

Important Study Information for OHIO Students

in the Double Degree Master's Program
"Master of Arts in Global Mass Communication" (Leipzig University)
"Master of Science in Journalism" (Ohio University)

Last updated June 2021 by Rosanna Planer

DATES FOR WINTER SEMESTER 2021/22

Latest arrival in Leipzig: August 23, 2021

* remember: flights from the US arrive the day after departure!

Earliest departure from Leipzig: February 7, 2022

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CONFIRMATION OF UNDERSTANDING OF THIS DOCUMENT

GENERAL INFORMATION

1. Contact and Links

Institutional Links

- [Leipzig University](#)
- [Master of Arts in Global Mass Communication](#)
- [Institute of Communication and Media Studies \(English version\)](#)
- [General program overview \(Ohio University\)](#)

International Study

- [General Information for Uni Leipzig](#)
- Application, Enrollment and Course Catalog: <https://almaweb.uni-leipzig.de>
- [Visa Process/pre-study abroad Overview](#)

Contacts and Helpdesk in Leipzig

- Program Director of the Double Master's Degree Program (Leipzig): Prof. Dr. Alexander Godulla (alexander.godulla@uni-leipzig.de)
- Program Coordinator and Student Advisor: Rosanna Planer (rosanna.planer@uni-leipzig.de)
- International Center/Akademisches Auslandsamt (questions regarding enrollment, arrival, and visa process): Stefanie Kölling (stefanie.koelling@zv.uni-leipzig.de; <https://www.uni-leipzig.de/international/>)
- URZ Service Desk (questions regarding IT issues, e.g. registration for AlmaWeb): servicedesk@uni-leipzig.de (German-language only website: <https://www.urz.uni-leipzig.de/start/>)

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2. Fees and other costs

University fees are rather low in Germany. You will have to pay an “enrollment fee” of about 220 EUR for the Winter Semester. Paying the enrollment fee allows you to get your “UNICard” as early as possible, which serves not only as your student ID but also provides you with free public transportation (busses, trams, and S-Bahn) in Leipzig, as well as with access to inexpensive university cafeterias.

Please make sure to have access to a sufficient amount in EURO cash (estimated about 1000-1500 EUR for set up and first month costs) upon your arrival. This allows you to pay the deposit for the dorms and the administrative fee in advance of your university enrollment. *Many of the fees will need to be paid in CASH, so keep that in mind!*

Information on university administrative fees (“Semesterbeitrag”) is available here:
<https://www.uni-leipzig.de/studium/im-studium/rueckmeldung-und-semesterbeitrag/>

Here are some examples of the fees you should be prepared to pay upon your arrival in Leipzig (though some will come a few weeks into your stay), which for past groups has been needed *prior to the disbursement* of the OU fellowships:

Enrollment (WS18/19)	220 EUR (incl. fee for Student-ID)
Public transportation ticket for September	78 EUR (if desired)
Residence Permit for Study	110 EUR
Safety/room deposit (will be returned)*	300 EUR
First-month Studentenwerk-rent*	250 - 350 EUR
Public Broadcasting fees	17,50 EUR/month

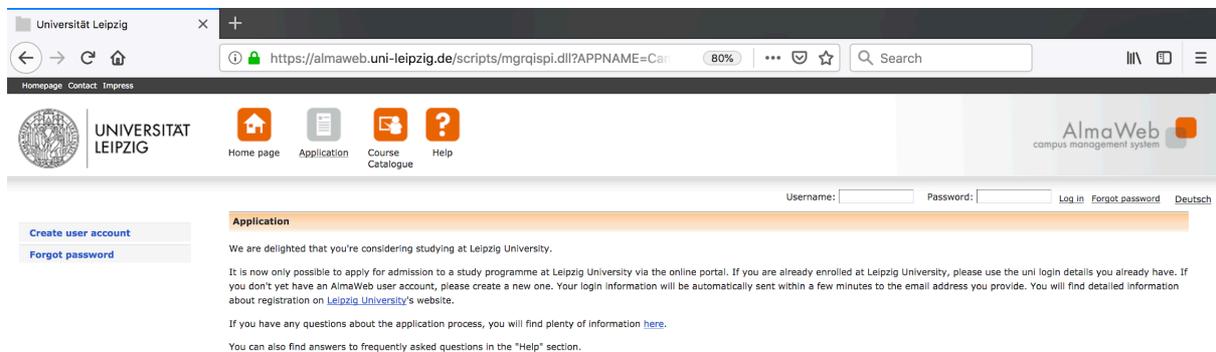
* These costs may vary significantly based on which accommodations you plan for.

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PRE-DEPARTURE (FALL AND SPRING SEMESTERS)

3. Applying to Leipzig University

To apply for studying at Leipzig University in the double degree master's program, students have to register at the central "AlmaWeb" portal (<https://almaweb.uni-leipzig.de/>) by creating a user account under "Application" ("Bewerbung"). You will use this portal for your application, enrollment and course selection. In case of any problems do not hesitate to contact the URZ Servicedesk (servicedesk@uni-leipzig.de). **Please note: you can change the language of the site to English by clicking "English" on the far right hand side, next to where you would enter your username and password (where it says "Deutsch" in this screenshot).**



Your AlmaWeb login details (username and password) will be sent automatically to the email address (=username) you provided during setting up your User Account in AlmaWeb. The first time you login, you will be asked to change your password. Make sure you write down/remember your new password!

For the actual application, please follow these steps: Under "Application"- "My applications," use the "Browse courses" function to select the degree "Password-protected application" as the degree type.

When asked for the course you wish to apply for, please enter "M.A. Global Mass Communication." After clicking on the "apply" link, you will be asked to enter a password. Enter your password (the one you changed earlier), click on "save," and then click on "next." Then, you need to fill in the individual sections of the application and save the information. You can make changes at any time as long as you have not yet submitted the application. You can submit your application once you have provided the required information correctly and in full, shown by the status "OK."

After you have completed and submitted your application, you need to print the completed form, sign it and send it, along with your application documents, as soon as possible to the following address:

Universität Leipzig
Institut für Kommunikations- und Medienwissenschaft
Prof. Dr. Alexander Godulla
Professur für Empirische Kommunikations- und Medienforschung
Burgstrasse 21
04109 Leipzig
Germany

The application documents to be sent to Leipzig must include:

- Printed and signed copy of the application form
- A regular (i.e. non-certified) copy of your bachelor's degree (diploma)
- Confirmation of your current enrollment confirmation at Ohio University (accessible under your myOHIO Student Center: Academics - "degree verification")

Once we have processed your application, you will receive an email to your Leipzig email account that your **Letter of Admission** for your visa application is ready for download via your AlmaWeb account. This will usually happen later in spring semester. However, make sure you check your Leipzig email account regularly in the meantime.

To download your Letter of Admission, log in to your AlmaWeb Account (<https://almaweb.uni-leipzig.de/>): select English as your language (if not already selected), select the "studies" section in the horizontal menu and afterwards click on documents (last object in the vertical menu). You should find your letter of admission in the content overview. The letter of admission is ***not*** sent via post or email.

Enrolling for your courses, etc., will happen at a much later point, after your arrival in Leipzig. You do not need to worry about this before your actual arrival.

