CONTACT POINTS AT THE UNIVERSITY OF KASSEL: SERVICES AND INSTITUTIONS

WELCOME CENTRE
http://www.uni-kassel.de/go/welcome-centre

Topics
- Organising your studies
- Arrival and formalities
- Tutors on all campuses
- Office hours for international students and researchers
- Right of residence and right to work (international students)
- Visa information
- Campus tours
- Family support
- Services for study groups
- Social and cultural events
- Orientation Week for international bachelor, master and PhD students
- Excursions
- International get-togethers
- Social events for researchers
- International New Year’s Celebration

Service
- First contact point for international students
- Peer advisors
- Information and advice for international students and PhD’s
- Office hours
- Weekly newsletter

VISA-INFORMATION
www.uni-kassel.de/go/visa

Topics
- residence permit (info)
- work permit (info)
- visa extension
- employment
- health insurance

Service
- Information and advice
- Office hours

AUSLÄNDERBEHÖRDE
http://www.uni-kassel.de/go/auslaenderbehoerde

Topics
- Application for a residence permit (“Aufenthaltstitel”)
- Renewal of a residence permit
- Application for an exceptional leave to remain (“Duldung”)
- Application for residence titles for specific purposes (“Aufenthaltsgestattung”)

Service
- Information and advice
- Office hours
BÜRGERAMT
http://www.uni-kassel.de/uni/studium/beratung/buergeramt.html

Topics
- Citizen Service Centre ("Einwohnerservice")
- Registration, change or de-registration of place of residence
- ID Card
- Passport
- Child passport
- Residence permits/registration certificates ("Aufenthalts-/Meldebescheinigungen")
- Notarisation of documents and signatures
- Certificate of good conduct
- Register-of-residence inquiry ("Melderegisterauskunft")
- Immigration and Integration
- Application for and extension of residence permit, exceptional leave to remain ("Duldung"), or residence titles for specific purposes ("Aufenthaltsgestattung")
- Change of requirements
- Liability declarations (Verpflichtungserklärungen)
- Information on immigration law

Service
- Information and advice
- Office hours

ACADEMIC ADVISORY SERVICE (ALLGEMEINE STUDIENBERATUNG)
www.uni-kassel.de/go/studienberatung und www.uni-kassel.de/cms/workshopprogramm

Topics
- Study and job orientation.
- Choice of field of study.
- Problems with one’s studies.
- Key competencies: Learning techniques, scientific writing, key competencies etc.

Service
- Information about study programmes as well as the offers of the advisory services of the University of Kassel.
- Individual consultation and support during one’s studies.
- Initial information by assistants (consultation hours).
- Workshops for students.

ALUMNI & CAREER SERVICE
www.uni-kassel.de/acs

Topics
- Job orientation
- Search for jobs and internships
- Job application
- Graduates of the University of Kassel
- Networking with other graduates and faculties

Service
- Coordination of Alumni, the network of graduates of the University of Kassel.
- JobPortal of the University of Kassel.
- Career fair meet@uni-kassel
- Career office Job&Weg
- Consultation and information concerning the start of one’s career.
- Workshops about applying for a job and job orientation
STUDENTS UNION (ASTA ALLGEMEINER STUDIERENDENAUSSCHUSS)
www.asta-kassel.de

Topics
• Concerns of university policy
• Problems with studying
• Consultation concerning all topics

• Issuing identification badges for international students (ISIC).
• Events (K19 – student club Kassel/
• student club Witzenhausen)
• Semester ticket

Service
• Personal advice given by students
• BAFöG- and social advice
• Cultural activities for students

• ASV- Internationale Studierendenvertretung /
International Student Organization

DISABILITY SERVICES (BEHINDERTENBEAUFTRAGTE/ R)
http://www.uni-kassel.de/uni/index.php?id=behinderung

Topics
• Coping with everyday student life in case of
disabilities or chronic diseases.

Service
• Guideline and orientation for students with
disabilities and chronic diseases.
• Support for all students with disabilities and
chronic diseases to better cope with their
everyday student life

COMPLAINTS OFFICE (BESCHWERDESTELLE DER UNIVERSITÄT KS)
http://www.uni-kassel.de/uni/studium/beratung/beschwerdestelle.html

Topics
• Conditions of studying at the University of
Kassel

Service
• Address for suggestions, complaints and ideas

EQUALITY OFFICE (FRAUENBEAUFTRAGTE)
www.uni-kassel.de/frauenbe

Topics
• Studying and making a PhD with a child
• Funding
• Equal Opportunities
• Job orientation by mentoring: Network of
female mentors in natural sciences and
engineering.

Service
• Individual Consultations
• Information
• Moderation during situations of conflic
**LANGUAGE CENTRE**  
(Internationales Studienzentrum/ Sprachenzentrum)  
www.uni-kassel.de/sprz - Information in English

**Topics**
- Language learning (German and other languages)
- International key competences (intercultural competence, journalistic writing, Europe competence, language).
- Cross-cultural meeting – project MitEinAnder
- Problems writing academic texts or applications in German or other languages. Writing counselling.
- Tandem language exchange
- TOEFL-Test: Preparing
- TOEIC® (TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION).
- Language certificates for DAAD applicants

**Service**
- Language courses (general and specific)
- International key competence courses
- Self study centre
- Media centre
- Provide supervision and the opportunity for students to meet in an intercultural setting.
- Advisory services in presentation, pronunciation, voice, etc. Speech counselling skills.
- The opportunity for cross-cultural meetings and mentoring (international theatre group, Tandem language exchange, international job exchange for foreign students, the opportunity to watch and discuss films in German and other languages.

**INTERNATIONAL OFFICE**
http://www.uni-kassel.de/go/international-office

**Topics**
- Studying or doing an internship abroad
- Funding
- Programmes: Lebenslanges Lernen (lifelong learning), ERASMUS, DAAD, Cooperation programmes with USA and Australia
- Exchange with partner universities

**Service**
- Information and advice
- Contact person for students who plan to study a semester abroad.

**IT SERVICE CENTER (IT SERVICEZENTRUM)**
www.uni-kassel.de/its/

**Topics**
- Uni-Email-Account
- WLAN
- Lending of notebooks
- Computer-Pools
- Internet access

**Service**
- Using the e-learning-platform of the University as well as webmail
- WLAN at all locations of the University
- Lending of notebooks free of charges
- Computer-pools with various software and programmes
- Home internet access (VPN)
- Online-Support
### ADMISSIONS OFFICE

(Studierendensekretariat)

http://www.uni-kassel.de/uni/studium/beratung/studierendensekretariat.html

**Topics**
- Enrolment
- Proof of study/ enrolment recipe
- Change of address
- Change of study program
- Semester fee
- Part-time studies
- Leave of absence
- Exmatriculation

**Service**
- Point of Contact for all students regarding all questions and processes in relation to the management of one’s studies

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### LIBRARY (BB 9 - WITZENHAUSEN)

www.ub.uni-kassel.de

**Topics**
- Library card
- Literature search (e.g. journal articles related to one topic).
- Acquiring key competencies
- Workplaces
- Procurement of media from libraries at other Universities (inter-library loan).

**Service**
- Library as place of learning
- Free internet access, multimedia workplaces, WLAN-zones, single workplaces etc.
- Information and support regarding the usage of the library, literature searches or inter-library loan.
- Tours and introductions in the usage of the library and possible search techniques.

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### UNI SPORTS (HOCHSCHULSPORT)

www.hochschulsport.uni-kassel.de

**Topics**
- Enhancing health and a healthy lifestyle throughout your studies

**Service**
- You can choose between many different kinds of sports
- Keeps you fit and healthy