



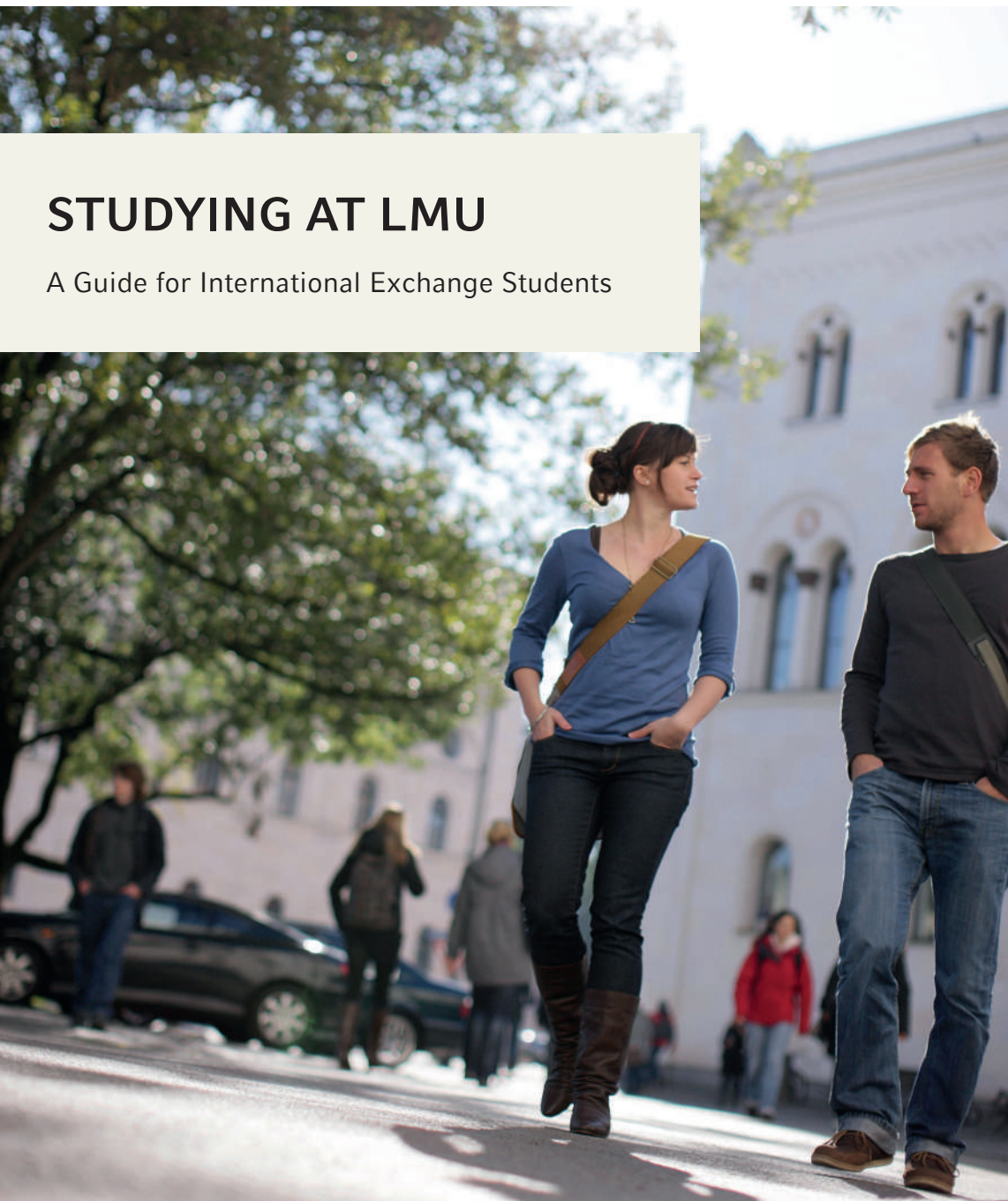
LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

INTERNATIONALE ANGELEGENHEITEN  
INTERNATIONAL OFFICE



# STUDYING AT LMU

A Guide for International Exchange Students



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**Editors:**

Jean Schleiss, Barbara Habermann

**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 52,000 students are currently enrolled at LMU Munich – 15% 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.