*** Make sure you keep a hard copy of the admission letter *and* save it in a special "Leipzig" folder on your computer. You will need to show this letter to people or include copies of it in various applications to come (Visa, student dorms, health insurance, etc.).**

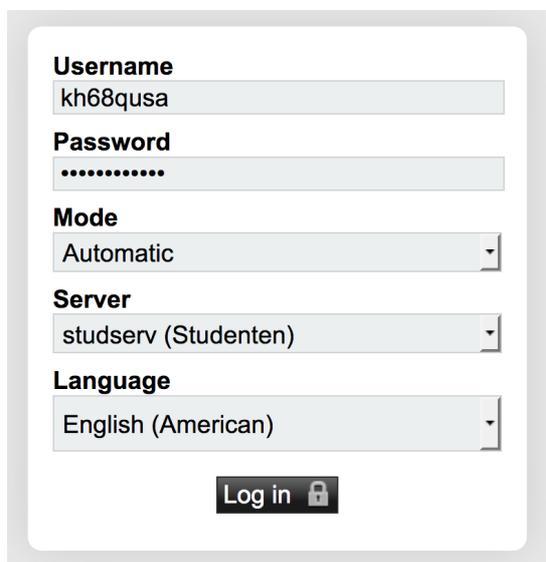
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4. University Email

Once you have your AlmaWeb account set up, you also get your own university email address. Make sure you have all emails from your uni-leipzig account forwarded to your preferred account so that you do not miss important emails from

the university that are sent to that email address, such as your Letter of Admission needed for your visa application. Of course, you can also use your uni-leipzig email account as your primary account or check it with your other accounts if you have a mailing program that allows you to check and manage several accounts. To set your Leipzig account to forward, go to <https://mail.uni-leipzig.de> and use your AlmaWeb login details to log into your email account. Choose “studserv (Studenten)” for “E-Mail-Server” and select “English (American)” for “Sprache.”

The same username and password combination generated by the university will work to log into AlmaWeb as well. Keep this information accessible as you go through the application process, your semester abroad, and the thesis submission process!



Username
kh68qusa

Password
.....

Mode
Automatic

Server
studserv (Studenten)

Language
English (American)

Log in 

To activate the forwarding function for incoming emails, go to “Mail” > “Vacation” and type in your preferred email address. Check the “Keep a copy into the...”-box as well as the “activate”-box. Finally press “Submit” to save the changes. Incoming emails are now being forwarded to your preferred email address.

Forward (effective immediately!) - [inactive]

1. E-mail address:

myemail@gmail.com

2. E-mail address or empty:

Keep a copy into the mailbox (without this, the e-mail will be deleted!)

Forward only e-mails not classified as SPAM

activate deactivate

If you plan to actually use your uni-leipzig email address (recommended for your courses etc. here as this is how professors will get in touch with you), you might want to get rid of the cryptic combination of letters and numbers and replace it with your surname or any other meaningful elements of your name. To do so, go to “Mail” “Alias.” Now select your preferred suggestion as an alias address and press “Submit.” Once the alias address is activated you will be informed by email.

It is possible to add your Uni Leipzig email to an iPhone or Mac computer using the Mail app. To do so, you will need the information on this page (German only):

<https://www.urz.uni-leipzig.de/dienste/e-mail/konfiguration-des-e-mail-clients/>

However, it is also recommended that you set up the email to forward to an E-Mail address you use more frequently as this process doesn't always work.

You also MUST use this email address to create your housing application for the Studentenwerk (see “Housing: Student Dorm”), for your courses at Uni Leipzig, and anything else related to the academic side of the exchange. The Studentenwerk will not accept applications from non-university emails, even if you get the messages forwarded to another email.

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5. Visa Application and Health Insurance

5.1 Visa Application

Students who are U.S. Citizens (and students from from the European Union, the European Economic Area, Switzerland, Australia, Canada, Israel, Japan, New Zealand, or the Republic of Korea) do not need to obtain a visa prior to travel to Germany, but rather need to have a passport valid past the date of their departure from Germany at the end of the exchange program. You do have to obtain a residence permit once you are in Leipzig as your stay will be longer than three months. More information about your city registration and visa process will be discussed later in this document (see section 12).

International students need to obtain a “Visa for Study” prior to traveling to Germany, as you will stay in the country for more than three months for the double master’s degree program. Find out in advance about the entry regulations applying to your home country from the [German Consulate General in Chicago](#) (which is responsible for Ohio and the Midwest) or from the German Embassy or Consulate in your home country. Since you are already an international student at Ohio University, you will need to process your visa via the German Consulate General in Chicago.

Waiting until you return to your home country may create a situation in which the German Embassy in your home country declares itself as not authorized to issue the visa because you're studying abroad in the U.S. and should obtain your visa from the U.S.-based German Embassy in charge of the region where you study. In our case, this is the German Consulate General in Chicago.

We strongly recommend that you apply for your German visa as soon as possible, best right after you have completed your application for Leipzig University. Also, make sure you quickly submit your Letter of Admission from Leipzig University as soon as you receive it. The visa application process can be time consuming. Make sure you understand the documents you need to bring to the Embassy/Consulate. More information related to this process can be found in the Ohio University program informational brochure.

Click here for more information on visas from the German Missions to the US website: <https://www.germany.info/us-en/service/05-VisaEinreise>.

Universität Leipzig also has information for Visa and other entry requirements (see "Getting to Leipzig" section): <https://www.uni-leipzig.de/en/international/exchange-students-at-leipzig-university/before-you-arrive/>

Please be vocal about any questions or confusion you may have regarding this process! It is important that you understand the visa process and reach out to Dr. Bernhard Debatin with questions.

5.2 Health Insurance

To study in Germany and enroll at Leipzig University, you are legally required to have health insurance regardless of your immigration status, and **you cannot register for classes without it**. Ohio University mandates that all study abroad students, including those in the Leipzig program, buy the OU global health insurance because you are also enrolled as an OU student. **This insurance is your normal OU health insurance plus a specific surcharge for international coverage.** Leipzig University will accept the OU health insurance for completing your enrollment at Leipzig University.

If there is a gap between your normal OU insurance and the beginning of the international OU insurance, the *Ausländerbehörde* (foreigner's office) in Leipzig may require that you purchase an additional 3-month coverage from a private provider. This is pretty rare, but up to the discretion of your case officer. The most popular provider is Mawista insurance (see <https://www.mawista.com/en/>).

Something to note: If you make arrangements extend your stay an additional semester (for more on this, see section 16.3) and complete your thesis in Leipzig, you will need to obtain German health insurance *in addition to* OU's insurance coverage. While the Ausländerbehörde should accept your OU health insurance for the semester exchange, they may or may not agree to a longer-term visa without German health insurance. There are many options for this, and if you are eligible, please reach out to Program Coordinator Rosanna Planer well in advance.

It is important to note that there are FOUR different documents that you will need related to health insurance, which you need to pick up from OU's Office of Global Opportunities (OGO). Make sure you bring all of the following documents to each registration (uni and otherwise) just in case:

1. The SOS Card – this is your health insurance card, which you will take with you to the doctor's office if you go. It's about the size of a credit card.
2. The "Bestätigung des Krankenversicherungsschutzes" (Confirmation of Health Insurance Coverage) signed by OU's health insurance company – this is a university document, which you will need to officially enroll at the university.
3. Summary of Benefits (insurance policy) – this explains how to file a claim, what is covered, etc. and will be needed at *least* by the Ausländerbehörde since it provides actual information regarding your health plan.
4. Copy of Ohio University Claim Form – this form is important as you will need to use it if you ever need to get money back from the insurance company.

