is to help the international guest students at the Anhalt University of Applied Sciences in order to make their life easier. This includes accompanying them to local authorities and giving them a glimpse of student life in Bernburg and at other locations of the university.

The guide that you are holding in your hands is meant to give you some direction for your task as a Study Buddy. It will tell you what is expected of you, what you should prepare before the guest students arrive and will tell you the order of steps you should follow with the students after their arrival. You will also find important people to contact, addresses and opening hours. Please follow the steps in the suggested order, to avoid problems when going to the local authorities.

We wish you lots of fun as a Buddy and would like to thank you in advance for your commitment.

Your International Office (IO)

Tasks

1

Contact the incomer

You will receive your Buddy's contact information from the International Office via email.

Please contact the Incomer as soon as possible and explain who we are and why you are contacting him/her. If possible give your phone number so that you can be reached at all times if necessary. Clarify the arrival details. If you do not receive a reply or notice that the mails are not received, contact the International Office right away!

4

"First steps" in the city

Help your Buddy to get accustomed to the city and the area like shopping facilities, spare-time facilities and transportation system. Please also help him/her to organize necessary items such as bed sheets, dishes, etc. Please inform the Incomer that there will be no semester ticket at the University Anhalt.

2

Arrange arrival time and place

The Buddies can of course arrange the details of their first meeting themselves, minimum is to pick the Incomers up at the train station. Most guest students of the winter semester will arrive during the first week of October.

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"First steps" on campus

Additional "first steps" at the university are surely helpful. You might want to give your Buddy a little tour of the campus, show him/her the computer labs, the cafeteria and explain the university vocabulary: lectures, seminars, practices etc. Please accompany your Buddy to the first meeting with the persons in charge at the individual department to clarify which classes, courses and projects that he/she will have to take part in during the stay.

3

Moving-in/finding accommodation in Bernburg

Buddies should help their Incomers with all formalities concerning living and renting. This might include the search for an apartment, the handing-out of the key, the signing of the contract etc.

Guide for Public Authorities

In most cases it will be good and helpful to accompany your Buddy to register at the city's registration office, to open a bank account or to the foreign office. In order to make this easier we have put together the necessary contact information as well as useful information.

It is important to follow the steps in the suggested order to make sure that you are not missing important papers that you would have received at a prior step.

Step	What to do?
1	Sorting out dormitory or apartment issue Bernurg (Saale)/ Strenzfeld
2	Registering at the city's registration office (present rental contract or proof of rental) Bernurg (Saale)
3	Opening of bank account (present registration from city's registration office) Bernurg (Saale)
4	Signing of contract with health insurance Bernurg (Saale)
5	Paying semester contribution Bernurg (Saale)
6	Pick up enrollment certificate / student card Campus Strenzfeld
7	Report to the Immigration Office Bernurg (Saale)
8	Use of E-mail and WLAN Campus Strenzfeld
9	Registration for university sports Campus Strenzfeld
10	Re-registration for the next semester Campus Strenzfeld
11	Renewal of residence permits Bernurg (Saale)
12	Completion of studies, cancellations Campus Strenzfeld

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Finding Accommodation

Buddies should support their students at all formalities concerning accommodation. That includes apartment searches, hand-over of keys, conclusion of contract etc.

contact for placing students in dormitories of the Studentenwerk Halle:

The employees of the Studentenwerk Halle in charge of placing students will answer your and your Buddy's questions concerning renting. In most cases, for international program students (study residence without degree) a accommodation will be reserved in advance.

If your student has got no accommodation when making contact, ask him to register for a room/ a flat at Studentenwerk Halle.

The registration mask (in two languages) and the lending criteria can be found at: <https://t11host.eu/SWHAL/#home>

Application deadlines for dormitoryrooms/flats

Winter semester: 31.08.

Summer semester: 28.02.

Needed document for signing the rental contract

- Passport
- Residence permit (non-EU citizens)
- Bank details

All documents must be available as an original document and as a copy!

Student residences

Contact

Studentenwerk Halle
Wohnplatzvermittlung für Köthen,
Dessau und Bernburg
Fasanerieallee 1a, Mensa 1. OG
06366 Köthen

Contact Person:

Ms. Schillinger
Tel. 03496 6764-24

Ms. Berger
Tel. 03496 6764-25

E-Mail: A.Berger@Studentenwerk-Halle.de
or
studentischeswohnen@studentenwerk-halle.de
for general questions

Office hours:

tu: 1pm – 5pm
th: 12.30pm – 3pm

Dormitories in Bernburg

- Wohnheim 1
Theodor-Roemer Straße 3 (Campus)
- Wohnheim 2
Theodor-Roemer-Straße 5 (Campus)
- Wohnheim 3
Theodor-Roemer-Straße 7 (Campus)
- Wohnheim 4
Magdeburger Straße 23
(peripheral Bernburg, 2 km to campus)
- Wohnheim 5
Magdeburger Straße 25
(peripheral Bernburg, 2 km to campus)

Private student flats

Besides the single room and the apartments of the Studentenwerk Halle there are a lot of private providers of student flats.