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# 1 WELCOME TO LMU MUNICH

## 1.1 INTERNATIONAL OFFICE OF LMU MUNICH

The International Office is responsible for coordinating student exchange and advising 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, Pascale Lacoste  
Room G005, Ludwigstraße 27, München

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

E-mail: [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)

Ciska Voelmle  
Room G007, Ludwigstraße 27, München

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

E-mail: [lmexchange-incoming@lmu.de](mailto:lmexchange-incoming@lmu.de)

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

### Housing

Christl Kern  
Room G005, Ludwigstraße 27, München

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

E-mail: [housing-incoming@lmu.de](mailto:housing-incoming@lmu.de)

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

### **Postal Address**

Geschwister-Scholl-Platz 1, 80539 München

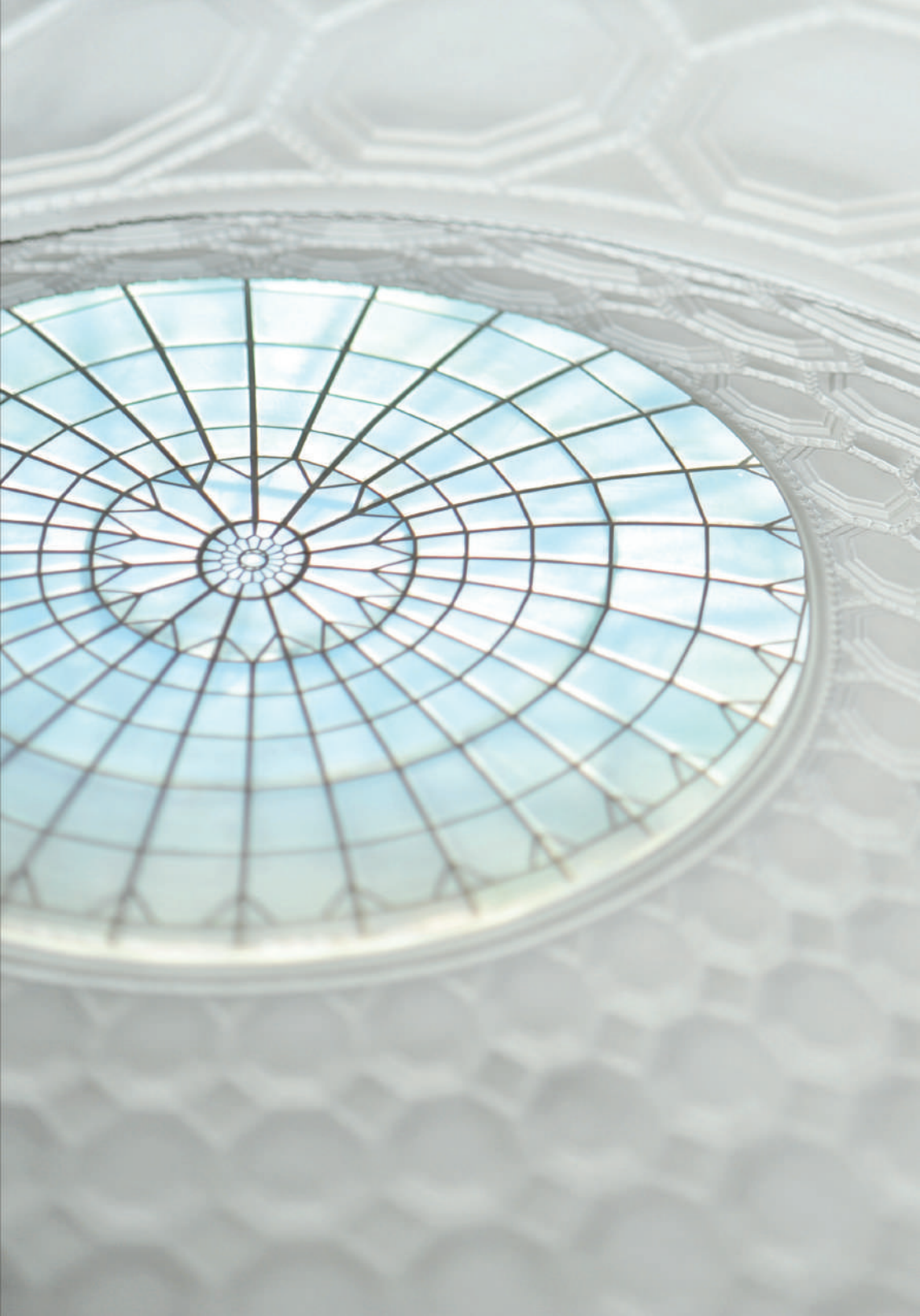
### **Fax**

+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 AND DEREGISTERING YOUR ADDRESS

- ▶ Within the first two weeks of arriving in Munich you should register your new address in Germany at the relevant residents' registration office (*Bürgerbüro*) at the *Kreisverwaltungsreferat* (KVR). There you will be given a registration certificate (*Meldebescheinigung*). Appointments can be booked online or by telephone.

[https://www.muenchen.de/rathaus/terminvereinbarung\\_bb.html](https://www.muenchen.de/rathaus/terminvereinbarung_bb.html)

- ▶ If you live in Munich you can find your residents' registration office here:

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

- ▶ If you do not live in Munich, please register your address with your local administrative department (*Gemeindeverwaltung*).
- ▶ Please do not forget, shortly before the end of your stay in Germany, to inform the residents' registration office that you plan to leave the country. You can do this in person or by filling out the deregistration form and sending it together with a copy of your passport to the *Bürgerbüro*.
- ▶ The residents' registration office must always be informed of later changes of address. Please also inform both the International Office at LMU per e-mail ([erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de) or [lmuxexchange@lmu.de](mailto:lmuxexchange@lmu.de)) and 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*), which is listed on the following page.