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6. Flights

Please do not buy your tickets before you know when exactly you have to arrive in Leipzig. We will communicate this as soon as the exact dates are known to us. If you arrive too early, you may have trouble finding an accommodation; if you arrive too late, you will miss mandatory orientation days.

When you book your flight, you have several options: You can either book a flight that gets you directly to Leipzig/Halle airport (LEJ) or you can book a flight to airports close to Leipzig and take a bus or train from there to Leipzig. The closest airports are Berlin Tegel (TXL), Berlin Schönefeld (SXF), and Dresden airport (DRS).

Transportation costs from these airports to Leipzig are between 10–40 EUR. The cheapest flights from the U.S. to Europe are typically offered by Norwegian Airlines (e.g. from New York/JFK via Oslo/OSL or Stockholm/ARN to Berlin Schönefeld/SXF) or WOW Air (e.g. Pittsburgh via Reykjavik to Berlin SXF). Condor Airlines also has moderately priced flights directly to Leipzig, but the airports of origin in the U.S. are limited (for example, BWI if you're in the DMV area).

Depending on the arrival date, time and airport, the connections to Leipzig may differ. As soon as you know your flight details, share them with the Program Coordinator (rosanna.planer@uni-leipzig.de), so she can assist in finding transportation options. ***Please check back to the first page of this document for updated arrival and departure dates.***

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7. Housing

Housing in student dorms is highly recommended, as the dorms are rather inexpensive, come furnished, and if you are applying early enough, are also guaranteed. These are not like American-style dorm rooms; rather, they are more akin to a small apartment with no living room/shared space outside of the kitchen and bathroom. However, if you prefer to live in a shared flat with roommates (Wohngemeinschaft or “WG”), you need to make these arrangements on your own. Because WGs are managed privately, we can support you with the search only to a very small extent. See section 6.2 for further information on WGs. Connecting with the German cohort who will be in Ohio while you are in Leipzig to see if a sublease can be arranged is also a possibility, though as is true with the WG option, not necessarily a guarantee. An invitation to join the private GMC Facebook group will be sent to you via email.

You should apply for a student dorm regardless of your preferences, as WGs are not guaranteed and finding housing (especially a semester sublease) in Leipzig for Winter Semester can be rather difficult. The contract with the Studentenwerk is not finalized until you sign the actual contract, so you can back out if you are able to make alternative arrangements prior to the handover of keys.

7.1 Student Dorm

Please apply for your space in the student dorms as soon as you receive your Letter of Admission (typically in May). It is really important to not delay the application because if you apply too late you are likely to end up with a less favorable dorm outside of the city center in an unattractive neighborhood. If you apply early enough, it increases your chances at being placed in a centrally located dorm.

Once you have applied for a place in a dorm (see instructions below), you will receive emails every one to two weeks from the Studentenwerk, asking if you’re still interested. You must respond to the prompts in these emails in order to keep your place in the housing lottery. *If you do not respond, they will drop you off the list with*

no notification. Please watch out for emails and information on the Studentenwerk [Facebook site](#) regarding the dorms.

Living in a dorm is rather inexpensive. Most rooms are 300 EUR per month or less, some are around 350 EUR. You will have to provide a safety deposit of 300 EUR, which will be returned upon your departure, as long as you do not damage anything. You can apply for a dorm room [here](#). **You must apply for a spot with your uni-leipzig email address, as these rooms are only open to students!**

There are only minor differences among the different residence halls. Detailed information about the residence halls is provided at <https://www.studentenwerk-leipzig.de/en/housing/our-student-halls-residence>. Moreover, Leipzig is a walkable and compact city. For you, as a student, most dorms are more or less close to where you are studying. However, we highly recommend you apply for a room in "Nürnberger Straße," "Am Gutenberg-Platz," "Am Bayerischen Bahnhof/Straße des 18. Oktober 17," "Philipp-Rosenthal Straße," or "Tarostraße" (you will be prompted to select your first, second, and third choices).

These are located in the city center and most are remodeled. Therefore, they are popular locations and an early application is needed to increase your chances to be placed in one of these dormitories. If you have trouble with your visa process, please apply and confirm the reservation anyway. While the reservation says it is binding, you can rescind easily. Even if you plan to find a WG, please also apply for the Studentenwerk dorms because it is not easy to find a WG (especially a sublease) for winter semester and there are no guarantees. You only officially commit to a Studentenwerk dorm when you sign the temporary contract around September 1.

Note: If you arrive in August and were to move into a dorm, you would have to pay the full monthly rate for August – therefore, the recommended option is to start your housing contract on September 1 and stay at a hostel/couchsurf/stay with friends for the days prior to the signing of your housing contract. There are plenty of hostels and hotels in Leipzig. Please contact the Program Coordinator after you have booked your flight and know your precise date and time of arrival in Leipzig. We will assist in identifying a suitable ground-transport possibility to the city and may also be able to help you find temporary accommodations.

Also, please note that your flight will arrive in Germany a day after your departure, e.g. if you leave the U.S. on the 25th, you will arrive in Germany on the morning of the 26th!

7.1.1 Application Process for a Student Dorm

The "Studentenwerk," which manages the student dorms, is a state-owned service provider independent from Leipzig University. To apply for a dorm room, you

therefore must create an account that is different from your AlmaWeb account (but using your Uni Leipzig email address).

1. Create a new user account at “Studentenwerk. Visit: <https://www.studentenwerk-leipzig.de/en/user/register> and type in your user name and email address.
2. An email will be sent to the provided email address (you must use your studserv.uni-leipzig.de email address). Open the mail and follow the link to activate your account.
3. Choose your password and language.
4. You have now created a user account and can log in to start the application process via <https://www.studentenwerk-leipzig.de/en/dormitory-application>.
5. Read the instructions and start the application process.
6. Choose “Universität Leipzig” as your university (default settings) and “Kommunikations- und Medienwissenschaften” as your course. Choose “Bilateral Student.”
7. Next page: Choose your preferred type of dormitory and select three favorite dormitories. We recommend to select three from the following list, as these are well located: "Nürnberger Straße," "Am Gutenberg-Platz," "Am Bayerischen Bahnhof/Straße des 18. Oktober 17," "Philipp-Rosenthal Straße," or "Tarostraße."
8. Choose the “start of contract” (September 1) and the “duration of stay” (6 month).
9. Next page: Enter your personal information.
10. Next page: Upload your **Letter of Admission** and choose the respective semester. (The system will probably ask for an enrollment certificate, but you will not have this until you arrive so the Letter of Admission will suffice.)
11. Next page: Review your details and enter in the open field titled “remarks” the following text:

“Hello, my name is xxx. I am a student of the double master’s degree “Global Mass Communication” at Ohio University and the Universität Leipzig. The master’s program includes an exchange semester. Therefore, I will be in Leipzig for only one semester from September YEAR until February YEAR. The program director Prof. Dr. Alexander Godulla told us to explicitly mention that he talked to Frau Müller about the accommodation of the Ohio students. I kindly request you to consider that information. Thank you very much!”