It should be noted that these flats are often unfurnished. Also, the operating costs (water, gas, power etc.) have to be paid extra, when it is provided by service companies.

Please watch that the students do not conclude an annual contract, when they are for less than a year here.

Some private providers are:

Internationales Studentenhaus I

Rheineplatz 4

D-06406 Bernburg (Saale) Internet:

03471 621027

E-Mail: mikrabbg@t-online.de

Internationales Studentenhaus II

Bahnhofstraße 10

D-06406 Bernburg (Saale)

Tel. 03471 621027

E-Mail: mikrabbg@t-online.de

Bau- und Wohnungsgesellschaft Bernburg

Friedensallee 1

D-06406 Bernburg (Saale)

Tel. 03471 34760

Internet: www.wobau-bbg.de

Wohnungsgenossenschaft Bernburg

Sammelweisstraße 26

D-06406 Bernburg (Saale)

Tel. 03471 32280

Internet: www.wg-bernburg.de

Bernburger Wohnstättengesellschaft GmbH

Liebkechtstraße 30

D-06406 Bernburg (Saale)

Tel. 03471 32790

Internet: www.bwg-bernburg.de



service provider

If an international student chooses a private flat or a private room, the operating costs will be settled by the following service provider.

power, natural gas, district heat

Stadtwerke Bernburg Tel. 03471 36260

emergency hotline: Tel. 03471 321616

www.stadtwerke-bernburg.de

water, waste water

Wasserzweckverband Tel. 03471 37570

Bereitschaftsdienst Tel. 03471 3757850

www.wzv-saale-fuhne-ziethe.de/wzvsfz-lan

eventually, you might need to pay for:

telephone:

Telekom or other providers

cable television:

Telecolumbus

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Opening a bank account (Girokonto)

For financial affairs while your residence at the Anhalt University, all students need to have a German bank account.

Where?

This account can basically be opened with any bank. A selection of banks with offices in Köthen can be found on the right.

Please tell the bank that the student is going to stay at least 6 months because otherwise opening the account could become difficult, EU students can use their domestic bank accounts.

needed documents

- Passport
- Rental contract
- Confirmation of registration by the registration office
- Matriculation number or registration certificate of Anhalt University of Applied Sciences

All documents must be available as an original document and as a copy!

Hints

That should be noted:

- check if the account is free for students and inform your student
- Students have to go to the bank in person
- It's better to make an appointment in advance
- The service is usually in German language

It takes about 2 to 3 weeks until the account and the bank card are fully functioning. A deposit of at least 500,00 € at opening should be considered for avoiding problems with the debit of the rental contract and health insurance when signing the contract.

Suggested banks:

In Dessau

Deutsche Bank Dessau

Kavaliertstraße 20-22
D-06844 Dessau-Roßlau Tel.
+49 340 252050

In Bernburg

Salzlandsparkasse

Friedensallee 13
D-06406 Bernburg (Saale) Internet:
www.salzlandsparkasse.de

Sparda Bank

Karlsplatz 20
D-06406 Bernburg (Saale)
Internet: www.sparda-b.de

Volksbank Bernburg eG

Friedensallee 3b
D-06406 Bernburg (Saale)
Internet: www.vbbeg.de

Commerzbank Bernburg

Friedensallee 8
D-06406 Bernburg (Saale)
Internet: www.commerzbank.de

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Health insurance

Every student enrolling at a German public university of applied sciences / a university is basically required by law (Social Security Statutes / SGB, paragraph 5, section 1, no. 9) to conclude a statutory health insurance (German: Gesetzliche Krankenversicherung).

Where?

If international students should need a German health insurance, on the right side of the next page is a list (selection) of companies.

Required Documents

- Passport
- Residence permit (non-EU citizens)
- Bank data

All documents must be available as an original document and as a copy!

Hints

For enrollment at universities and for obtaining the residence permit, students must have a valid health insurance. The proof needs to be presented when signing in at the university.

For student from EU-countries:

EU-countries usually have a social insurance agreement with Germany. Therefore no extra health insurance is necessary. At matriculation, the submission of the European Health Insurance Card (EHIC) and an verification of the current insurance status are enough.

Students should get in touch with a statutory health insurance company before visiting a doctor. There they will be informed what to consider at the doctor or in hospital. At the doctor/ in a hospital they have to show their EHIC. The invoice then will be issued by the attending doctor and the health insurance company.

For student from not-EU-countries:

The health insurance can be concluded at a statutory or a private health insurance company.

It is possible, to conclude a health insurance in Köthen.

Therefore a travel insurance is recommended not longer than until the begin of the semester (matriculation date first of April or October).