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

[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.

### 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

## 2 FORMALITIES

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

We recommend that you have accident, personal and third party liability insurance for the duration of your stay in Germany. This we most strongly recommend, particularly if you are going to be working in a laboratory.

[www.studentenwerk-muenchen.de/en/international/  
international-students-in-munich/in-preparation/insurance/](http://www.studentenwerk-muenchen.de/en/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 are living in student housing, your monthly rent will be automatically debited from your account. Transaction fees will be charged if your bank account is in a country where the currency is not the euro.

#### Required Documents for Opening a Bank Account

- ▶ Official proof of residence (*Meldebescheinigung*) which you get as you register your address and, if you have student accommodation, your contract of rental
- ▶ Your LMU student ID (*LMUcard*) 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 (MVV/MVG)

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### 3.1 BASIC SEMESTER TICKET

At enrollment, students will be required to pay a mandatory student services fee. Part of this fee 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 (LMUcard; see chapter 6) 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 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 (LMUcard) at the kiosk or type your matriculation number into the ticket machine.

<https://www.mvv-muenchen.de/tickets/zeitkarten-abos/mvv-semesterticket/index.html>

#### 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. A replacement ticket fee of 5€ will be charged
- ▶ 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:

<https://www.studentenwerk-muenchen.de/en/student-accommodation/administrative-offices/>

#### Housing Deposit

You will be expected to pay a deposit of 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. 100€ for incidental expenses will initially be retained.