Including this text is extremely important, otherwise they will not recognize you as an OU student in the Double Degree and may deny the ability to only stay for six months (as opposed to the full year, which is the validity for a typical Studentenwerk contract). Just because you are part of this double degree program does not guarantee you a space in a Studentenwerk dorm; you must follow all of the instructions and processes for the Studentenwerk.

1. Send off the application.
2. As mentioned previously, every 1-2 weeks, the Studentenwerk will send you an email instructing you to confirm your application and your continued interest in a room in the student residence halls. Click on the link and follow the instructions **EVERY TIME**. **Failure to do so will result in you being kicked out of the system, which is first come first serve, without warning or notification.** If you are not receiving these emails to your uni-leipzig email account, contact (n.mueller@studentenwerk-leipzig.de) immediately and cc the Leipzig program coordinator Rosanna Planer (rosanna.planer@uni-leipzig.de).
3. Once the application process is registered, you will receive an email with a room offer and your personal authentication data. Carry out your authentication and accept the room offer within the given deadline.
4. After you accepted the room offer you will get an email with further information on the reservation and the dates to sign the tenancy agreement. If you will not be in Leipzig on the stated date let the Studentenwerk know and arrange a new appointment. They will typically not allow you to sign until at least September 1st unless you want to pay for the entire month of August as well.

Based on previous experience, it is recommended for your group to schedule signing appointments for the same day and as early in the morning as possible, as the office hours and the hours in which you're able to actually collect the keys from the Hausmeister often vary.

7.1.2 Tenancy Agreement for the Student Dorm

Once you arrive in Leipzig, one of the first things to do is to sign the tenancy agreement at the Studentenwerk. Your Program Coordinator will accompany you to the Studentenwerk, so please let him know the time and date of your appointment as soon as you have made these arrangements. To sign your tenancy agreement, you need to bring the following documents:

- Your passport
- 2 passport photographs
- Signed SEPA mandate (document that legitimizes the Studentenwerk to process direct debits from your German bank account; will be issued upon acceptance of the offer)
- Certificate of enrollment/acceptance letter (for presentation) resp. Letter of Admission
- One-time deposit of 300.00 EUR in cash
- First monthly rent in cash (EUR)
- Enrollment letter by OU for the 4th semester, in order to proof that you are authorized to sign a lease for only six months (regular lease period is one year)

On the Studentenwerk website you will find an example tenancy agreement, the current conditions of tenancy, the terms of use of the Internet access, and further information.

Note: If you do not yet have a German bank account, you only sign a provisional contract. Once your bank account is set up you need to see the people from the Studentenwerk again to sign the final contract (they will give you the information for this). This might be the case most of the times as you need a tenancy agreement to register with the citizen's office (Bürgeramt).

The contracts by the Studentenwerk are drafted for a period of at least 12 months by default. Therefore, you need to show proof that you will be in Leipzig for only one semester. This is best done by showing a letter from the Graduate Director of the Journalism School that states that you will be enrolled with OU the following (4th) semester and by referring to the agreement mentioned in the remarks. In the past, this has been part of the proof of scholarship/finances letter. When you sign both the provisional contract and the final contract, make sure to verify the dates of your contract to avoid further complications.

7.1.3. Signing and Handover of the Student Dorm

Please see the emails from Studentenwerk to know who your person in charge is. It also states their respective room number. You will sign the contract with that person. After signing the contract, you will be asked to go to a different room where you hand the first month's rent and deposit in euros (cash) in. You will be given a confirmation letter. After that you can move into your dorm.

The hand-over of the dorm will be processed by a specific Hausmeister (maintenance supervisor). You will be given the contact details. It is recommended to call your maintenance supervisor to let him or her know when you will arrive. It is helpful to arrange with your group to set up appointments on the same day, first thing in the morning, as there will be a wait and in the past, the Hausmeister was only available to give out keys until noon on the day that the contracts were signed.

Once you arrive at your dorm, the maintenance supervisor needs to see the confirmation letter given to you when you signed the provisional contract and paid the deposit and first month's rent. The maintenance supervisor can then prepare everything for the handover of your dorm.

There may be an official walk-through during the handover to check for damages, etc. Pay attention and state any damages of your dorm and take photos so you are not liable for them. Also make sure that your name is stated on the bell as well as on the mailbox (you will most likely need to change this yourself).

Dorm room features:

- Furnished with wardrobe, shelf, desk, chair and bed
- Kitchen/kitchenette with cooking facility and refrigerator
- Bathroom with shower and toilet
- NOT included are: bed sheets and linens, pillows, blankets, curtains and dishes (all of which are easy to obtain at Woolworth, Tedi, Primark, Ikea, etc. – see section “Life in Leipzig”)

Included in the rent are the following:

- All operating costs, such as electricity, water, heating, waste disposal
- Minor repairs, paint work
- Internet (typically 300GB/month): No WiFi is provided, so you have to bring your own network cable. If you do not have an Ethernet plug, you can purchase a wireless router from the store “Conrad” for about 21 EUR and it is relatively easy to set it up in the flat
- Approx. 30 TV channels (but no TV)
- NO additional payments concerning operating costs!
- Cleaning is NOT included. The tenants are obliged to clean the room and common rooms (e.g. kitchen, bathroom) within the flat by themselves.

7.2 Wohngemeinschaft (shared flat)

Many German students live in a “WG” (Wohngemeinschaft, i.e. sharing a flat with roommates). For that, the cost per month compared to the student dorms can sometimes be even less, though the Studentenwerk dorms are still very inexpensive. Living in a WG is the best way to get to know the German student lifestyle and make new friends. Finding a room in a WG is **not** easy from afar when you are not in Leipzig, and especially for the winter semester. This is because WGs looking for a new roomie usually want to meet potential candidates in person to get to know them. However, it is not completely unreasonable to find a room on a short-term basis.

Please be aware that we can only support you with the search to a very small extent and cannot take any liabilities.

You can look for WG rooms via <http://www.wg-gesucht.de/> or via various Facebook groups:

<https://www.facebook.com/groups/wg.wohnung.leipzig/?fref=ts>

<https://www.facebook.com/groups/wg.wohnungen.leipzig/?fref=ts>

<https://www.facebook.com/groups/516635011742898/?fref=ts>

<https://www.facebook.com/groups/438978889495715/?fref=ts>

You can either look out for room offers or post your own room search. Doing both is the most promising strategy here. If you look for a WG room you should inform yourself about the different areas in Leipzig, so you can specify and limit your search. A first impression is provided at <http://lostinleipzig.com/area-guides/>. Südvorstadt, Connewitz, Plagwitz and Lindenau are popular student places, but also the east of Leipzig, i.e. Zentrum-Ost, Reudnitz and Neustadt, are getting more and more popular lately.

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ARRIVAL IN LEIPZIG

8. Orientation Week

All OHIO students must attend the mandatory program orientation week. There are several events between your individual arrival and the start of the lectures:

General orientation by your Program Coordinator. The Program Coordinator will be there for you during your arrival week. A general orientation to the whole group (city tour, nearby grocery stores, campus tour, pubs, etc.) will also be provided.

Language course: During your language course (see next section), there are several activities designed to help you learn more about the different neighborhoods in Leipzig as well as to visit other cities in the region. All of the activities are mandatory for OHIO students. Additional details will be provided at the opening session.