The fees for students are in Germany about the same for all statutory insurance companies. At winter semester 2020/2021 they were:

Insurance	€/month
Health insurance	80,- to 90,-
Care insurance	22,94/24,82
Total about	110,00

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Report to the foreigners office

International students arriving in Germany need to apply for a resident permit at the foreigners office.

Where?

Ausländerbehörde
Salzlandkreis Kreishaus II,
Zimmer 321-327
Friedensallee 25
D-06406 Bernburg (Saale)

Required Documents

- Formbound application (to be obtained directly from the Immigration Office)
- Confirmation of registration by the Residents' Registration Office
- Current and valid passport
- Health certificate with listing of the contributions (statutory HC or private HC with exemption decision by a statutory HC - see point on sickness insurance)
- certificate of registration
- Proof of funds - blocked account / Declaration of commitment (for more information, please contact the Immigration Office or visit: www.daad.de/deutschland/in-deutschland/regeln/de/9143-beim-amt-anmelden/)
- 1 biometric passport photo
- the lessor confirmed housing certificate (is taken over by the residential placement of the Studententerwerk for students residing in the dormitory)

All documents must be available as an original document and as a copy!

Hints

The application form for the residence permit („Erteilung einer Aufenthaltserlaubnis“) for the location Bernburg can be found in the foreign office.

Here the students can get all necessary informations and a list of needed documents. Because of a frequent change of the documents needed, please ask there.

The processing time is 4 weeks at least!

The only spoken language in the foreign office is German, so accompanying your Buddy will be helpful for both sides (office and student).

Please notice!

Appointments with the foreign office have to be arranged ONLY via Mr. Jayakrishnan at campus Bernburg / mobile phone or E-mail):

Anand Jayakrishnan
Tel: 0176 70789473
E-Mail: ajayakrishnan@hs-anhalt.de

Contact persons at the foreign office alphabetically:

- A: Mrs. Dauch
Tel: 03471 684-1344
- B-F: Mrs. Ginsel
Tel: 03471 684-1346
- G-Kog: Mrs. Gerhard
Tel: 03471 684-1345
- Koh-N: Mrs. Mänz
Tel: 03471 684-1376
- O-Sr: Mrs. Musche
Tel: 03471 684 1350
- St-T: Mr. Rauchstädt
Tel: 03471 684-1347

Email: fd30@kreis-slk.de

Office hours:

Mo: closed
Tu: 9am - 12pm, 2pm - 6pm
We: closed
Th: 9am - 12pm, 2pm - 4pm
Fr: 9am - 12pm

Re-registering for the next semester

All students need to re-register for every new semester for continuing their studies in Bernburg.

Transfer

on time to the bank account of Anhalt University of applied science (see step 5: Payment of the semester contribution).

Any questions?

Hochschule Anhalt
Student Service Center
Putz Haus
Campus Strenzfeld

Opening hours

Tue: 9am - 12.30 pm and 1.30 pm - 3.30 pm
Thu: 9am - 12.30 pm and 1.30 pm - 3.30 pm

Contact

Ines Krause
Tel. +49 3471 355 5222
E-Mail: ines.krueger@hs-anhalt.de

Also check

<https://www.hs-anhalt.de/de/studieren/im-studium/formalitaeten/rueckmeldung.html>
for further information

Hints

It is important for students to re-register on time. Therefore the appropriate semester contribution must be transferred to the bank account of the Anhalt University of Applied Science.

Dates

Winter semester:

Payment can be done from august 15th until september 15th. If this period is missed, payment can be done until september 30th when paying additional 15 € dunning charge.

Summer semester:

Payment can be done from february 15th until march 15th. If this period is missed, payment can be done until march 30th when paying additional 15 € dunning charge.

As soon as the payment has been received students get a new certificate of study for the coming semester. It can be downloaded and printed via HISQIS-portal approximately a week after payment.

At transferring the matrikel number must be entered left-justified without blank spaces as transferring purpose.

Example for transferring prpose

xxxxxxx_RM20181_Name, Prenom

xxxxxxx = matrikel number
RM = Rückmeldung (re-registration)
2018 = current year, followed by:
2 = winter semester
1 = summer semester
surname, prename

When a student re-registered, he/she can get his study card be re-printed at the machine in building 3.

You managed it! "Your" international student arrived, is registered, has got a bank account and waits for his/her residence permit. The studies began and both of you learned a lot along the way.

All the informations from this guidebook which are relevant for handling the paperwork can be found here, too:

German version:

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

English version:

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

There you can get informations about all the issues which international students can be confronted with in their first months after arrival at all three locations.



Contact

Hochschule Anhalt
International Office
Bernburger Str. 55
06366 Köthen

Tel. 03496 67 5114
E-Mail: studybuddies@hs-anhalt.de

Data State: November 2020