#### 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/international/incoming/housing](http://www.lmu.de/international/incoming/housing)

#### 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

- ▶ List of helpful links to help you find private accommodation

[www.lmu.de/international/incoming/housing](http://www.lmu.de/international/incoming/housing) > private housing > list of helpful links



## 4 HOUSING IN MUNICH

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- ▶ Notice boards (Schwarzes Brett) 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

- ▶ 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.
- ▶ 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.
- ▶ Even if you do not watch TV or listen to radio on any of your devices, a license fee (**Rundfunkbeitrag**) of 17.50 € per residence must be paid. Read carefully the information for students at:

[https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/informationen/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/informationen/index_ger.html)



## 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.

## 6.1 THE LMUCARD

The LMUcard is the multifunctional chip card of LMU and your student ID in one. Within 24 hours after enrollment you will receive a link via e-mail. You should then apply for your card online. You will find further information here:

<https://www.it-servicedesk.uni-muenchen.de/lmucard/en/index.html>

The LMUcard has the following features:

- ▶ Student ID
- ▶ Payment features: student cafeteria, copiers and printers
- ▶ Library ID
- ▶ MVV semester ticket



You should pick up your card in person here:

IT-Servicedesk - LMUcard-Kartenstelle, Geschwister-Scholl-Platz 1, room F007 / F009, 80539 Munich

When you pick up your LMUcard please bring your ID, passport or electronic residence permit with you. You should also bring your certificate of registration (*Meldebescheinigung*, see chapter 2.1). Only on presenting this document will you be able to use all the library ID functions of the LMUcard (see chapter 7.3). Please re-validate your LMUcard when you check your fee account via the online self-service functions and see the confirmation of fees paid.

To check your fee account balance and download a certificate of enrollment please consult:

<https://www.lmu.de/stud-online>



## 6 STUDYING AT LMU MUNICH

### 6.2 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/international/incoming/calendar](http://www.lmu.de/international/incoming/calendar)

The months of March, August and September are officially free of lectures. However, students may have examinations, additional courses, or papers to concern themselves with during these months. During the Christmas and New Year holidays (24 December - 6 January) much of the University is closed and no classes take place.

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

<http://www.mecum.med.uni-muenchen.de/faq/studium/index.html> > Vorlesungszeiten (in German)

### 6.3 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

### 6.4 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)

### 6.5 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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### 6.6 ENROLLING FOR CLASSES

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

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

### 6.7 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.

### 6.8 CONTINUATION OF REGISTRATION FOR THE SECOND SEMESTER

As you are only enrolled for one semester at a time, it is very important that you renew your registration for the second semester if you are planning to stay for a year. **If you do not renew you will be automatically ex-matriculated for the next semester!**

Please arrange with your bank for the fee (Studienbeitrag) to be remitted before the deadline. On successful transfer of the fee, you will be automatically re-enrolled for the second semester. Do not forget to re-validate your LMUcard at one of the validation terminals.

[www.lmu.de/studium/administratives/abc\\_auswahl/rueckmeldung/continuation](http://www.lmu.de/studium/administratives/abc_auswahl/rueckmeldung/continuation)

## 6 STUDYING AT LMU MUNICH

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### 6.9 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.

With the exception of the Faculty of Law, the procedure is the same at all faculties/departments. If you study Law, please contact the Faculty coordinator at: [erasmus@jura.uni-muenchen.de](mailto:erasmus@jura.uni-muenchen.de)

#### 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.
- ▶ Based on the schedule you compiled, the **lecturers** of the courses you pre-selected (and/or registered for) enter grades and ECTS credits into LSF, which will then appear on your transcript of records. Grades and credits can also be entered by study managers (instead of the lecturers themselves), depending on the organisational structures of the respective faculty or department.
- ▶ To keep track of all the exams you have taken to date, you can create a PDF of your transcript of records. This will show the courses and exams you have taken and the credit points awarded.
- ▶ The transcript has an electronic seal and is valid without signature. Should you require a transcript with signature, please contact the International Office ([erasmus-incoming@lmu.de](mailto:erasmus-incoming@lmu.de) or [lmuxexchange-incoming@lmu.de](mailto:lmuxexchange-incoming@lmu.de)).

<http://www.lmu.de/international/incoming/transcript>

## 6 STUDYING AT LMU MUNICH

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### 6.10 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, your LMUcard will no longer be valid. and you can no longer use the semester ticket on public transport.