Your Program Coordinator will issue a full schedule for you once you have arrived.

9. Language Course

This required course (taking place in September) provides intensive language instruction in groups of similar language level learners, as well as an opportunity to get to know Leipzig as a place of science, research, and study. The costs for the language course are covered by the DAAD, the federal German Academic Foreign Exchange grant organization.

The course includes the following general elements:

- Placement test at the beginning
- Approx. 30 hours/week of intensive German learning
- Language training (speaking, listening, reading and writing)
- Training in phonetics
- Exploratory field trips
- Final certificate of achievement with record of hours
- Possibility to acquire 4 ECTS-points

The course focuses on the development of language competence and skills:

- Training to develop oral and written communication skills
- Intensive vocabulary and grammar work
- Training in listening and reading comprehension

Furthermore, it also emphasizes that you get to know Germany and Leipzig:

- Cultural and German studies program (cultural events offered, including film evenings, regular pub nights with student tutors, international cultural evening)
- Coaching by teachers
- Field trips offered on weekends (required and included for students of the double master's degree)

The mode of instruction is a small-group approach with approximately 12 participants per group, providing intensive instruction with 4-6 units of 45 min each per day (Monday to Friday). Use of the university library and the university computer pools are free of charge during the language course. Opening and closing events are included as well as learning material.

Details of Registration for the course: The Leipzig program faculty will register all OU students. You will receive an email after registration.

For more information about InterDaF am Herder-Institut der Universität Leipzig, check out this link: <http://www.interdaf.uni-leipzig.de/learn-german.html>

Though this course is certainly helpful and the language of university instruction for this program is English, it is highly recommended that students take an introductory German course in the spring/summer prior to coming to Leipzig, especially if you have never taken German before. This is a complicated language, and you will need to use some German in your daily life (shopping at the market, taking public transportation, etc.) here in Leipzig.

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10. Banking

10.1 German Bank Account

You will need a German bank account for several reasons. It is required for your tenancy agreement because rental payments are done electronically through a direct debit authorization. *You will also need to pay the Uni Leipzig semester fee via bank transfer, and it is highly recommended to do this from your German bank account rather than from your American bank account as past program participants have had issues with transfers from US bank accounts going through properly.*

You can also withdraw Euros from your account – changing dollars is inconvenient and you need to pay an exchange fee. You can only change Dollars and other currencies in the “Reisebank” at the central train station, though this will incur an exchange fee. You can also get phone contracts with a German bank account.

Usually these contracts have better conditions (e.g. higher data volume) than prepaid cards.

To open up a German bank account in Germany you need to go to “Deutsche Bank.” The account for students under the age of 25 is free. **The Program Coordinator will set up these appointments for you during your orientation week and help make the necessary arrangements.**

You are required to bring:

- Your “Meldebestätigung” (registration certification from the Bürgeramt)
- Your Passport or ID
- The Letter of Admission or certificate of enrollment (“Studienbescheinigung”)

The staff at Deutsche Bank will be able to speak English and provide all contract documents in English language.

10.2 American Bank Account

While the account you typically use in Germany will probably be your German bank account, it is also important to prepare yourself and your bank to travel abroad. First of all, notifying your bank that you will be gone will help prevent your accounts from being frozen due to suspected fraudulent activity. Secondly, having the right bank account can also save you money when it comes to paying ATM fees. Germany is still a heavily cash-based society, so the ability to withdraw money from an ATM is paramount. Though it is possible to exchange cash at the Hauptbahnhof (main train station), this is typically not the most cost-efficient method of exchanging money.

There is an American banking institution called [Charles Schwab](#) that past participants have used. This is a brokerage and a checking account rolled together, but CS pays for *every foreign transaction fee and ATM fee* that you incur while traveling. So, while you can't use your card everywhere (if places take card, it's often EC card only, which is what you will get from Deutsche Bank), you will be able to use almost any ATM you come across, both in Germany and wherever else you may travel during your time abroad. As your Ohio University fellowship can only be direct deposited into a US-based account, you can set up a CS account to link and transfer money there, and then take it out at an ATM here (thus also waiving the wire transfer fee you would otherwise have to pay to send money to yourself here in Germany).

There are other cards out there designed for travelers (i.e. Chase Sapphire, PNC Travel, etc.), however not everywhere in Leipzig will accept card payment or non-EC card payment. Other options for turning your Dollars into Euros include Paypal's Zoom, Transferwise, and the old fashioned exchanging of cash. However, based on past participants' experience with this, getting the Charles Schwab (debit) card is the

most reliable and easy to manage option. (The only ATM it doesn't seem to work at is Sparkasse, one of the popular banks here, but there are plenty of other banks.)

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11. Enrollment at Leipzig University

After your arrival, you will have to see a staff member at the International Center for personal registration. Please make sure to transfer the semester fee as far in advance as you can. **The Program Coordinator will arrange appointments for enrollment for students of the double degree program.**

For details please see your AlmaWeb: "My Information & documents" > "Documents" > "Vorläufige Immatrikulationsbescheinigung" (provisional certificate of enrollment). Here you'll find all necessary information, otherwise see <https://www.uni-leipzig.de/studium/im-studium/rueckmeldung-und-semesterbeitrag/>. **You should transfer this fee from your German bank account as soon as it is set up**, as transferring it from an American bank account incurs high fees and takes longer for the university to receive and process. The staff at Deutsche Bank are able to help you do this before you get all of your online banking information via post.

To this appointment, make sure to bring along:

- Your Letter of Admission to Leipzig University
- Your passport (containing a valid student visa if you aren't a US or EU citizen)
- Your ID card (if you are an EU citizen)
- 2 biometric passport photos
- Proof of sufficient health insurance valid in Germany (see above, "Health Insurance")

12. Registration with the Municipal Authorities and Obtaining Your Residence Permit

12.1 Registration with the Bürgeramt (citizens' office)

Every international student, including those who do not have a pre-arrival visa requirement, **must be registered with the Bürgeramt (municipal authorities) two weeks after their arrival in Leipzig, or as soon as they have a housing contract.** As you need to have your Registration Certificate to get your "Residence Permit for Study," you need to do it before your visit to German Foreigner's Authority ("Ausländerbehörde"). Your Program Coordinator will arrange the appointments and accompany all of you to the Bürgeramt to complete the registration. You will be informed about the time and place prior the appointment.

You need to bring the following:

- Certificate of Enrollment (see AlmaWeb “My Information & documents” “Documents”/“Vorläufige Immatrikulationsbescheinigung” for a provisional certificate of enrollment, or your “Studienbescheinigung” if you already have it)
- Rental/tenancy agreement (provisional tenancy agreement)
- Completed and printed application form ([click here](#) for more info)

At the end of your appointment, you will be given a *Meldebestätigung* (registration) document, which you will need to get registered with the Ausländerbehörde (see next step) and will also need later to de-register before leaving Leipzig. It is recommended that you make a folder (no holes punched!!) for all of your important immigration, university, housing, etc. documents as you will need to produce them repeatedly throughout the semester.

