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 (Verpflichtungserklärung–en)
- Information on immigration law

**Service**
- Information and advice
- Office hours

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**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.

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**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
- 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

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

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

• 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 conflict
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

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.

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