# 7 STUDENT LIFE IN MUNICH

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## 7.1 E-MAIL ACCOUNT: LMU USER ACCOUNT

Once you are enrolled, you will receive an e-mail with a link from which you can activate your LMU user account. Do not forget to activate your account within 72 hours of receipt of the e-mail. With the LMU user account you will be able to access many important online tools of LMU e.g. LMU must be notified about changes of address etc. 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.

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

<http://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.lmu.de/international/incoming/buddy-program](http://www.lmu.de/international/incoming/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). With your LMUcard you can then pick up the books at the University's Library at Ludwigstraße 27, ground floor.

The LMUcard also allows you to borrow books from the Bavarian State Library (Bayerische Staatsbibliothek). To take media home you have to present your certificate of registration (*Meldebescheinigung*) when picking up your LMUcard. If you do not do this you will only be able to consult media in the University or Bavarian State Library reading rooms. Many institutes at LMU also have libraries of their own. At the beginning of each semester guided tours of the library (*Bibliotheksführungen*) are offered: Check the library notice boards and help desk.

[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 online at the end of February, and the winter program at the end of July.

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

### 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)

## 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

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

**Protestant Student Community**  
**(Evangelische Hochschulgemeinde ESG)**

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

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

**Islamic Student Community**  
**(Islamische Hochschulvereinigung)**

[info@ihv-muenchen.net](mailto:info@ihv-muenchen.net)

<http://ihv-muenchen.net/english/>

**Jewish Student Community**  
**(Verband jüdischer Studenten in Bayern)**

[vsjb@hotmail.de](mailto:vsjb@hotmail.de)

<http://vsjb.bjsd.de/> (in German)

## 9 ADDITIONAL INFORMATION

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

- ▶ Rooms in private accommodation including extra costs: 350 € – 600 €
- ▶ Rooms in student residences: 300 € and 370 € including extra costs
- ▶ Health insurance approx. 90 €
- ▶ Food approx. 200 € – 250 €
- ▶ Mobile phone approx. 15 € – 20 €
- ▶ Public transport approx. 55 €

With your LMUcard, you have access to price reductions for public transport, at the student cafeterias, and at cultural events (e.g. theatre, concerts, museums, etc.).

### 9.2 STUDENTS WITH SPECIAL NEEDS

If you have a disability, you should inform the International Office of your special needs as soon as possible so that suitable arrangements can be made for you. LMU offers services to Erasmus and LMUexchange students with special needs to help them master the problems of day-to-day university life.

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

### 9.3 EMPLOYMENT

- ▶ EU and EEA (Iceland, Liechtenstein and Norway): no work permit restrictions.
- ▶ Switzerland: you can only apply for a work permit-CH after arrival and enrollment at LMU.
- ▶ 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, when, before arrival, they apply for a residence title.
- ▶ 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

## 9 ADDITIONAL INFORMATION

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(max. 4 hours daily.

- ▶ EU students can generally work for an unlimited period (in accordance with the usual regulations).

### **Placement Agency of the Studentenwerk and the LMU Career Service (Student und Arbeitsmarkt)**

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. You can also look for jobs at the LMU Career Service (*Student und Arbeitsmarkt*) Both services are free of charge.

Job-Börse  
Leopoldstraße 13a,  
80802 München  
Phone:+49 89 411 4724

Student und Arbeitsmarkt  
Ludwigstraße 27 / I. floor  
80539 München  
E-mail: s-a@lmu.de

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

<https://www.s-a.uni-muenchen.de/studierende/jobboerse/>

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)

## 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.
- ☐ Apply for and pick up your LMUcard.
- ☐ 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.

#### **If necessary**

- ☐ Apply for a residence permit.
- ☐ Open a bank account.
- ☐ 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 CHECKLISTS

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## 10.2 CHECKLIST “BEFORE RETURNING HOME”

- ☐ Check that you timetable is complete in LSF.
- ☐ 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.
- ☐ 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 6.10 for more information).



# NOTES

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## **International Office**

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)