12.2 Obtaining Residence Permit from the Ausländerbehörde (foreigner’s office)

Once you are in Germany, you must present your passport (for U.S. citizens) or visa (for other nationalities) to the German Foreigner’s Authority (“Ausländerbehörde”), who will convert it into a “Residence Permit for Study,” within three months after your arrival in Europe. For more details, see <http://english.leipzig.de/youth-family-and-community/foreign-nationals-and-migrants/foreigners-authority/>

All Ohio students will be guided to the German Foreigner’s Authority by the Program Coordinator after their arrival in Leipzig. However, you may want to inform yourself about the residence permit through the website of Leipzig University in advance: https://www.uni-leipzig.de/fileadmin/ul/Dokumente/International/Studieren_in_Leipzig/Austauschstudium_an_der_UL/vor_dem_Aufenthalt/Englisch/Residence_Permit_Students.pdf

To get the “Residence Permit for Study” you need to bring:

- Immatrikulationsbescheinigung (Certificate of Enrollment, called “Studienbescheinigung WiSe 20XX/XX” on your AlmaWeb)
- Meldebestätigung (Registration) paperwork from the Bürgeramt
- Passport and visa
- 2 biometric passport photos
- Rental/tenancy agreement
- Proof of health insurance valid in Germany
- Fees (for non-EU citizens, currently 112 EUR for the first payment) in cash or EC-card (i.e. your Deutsche Bank card). Note: No credit or debit cards accepted! This must be paid in cash or with the EC-card.
- [Completed application](#) for residence permit (see “Aufenthaltserlaubnis”)

You must have all of these documents printed, signed when needed, and ready to go prior to your appointment. Past students have also been required to provide bank statements showing how much money they currently have in their accounts, so it is also recommend to bring a printout of your bank details (both American and German accounts) in case your case officer asks for this.

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LIFE IN LEIPZIG

13. Your new home

Welcome to Leipzig! Now that some of the bureaucracy has been taken care of, you have some time to explore your new home. As previous cohorts will have told you, there is a lot to do in Leipzig. The following information has been provided/compiled by past program participants for your reference:

13.1 Work-Friendly Coffee Shops

Leipzig has a lot of really good coffee – you're sure to stay well-caffeinated in this city. Here are a few recommendations of places that are **usually okay with you bringing a laptop/other homework and staying for a couple hours** (not everywhere is):

- Coffee Culture (city center)
- Jimmy Orpheus (Schleußig)
- Café Trago (Abtnaundorf/Schönefeld)
- Café Kune (Volkmarsdorf)
- Coffee Fellows (city center)
- Franz Morish (city center - east)
- Café Tunichtgut (city center - west)

13.2 Sports Opportunities

Unlike Ohio University, Universität Leipzig does not have its own version of Ping. However, there are plenty of ways to get in a good workout while you're here. There are specialized fitness studios (for yoga, pole dancing, martial arts, etc.), but here are just a few regular gyms near the city center to get you started:

- [McFit](#) (about €20/month)
- [John Reed Fitness](#) (about €30/month)
- [Fitness First](#) (about €65/month on a 12 month contract)
- [Body Balance](#) - Women's Only Gym (about €30/month)

If the gym isn't your thing or you can't find your ideal sport class, you can also find sport classes offered by Universität Leipzig here: <https://www.zfh.uni-leipzig.de/> To sign up, you will need your Uni Leipzig email and information. These courses are first come, first served, so make sure to pay attention to when the sign up opens so that you can get into the courses you want.

13.3 Grocery Shopping

Grocery shopping in Germany isn't all that different from going to the stores in Ohio, but do note that grocery stores are **closed on Sundays!** (along with pretty much everything else, except some restaurants and coffee shops and the university library)

To get a handle on some of the different store options here, we have created this list:

- **Open air markets:** On Tuesday and Friday at Marktplatz you can find a large market, with fruits, veggies, cheese, meats, and flowers for sale. On Saturday there is a smaller market next to Höfe am Brühl, one of the malls here near the tram stop Goedelerring. There are more markets scattered throughout the city (mostly outside of the city center) that operate on different days. This is a great way to get super fresh produce, etc. Markets are CASH ONLY.
- **Grocery Stores:** There are two "levels" of grocery store here, the more expensive and the less expensive. The price difference isn't necessarily that big, and your grocery bill will most likely still be less than that in the U.S. per week, depending on your eating habits.
 - More expensive: Rewe, Edeka, Konsum
 - Less expensive: Kaufland, Aldi, Lidl, Netto, PennyMost of these stores will take EC cards (the Deutsche Bank cards you'll get), and some may take U.S. cards though this is not guaranteed. Cash is best.
- **Other/specialized groceries:**
 - Biomarkt (organic store; a lot of the products here are organic anyway, but the biomarkt stores have all natural products as well)
 - Unverpackt (bulk store; good place to buy granola, etc. for lower prices)

13.4 Other Shopping Notes

Unlike in the U.S., there is no real "one stop shop" a la Walmart or Target. Kaufland or Müller are probably the closest things to this. These are a few other shops that you'll want to know about for everyday needs:

- **DM** and **Rossmann** for cosmetics, toiletries, etc. DM also has a gluten free and vegan section.
- To get medicine, you will need to go to an **Apotheke**. A lot of medicines for cold and allergies you can get generic versions of here, but for anything stronger you will have to go to the doctor to get a prescription.
- **MäcGeiz** and **Woolworth** have a lot of cleaning and household supplies
- **McPaper** and **TK Maxx** have school supplies

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14. Phone plans and other personal set-up

Germany does not have wifi everywhere, and it is *highly recommended* that you have a way to contact your cohort/be contacted by program administrators if need

be. There are a few steps to take before leaving the U.S., and a few once you arrive here in Leipzig.

Before leaving the U.S.:

- Make sure your phone is unlocked. Go to your phone company (or call them) and ask. If your phone is prepaid and/or not yet paid off, you might need to do that prior to leaving. Your phone will not work in Germany (even with a new SIM card) if it is not unlocked. (This “unlock” is something only your phone company can do; it does not refer to you entering your passcode on the home screen)
- Your phone will also need to run on the GSM network (many US phones run on CDMA), so check with your provider in advance. Most iPhones and other advanced smartphones work with no problem, as long as they are unlocked.
- Suspend your American phone plan to save money (but retain your old phone number, if desired). Again, your phone provider can help you with this. If you have a GoogleFi plan, your phone should work just fine here without changing SIM cards, your number, etc.
- Smartphone users: Download and create an account for WhatsApp while you are still in the US, especially if you want to keep your American number. People use this instead of SMS/regular text messaging here. The app requires a confirmation code be sent to your phone via text message, which you won't be able to get if you don't have service when you arrive.

Once in Leipzig:

Purchasing a prepaid SIM card is the easiest option. Stores like Saturn or Media Markt will also sell SIM cards, you don't always have to go directly to the company. There are numerous options for phone plans, including AldiTalk, Vodafone, O2, and many others. Alternatively, if you don't have a smartphone, you can purchase an inexpensive flip phone and SIM card here to use. This can also be purchased at stores like Saturn or MediaMarkt.

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15. Travel hacks

While you're living in the heart of Europe, you'll probably want to do some traveling. There are numerous options for relatively inexpensive travel around Europe.

For Flights: check out RyanAir, EasyJet, EuroWings, Norwegian, Iberian, SwissAir, and any other regional providers you can find. RyanAir and EasyJet are the two main budget airlines found across the continent. Look for flights out of Berlin (SXF or TXL) as well – Leipzig's airport is super small, so there aren't as many flights to begin with let alone those that rival the price of the aforementioned airlines.

