

## Checklist for ERASMUS Students (Incomings)

<b>What do I have to do prior to my arrival in Dortmund?</b>	✓
<p>After receiving the <b>Welcome – E-mail</b> be sure to arrange your journey to Dortmund early enough. Please consider arriving in Dortmund from Monday to Friday between 8 am and 4 pm. In case of an arrival at a later date or on a weekend, you will need to arrange another accommodation for the first day(s). A rather cheap possibility is the youth hostel “Jugendgästehaus Adolph Kolping” (<a href="http://www.djh-wl.de/jh/dortmund/">http://www.djh-wl.de/jh/dortmund/</a>). Further information for your journey and <u>directions</u> can be found at the end of this checklist.</p>	<input type="checkbox"/>
<p>Please inform your <b>departmental coordinator</b> and me about the exact <u>date and time of your arrival</u> at TU Dortmund University as soon as possible. It is the only way to ensure that the corresponding arrangements for your pick-up service will be organized in time.</p>	<input type="checkbox"/>
<p><b>ACCOMMODATION:</b> TU Dortmund University offers accommodation in several <u>dorms</u>. These include different places on campus and the BfW, a dorm 5km off campus.</p> <p>The <b>dorms on campus</b> are furnished rooms in flats and apartments with kitchen, bathroom and shared facilities. You will receive a <u>starter packet</u> (containing a pillow, blankets and sheets as well as basic kitchen supplies). The <u>rent</u> will average 250 € per month (including bills and internet).</p> <p>The <b>BfW</b> is located in the southern district Hacheney next to Dortmund's Rombergpark. You can get to university from here within about 40 min. by public transport. The single apartments are furnished and include a private bathroom and balcony as well as a shared kitchen. The dorm off campus also provides weekly cleaning of the rooms and change of towels and sheets. The <u>rent</u> will average 246 € per month (including bills). For internet access you need to go to a special office at the BfW (“Kasse”) and register there (office hours Monday to Friday 8 am-1 pm).</p> <p>As soon as the room allocations are made you will receive a <b>confirmation via e-mail</b> (this may not occur until shortly before your arrival). Due to some possible changes of the room allocation, you will receive the exact address of your room after your arrival.</p> <p><b>Please note that the rent is always for whole months and the reservation on your application form is <u>binding</u>. The reservation can be changed or canceled up to two months before your arrival. Afterwards full payment of the rent will be charged! The <u>cancelation period</u> for a room in a dormitory is 3 months.</b></p>	<input type="checkbox"/>
<p><b>COURSE SELECTION:</b> If there are any questions concerning your <u>Learning Agreement</u> and the choice of your classes, please contact your departmental coordinator. For online application for your lectures (which can only be done when you are here in Dortmund), please use your TU Dortmund University e-mail.</p>	<input type="checkbox"/>

**LANGUAGE COURSE:** The Intense Course “German as a foreign language” for exchange students takes place from 05.March until 30.March, always Monday to Friday 9:30 – 12:45. We will inform you of the location for the first meeting via e-mail. Please note that the language course only takes place once at the beginning of each semester for 4 weeks. The participation at a later time is NOT possible! The course will be held in different groups according to prior knowledge. We highly recommend you to take part in the course because most of the lectures are held in German, and, therefore, language skills are required.

In addition a compulsive Tutorial (cultural program and mentoring) is provided. For a reasonable amount of money of about 60€ (which includes admission and will be collected by the tutors at the beginning of the course) several trips to interesting places of the Ruhr Area, visits to museums and a campus rally are all organized for you.

Since students arriving later the first day of this course cannot be admitted, please make sure that you arrive in Dortmund early enough to take part in the course. Furthermore, in this case the ECTS Credit-Points cannot be guaranteed. Please note also the attached information concerning the DUO Program, an online learning portal, providing affordable German courses.

**HEALTH INSURANCE:** You have to be medically insured to study at a German University. For this purpose you can take out an external health insurance or travel health insurance in your home country. You need to bring along either a European health insurance card or the form E111 (confirmation of your health insurance for your whole stay). Otherwise, there is the possibility to take out an insurance policy at a German health insurance company (there are two located on campus: AOK and TK) for approx. 77 € per month.

Please make sure that you have a health insurance that covers all costs in case of emergency! If you are going to bring a document from your health insurance company at home, please consider that it has to be in German or English. Your insurance should also include liability insurance.

For students from Turkey:

If you are insured at Sosyal Sigortalar Kurumu (SSK) in Turkey, you have to bring along the form A/T 11 and submit it at a German health insurance company. In this case, you will be supported by the German-Turkish social agreement and do not need any insurance in Germany. For a visit to the doctor you will get a certificate of medical treatment (“Behandlungsschein”) from the German health insurance. If you are not insured at SSK, there are two options:

1. You take out an insurance for students (approx. 77 € per month) at a German health insurance.
2. If you took out a private insurance for Germany in Turkey, you will be freed from the compulsory insurance. That means, you have to bear all the costs for a visit to the doctor or hospital stay yourself. The bills can be submitted to your insurance company in Turkey afterwards.

