ELEMENT 1: GET STARTED!

YOU CAN GET INFORMED ABOUT

orientation week and introductory events
services and institutions at the University of Kassel
services at the Studentenwerk Kassel

Get an overview of your study program and your study conditions!
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

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 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 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
STUDENTENWERK KASSEL

Visiting hours  Mo. – Th. 10 am to 15 Noon, Fr 10 am to 12 Noon, Campus Center, Moritzstraße 18, Third Floor
Phone 0049 561 804–25 52: Mo. – Do. 9–15 Uhr, Fr. 9–12 Uhr
www.studentenwerk-kassel.de
Address: Stubenstraße 20, 37213 Witzenhausen
Phone: (05542) 98–12 60
E mail: Witzenhausen@studentenwerk.uni-kassel.de
Visiting hours:  Mo– Th 10 am to 12 Noon

STUDENT LOAN (STUDIENFINANZIERUNG)

Office for educational financing
Application for BAföG (federal student loan); counselling and support.
T. (05 61) 8 04–25 51 foerderung@studentenwerk.uni–kassel.de

Finances
Alternatives to BAföG; scholarships, jobs, child benefits etc.; Advice concerning educational loans, arrangement for the KfW–loan
T. (05 61) 8 04–22 47 studienfinanzierung@studentenwerk.uni–kassel.de

Further services
Bridging loans; financing one’s completion of the study program; release of GEZ–fees (broadcast fees) etc.
T. (05 61) 8 04–25 51 foerderung@studentenwerk.uni–kassel.de

COUNSELLING (BERATUNG)

Social counselling, as well for international students and students with disabilities
Information about various aspects of studying e.g. health insurance, jobs residence permit etc.
T. (05 61) 8 04–25 64 sozialberatung@studentenwerk.uni–kassel.de

Psychosocial advisory office
Counselling in case of situations of personal crises, working–blockades, contact problems, fear of failure etc. Individual counselling Offers for groups
T. (05 61) 8 04–28 00 beratung@studentenwerk.uni–kassel.de

Legal advice
Legal advice for students concerning all aspects of everyday student life
T. (05 61) 8 04–28 00 beratung@studentenwerk.uni–kassel.de
### ACCOMMODATION OFFICE (STUDENTISCHES WOHNEN)

- **Housing areas for students**
- **Tutoring program for residential homes**
- **Searching private apartments**

Support while searching for a residence, residential homes care.

T. (05 61) 8 04–25 52
stud.wohnen@studentenwerk.uni-kassel.de

### UNIVERSITY GASTRONOMY (HOCHSCHULGASTRONOMIE)

- **Refectories (Mensa) und cafeterias, event catering, Jobs in canteens and cafeterias**

Healthy food at reasonable prices, organic food (Bio-Angebote).
Event service and jobs for students.

T. (05 61) 8 04–29 82
mensa@studentenwerk.uni-kassel.de

### STUDYING WITH A CHILD

- **Counselling for pregnant women and students with child.**
- **Child care centres**

Problems with work–life balance.

„HoPla Kinder“, Kassel
hopla-kinderhaus@studentenwerk.uni-kassel.de

„Die Frechdachse“, Witzenhausen
frechdachse@studentenwerk.uni-kassel.de

T. (05 61) 8 04–25 64
sozialberatung@studentenwerk.uni-kassel.de
This is how you can forward your uni emails to your private email address

Login to your university email account
wwwmail.uni-kassel.de

Click on the button E-Mail-Kontrolle

In the upper part of the window below “Email Weiterleitung”, it says “AlleNachrichtenumleitenan”. Enter your private email address here and make sure you check incoming emails on a regular basis.

If you want, you can choose several private email addresses your uni emails will be forwarded to. To do so, simply enter your email addresses – one below the other – in the field “AlleNachrichtenumleitenan”.

Tick the box “Aktivieren” and “An: und Cc: Felder beibehalten”.

Finally, click on the green check sign in the upper left corner below “Regeln” to save your settings.

When sending emails to university members, please make sure you use a proper email address, an appropriate form of address and a rather formal style of writing!