For Trains: Get a BahnCard 25 or BahnCard 50. You may have to pay for a year membership, but at €69 for a BC50 for students (25-50% off all Deutsche Bahn train tickets plus one-way local transit when you travel more than a certain number of kilometers on an ICE train), the card will more than pay itself off in the first few trips you take. Deutsche Bahn also has a “Sparpreis Finder” (saver fare finder) on its website, so you can find the cheapest possible tickets there too. If you’re traveling within this region, you can also look into getting a day-long “Sachsen-Ticket.” Starting at €24 and increasing by just €7 or so per person added (up to 5 on a ticket), you can travel around Saxony, Thuringia, and Saxony-Anhalt from 9am-midnight. This is the most affordable way to do a day trip to Dresden or Erfurt, for example.

For Busses: FlixBus is one of the cheapest ways to get around Europe, but also usually the most time consuming. Many people do complain of the busses frequently arriving late, but this is usually due to traffic and circumstances outside of the company’s control.

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16. Studying: what to expect

Above all, please remember that you are an ambassador for the program, the E.W. Scripps School of Journalism, Ohio University, and also the US in general while you are abroad. In particular, your behavior both in the academic sense and in your daily life in Leipzig will have a lasting impact on the future of the Double Degree Program. As a participant in this program, you are expected to always display a proactive, responsible, and polite attitude.

Communication is also very important, both with us and among you as a cohort. We are of course here to answer your questions and help you out as you make this transition to Germany, but we also expect you to work together as a cohort and share information as it comes. This goes along with your professionalism as representatives of Ohio University – without your cooperation and full participation, this program cannot exist.

Though this is a double degree program and you will be held to a high standard by both institutions, there are several notable differences in how courses, assignments, grading, etc. work in the U.S. versus in Germany.

16.1 Scheduling

At OU, you will typically take 3-4 courses per semester, which each meet 2-3 times per week each. In Leipzig, you will be enrolled in about 6 courses, each meeting once per week or every two weeks, depending on the professor’s schedule. This seems like a lot on paper, however in Leipzig, courses are taught in modules, so the

workload will end up being equivalent to your previous semesters at Ohio University. It is up to you to attend all courses and manage your schedule. Past GMC students have found that the workload feels lighter during the semester and there is time to travel and get to know the country/continent, but toward the end as you are working on all of your final papers, the time catches up with you. We will let you know when you arrive which final papers/projects you will need to complete. Be prepared and work in advance as much as possible. You should also take time during your exchange semester to complete and ideally defend your thesis proposal.

16.2 Assignments

At OU, having weekly response papers (such as those for Jatin's JOUR 8030 "Seminar in Mass Communication Theory" course) is typical. At Uni Leipzig, it is more typical to have weekly readings (typically without response papers), in-class discussions, then 1-2 presentations and a final paper. Unlike in the U.S., you are usually not graded for participating in class, but rather your entire course grade is based on your final paper and a course presentation if applicable. In the past, at least one class offered to our double degree students had students work together during course meetings to build and conduct a research project, which is then completed as a group paper for the final grade. Therefore, it is important to attend all classes and participate as doing so will serve to inspire paper topics, develop research ideas, aid your classmates in their research, allow you to further develop your network of academic contacts, etc.

16.3 OU Financing and Alternative Arrangements

Students who have a tuition waiver and stipend from Ohio University will be able to receive their stipend as a fellowship, covering the stipend and one credit hour at OU, during the five months of study abroad in Germany. This special status allows you to receive your stipend as a fellowship without the obligation to work as a GA during your semester abroad. **Keep in mind that this is a special privilege, not a right or entitlement and it can only be granted for one semester in Leipzig.**

During your time at Leipzig University, you must also be enrolled in one credit hour at OU in order to keep your student status and to receive your OU fellowship, if you are eligible for it. You are expected to enroll in JOUR 5020 (Thesis Proposal) and complete the proposal while in Leipzig (your third semester). It is your responsibility to enroll, pay the necessary fees, etc. Your fellowship can only be processed if you are enrolled at OU while in Leipzig, and there is no possibility for exceptions.

Leipzig is a wonderful city, and staying here might be on your mind as your time in Germany comes to an end. And as wonderful as it would be to stay, **this is not typically an option for students in the double degree program**, as the study abroad fellowship cannot be extended past the five months of the program. To

receive your tuition waiver and stipend in the fourth semester, you must enroll for the appropriate number of credit hours at OU and return to Athens right after the end of the “Vorlesungszeit,” **no later than February 15**, to resume your duties as GA.

If you intend to stay longer, you will have to find outside sources of funding and obtain permission in advance from Ohio Program Director Dr. Bernhard Debatin and the E.W. Scripps School of Journalism’s Graduate Director Dr. Aimee Edmondson. Approval for an extended stay does not come with funding; you will have to make your own arrangements in this case, even if permission for an extended stay is granted from the necessary people at OU and subsequently the Ausländerbehörde and/or the visa authorities. In exceptional cases (i.e. for specific research or using archives only available in Leipzig) individual arrangements for longer stays with funding might be possible, depending on availability of funds and merit of the project. This requires written application and explicit permission, detailing the specifics of this arrangement.

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16.4 University Systems

Various systems and processes at Leipzig University vary from the usual processes at Ohio University. For this reason, several common areas of confusion are laid out here. Please chat with your cohort, previous cohorts, and us directly if you are still confused about any of these differences (or anything else in this document). Each cohort so far has had a slightly different experience in the program, as it is still new and in development, so know that some cohorts may have had different experiences or deadlines from you. It is always better to make sure you understand all of the small (and big) differences than to assume you’ll figure it out later.

16.4.1 Grading system

Germany’s grading system is not ABCDF, as it is in the U.S. Rather, a scale of 1-5 is used at the university level, which doesn’t match exactly with the ABCDF system you’re used to:

1,0–1,5 *sehr gut* (very good: an outstanding achievement)

1,6–2,5 *gut* (good: an achievement which lies substantially above average)

2,6–3,5 *befriedigend* (satisfactory: an achievement which corresponds to average)

3,6–4,0 *ausreichend* (sufficient: an achievement which barely meets requirements)

5,0 *nicht ausreichend / nicht bestanden* (not sufficient/failed; doesn’t meet requirements)

16.4.2 Semester/Term confusion

As you will find, the semester in Germany is structured differently from that in the U.S. Not only will your weekly workload in Germany feel less intense than the first two semesters in Ohio (i.e. not as many weekly response papers), but the terminology used to explain the breakdown of the semesters is also quite different.

First of all, **“Vorlesungszeit” (lecture period) and “Semester” are two different things.** In the U.S., the semester includes 14 weeks of classes plus the exam week. All work is due at the end of the semester during exam week, including final projects. In Germany, however, the term “Semester” includes both “Vorlesungszeit” (usually 15 weeks of classes) and the semester break, which is still work time for completing research and final papers, just without classes. While we often refer to your time in Germany as your “semester abroad,” you are actually just in Germany for the Vorlesungszeit, the lecture period during which you attend classes.