Either way, you will still be able to receive the certificate of health insurance (needed for registering at the university) from a German insurance company.

<b>What do I have to do during my stay in Dortmund?</b>	✓
<p>After your arrival in Dortmund you have to come and see me at the <b>Office of International Relations</b> to discuss further administrative steps. You will get additional information concerning registration, student ID and the semester ticket.</p>	<input type="checkbox"/>
<p>For <u>registration</u> you need a <b>certificate of health insurance</b> (“Versicherungsbescheinigung”) from a German insurance company. On campus you can find the AOK (next to the S-Bahn station) and the TK (in the Mensa-building). Here you will receive the document free of charge when you present your European health insurance card or the form E111 or A/T 11. You will need this document for the registration at the Office of International Relations!</p>	<input type="checkbox"/>
<p>In order to sign your <u>rental contract</u> you have to go to the <b>student union</b> (“Studentenwerk”) at the Mensa building (Vogelpothsweg 85). You will need to bring two passport pictures. Please note the following office hours: Tuesday &amp; Wednesday 9 am – 12 pm and Thursday 1 pm – 3.30 pm. You will also receive the form for <u>internet access</u> in your room (only for dorms on campus). Please keep in mind that you will have to pay the first rent and the deposit for your room directly when signing the contract.</p>	<input type="checkbox"/>
<p><b>City Registration:</b> All students from the EU need a valid passport and the rental contract for enrolment at the <u>registration office</u> (“Einwohnermeldeamt“, inner city, Südwall 2-4, station “Stadtgarten”). Responsible for students from Turkey is the <u>foreigners’ registration office</u> (“Ausländerbehörde“, Olpe 1, station “Stadtgarten”). For this purpose you need a passport picture and your certificate of matriculation in addition to your valid passport and rental contract.</p>	<input type="checkbox"/>
<p><b>MONEY:</b> Please note that you will need some cash for the first days in Dortmund. It might be helpful to open a bank account at a German bank. With the account you can easily transfer the money for your rent and semester fees (which are not tuition fees). There are two German banks on campus (“Sparkasse” and “Volksbank”) where students can open a bank account at no charge. At the beginning of your stay in Dortmund you will need approx. 500€ for the rent for the first two months and approx. 220€ for the semester fee.</p>	<input type="checkbox"/>
<b>Further important information</b>	

## TRAVELING TO DORTMUND

### - arrival by plane:

a) *Dusseldorf Airport – TU Dortmund University* Take the Sky-Train from the airport to the train station directly at the airport. From here you can take the “S-Bahn” (S1) which brings you every half an hour directly to the university within 1 hour and 15 Minutes. You can also take different (faster) trains to Dortmund (e.g. the “Regionalexpress” RE1 or RE11), but they will take you only to the main station in Dortmund (“Dortmund Hauptbahnhof”). Then you would have to take the “S-Bahn” (S1) to get to the university (takes approx. 7 minutes). The ticket for the journey from Dusseldorf Airport to TU Dortmund University costs approx. 11€

b) *Dortmund Airport – TU Dortmund University:* The airport in Dortmund is about 20 km away from TU Dortmund University. There are several different ways to reach the university from the Dortmund airport. The airport bus brings you to the next station (Holzwickede) within 10 minutes. From here you can take the “eurobahn” to Dortmund main station (approx. 20 minutes) every half an hour. Afterwards, you have to take the “S-Bahn” (S1) to the university (approx. 7 minutes). You can also take the Bus 440 from Dortmund Airport, which brings you to the south campus within 1 hour (stops “Am Gardenkamp” or “Eichlinghofen”). From here you can either walk or take the “H-Bahn” to reach the university.

### - by car:

You can reach TU Dortmund University via the motorways A 45 (exit “Dortmund-Eichlinghofen”) and B1/ A 40 (exit “Dortmund-Dorstfeld”). Signs lead you from each exit to the university.

### - by public transport

TU Dortmund University has its own train station (“Dortmund Universität S”). From this station, the S-Bahn (S1) goes to Dortmund main station (“Dortmund Hauptbahnhof”) as well as to the opposite direction to Düsseldorf. From the inner-city of Dortmund you can reach the university with several bus and underground lines. Individual timetable information can be found on the following homepages: “Deutsche Bahn” (<http://www.bahn.de>), “Verkehrsverbund Rhein-Ruhr” (<http://www.vrr.de>). Please enter “Dortmund Universität S” as the final destination for your journey.

## LINKS:

→ TU Dortmund University: <http://www.tu-dortmund.de>

→ Office of International Relations: <http://www.aaa.tu-dortmund.de>

→ Housing Office (information about student dorms of TU Dortmund University):  
<http://www.stwdo.de/>

## CONTACT:

Julia Schüler & Sabrina Heix  
Student Assistants for Silke Viol

### Office hours:

Tuesdays & Wednesdays  
09:00 am – 01:00 pm

## Office of International Relations

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**We are looking forward to your stay in Dortmund!**