Final papers/projects are usually only due after you leave the country. This presents numerous challenges with time management and scheduling, but past program participants have found that speaking to professors at the beginning of the semester and being proactive will allow many projects to be mostly complete prior to your departure from Leipzig at the end of the lecture period. **We strongly recommend** that you work with your professors and classmates to complete as much work as possible before leaving Leipzig, as you will return to Ohio with the spring semester already under way.

*This has been confusing to past groups, but to be very clear: **you will be in Leipzig only for the Vorlesungszeit/lecture period and will return to Ohio at the beginning of the Pause/break, which may or may not be much of a break, depending on when you turn in final papers.*** In your case, this is already partway through the spring semester in Ohio, so you will come back to your GA position, perhaps one last course, and your thesis (so there is not really a break for you between semesters). **Please keep in mind that you must return to OU at the latest by February 15** if you receive a stipend and tuition waiver and have GA duties.

16.5 Thesis Processes

Previous cohort members may have given you their two cents already, but it is important to note here: **if you plan to graduate on time, you must follow Ohio University timelines for your master’s thesis!** These can be found on the [Thesis and Dissertation \(TAD\) Services website](#), and you are solely responsible for managing your timeline according to these deadlines. This means that to graduate during the Spring semester following your exchange in Leipzig, you should have your thesis proposal complete and defended while you are still in Leipzig. Most

participants in this program have ended up graduating in summer semester or later. Meeting the “early for summer” deadlines will keep you from having to pay summer fees to Ohio University, but these should only be your backup deadlines as the thesis process *always* takes longer than expected and presents unforeseen hurdles at the last minute. Ultimately, this is up to you and your thesis advisor(s), but if past experience is any indication, you should be making significant progress on your thesis while in Leipzig.

Uni Leipzig’s requirements will fit within this timeline, and you only have to do the proposal and final defenses through Ohio University as those are not requirements from Uni Leipzig. It is important to note that while Ohio University has a minimum amount of time that must be spent working on the thesis between the proposal defense and final defense, Leipzig University strictly enforces a maximum timeline of 23 weeks.

It is highly recommended that you work on your thesis proposal prior to coming to Leipzig, including putting together part of your committee and beginning to draft the actual proposal, so that you can easily complete your thesis proposal defense while you’re in Leipzig. More information from the Ohio side can be found here:

<http://scrippsjschool.org/masters/>.

Please [click here](#) to view the master’s thesis process document. This document is to be used as a *guideline* as you go through the thesis process, as it helps explain how the processes from Ohio University and Leipzig University fit together. However, it is your responsibility to make sure you have updated dates and information from each institution.

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LEAVING LEIPZIG

17. Abmeldung

Everyone leaving Germany must de-register with the Leipzig city officials (Bürgeramt) within two weeks of your departure. If you do not do this, you will be considered in violation of your visa (overstaying) which could have negative repercussions if you plan to travel to Europe in the future. This is called *Abmeldung* and it is very similar to the *Anmeldung* process you went through at the beginning of your semester here.

Download the form found on [this website](#) (“Wohnung abmelden - Deregistration of residency”), fill it out, and bring it with your other documents and passport to the Bürgeramt, and they will help you with the process.

18. Ending the Studentenwerk Contract

When the time comes for your Studentenwerk housing contract to end, you will be requested to set up a move-out inspection appointment, report damages and repair requests, clean the flat very well, and request your deposit be returned in cash (at least two weeks in advance; recommended for students who will not have access to their Deutsche Bank accounts after the end of the semester – and also because it otherwise takes several months for the deposit to come back).

About six weeks before your contract ends, you will receive a version of the following email (sample provided by '18 grad Kate Hiller). Please read this carefully and follow the instructions as requested:

“Dear Ms. Hiller,

Your tenancy agreement will terminate on 28.02.2018. Thus, according to our conditions of tenancy you will have to move out no later than by 10 a.m. of the last working day (Monday - Friday) before the expiration of said agreement.

In order to make sure that the numerous move-outs at the change from one semester to the next run smoothly, we are asking for your support:

1) Please set up an appointment with your janitor no later than two weeks prior to moving out, either

a) personally at the janitor's office (during daily office hours)

b) via e-mail: hausmeister_wh120@studentenwerk-leipzig.de or

c) via telephone: 01761-9659 823.

It is imperative that this appointment be kept.

2) Already report any necessary repairs now online under www.studentenwerk-leipzig.de/user/login (after registering). You will not be charged for any damages caused by normal wear and tear.

3) Make sure that your room but also the kitchen and the bathroom are ready for handover on the date of your move-out. To this end, please consider our checklist included in the attachment.

Important note: Kitchens and bathrooms also have to be returned in a clean state.

Concerning cleaning, please coordinate with your roommate. If your room, kitchen or bathroom is not in good order when returned to the janitor, due to time constraints a special company will have to be hired at your expense.

We are happy to answer any further questions you may have.”

The dates and contact information for you may be different, as you may not live in the same place or have the same Hausmeister, so please refer to your individual letters for additional information. This will also come with a PDF with more specific information from the Studentenwerk, when the time comes for you to begin the move out process.

Please note: if you do not live in a Studentenwohnheim, you do not have to go through this process. However, you do need to figure out what your own move-out procedure will be and if there are any forms you will need for/from your landlord to confirm this for your Abmeldung (see previous section). If you do not request to receive your deposit in cash in time, you will have to keep your Deutsche Bank account open to receive the deposit in a few months.

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19. Shutting down German bank account

Before leaving Leipzig, you will need to shut down your Deutsche Bank account, as you will no longer need it once you're back in Ohio. Check with your Deutsche Bank contact about the specific process for doing so, as it may change over time or based on various circumstances. In past years, students have only needed to fill out a form and turn it into the bank about a week prior to their departure from Leipzig, but this may not be the case all the time.

20. Course completion

When you begin the semester, make sure your professors are aware of your situation and that you will not be in Leipzig after the conclusion of seminars at the beginning of February. In some cases, professors have been amenable to pushing deadlines forward so that you can complete your papers during the semester (it is typical to finish the seminars, *then* work to complete papers during February and March). If you are working on group papers, please make sure your group is on the same page as well. So far this hasn't been an issue for our students, however notifying professors in advance and staying on top of deadlines will only help you as you work to complete this double degree.

21. Applying for Uni Leipzig Graduation

This information is found in a separate document. Please follow this closely as you get to your thesis defense, as the process begins early. [Click here](#) for more information about the thesis/graduation process at Uni Leipzig. **A combined OU-Leipzig thesis process document is in the works, so please stay tuned and don't be afraid to ask questions whenever you have them. This process is like a puzzle with the two degrees/systems, but it is easily manageable when you stay organized and on top of deadlines.**

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CONFIRMATION OF UNDERSTANDING OF THIS DOCUMENT

Please print and sign this page and email a PDF/scan of it to Program Coordinator Rosanna Planer (rosanna.planer@uni-leipzig.de).

Date (DD/MM/YYYY): _____

I, _____ (print full name) have **fully read, understood, and now take responsibility to follow** this information provided for my study semester at Universität Leipzig, Winter Semester 20____/____.

OU Email: _____

Please note: This information may be updated without explicit notice. Therefore, it is important to check back as you complete each step and obtain the proper documentation in advance of each appointment. If any *significant* changes are made to this document, you will be informed via email.

Any questions regarding this guide can be directed to Program Coordinator Rosanna Planer (rosanna.planer@uni-leipzig.de).

Signature: _____