

## Department

Postal Address	University of Siegen International Student Affairs Adolf- Reichwein Str. 2 57068 Siegen
Campus	The Student Service Center (SSC) is located on Adolf- Reichwein Campus (AR) in Siegen-Weidenau.
Web	Department <a href="http://www.uni-siegen.de/isa">www.uni-siegen.de/isa</a> Overseas Exchanges <a href="http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/">http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/</a>

## Contact

Overseas Exchange (Inbound and Outbound)	Ms Susanne Engelmann AR- SSC 122 e-mail: <a href="mailto:susanne.engelmann@zv.uni-siegen.de">susanne.engelmann@zv.uni-siegen.de</a> phone: +49 271 740-2004
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## Application and Admission

Requirements	The requirements given in the inter-institutional agreement between home university and host university apply. Students should be of good standing and need to present evidence of their language proficiency in English (and German).
Application Procedure	Exchange students are selected and nominated by our partner institutions. The nominees receive an invitation to apply online by e-mail.
Application Deadlines	Winter Semester (Semester 1) 30 April Summer Semester (Semester 2) 31 October
Application Documents	The online application includes <ul style="list-style-type: none"> <li>▪ Online Registration Form</li> <li>▪ Letter of Motivation (in English or German)</li> <li>▪ Résumé in tabular form (in English or German)</li> <li>▪ <a href="#">Preliminary Study Plan</a></li> <li>▪ Transcript of Records (in English)</li> <li>▪ Language Certificate: English: B2 (TOEFL ITP: &gt;543, TOEFL iBT &gt;72, TOEIC &gt;785, IELTS &gt;5.5) German: B2</li> <li>▪ Passport copy</li> <li>▪ Passport-sized photo</li> </ul>
Admission	After the application deadline, applications are reviewed. Applicants who meet the requirements receive an offer of admission within 4 to 6 weeks.
Registration	All admitted students need to complete the online pre-registration on <a href="#">unisono</a> to accept their offer of admission and request in-person registration. Instructions and deadlines are sent by e-mail to all admitted students. The in-person registration and the payment of the semester fee are part of the Orientation Days. Students arriving earlier or later may register by appointment. Registration upon appointment less than one week before the Orientation Days is not possible.
Dispatch of Documents	Official documents, such as letters of admission or transcripts, will be sent to the International Office at the partner institution by airmail. Students receive digital copies of the documents by e-mail.

### Further Information:

[http://www.uni-siegen.de/isa/studieren\\_forschen\\_in\\_siegen/uebersee-austausch/](http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/)

## Scholarship

STIBET Contact Scholarship	For international exchange students from partner institutions who do not participate in a funded exchange program, we offer STIBET contact scholarships for the first semester of exchange. Usually the scholarship is offered two one student per partner institution for a duration of four months. The grant amounts to approx. EUR 260 per month. All exchange applications of admitted students are considered and reviewed with regard to academic
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achievement, language proficiency, professional and international experience as well as social contribution.

## Important Dates

### Academic Calendar

**Winter Semester** (Semester 1): 1 October 2018 – 31 March 2019  
 lecture period : 8 October 2018 – 1 February 2019  
 lecture-free period: 2 February 2019 – 31 March 2019  
 Christmas break: 22 December 2018 – 6 January 2019

**Summer Semester** (Semester 2): 1 April 2019 – 30 September 2019  
 lecture period: 1 April 2019 – 12 July 2019  
 lecture-free period: 13 July 2019 – 30 September 2019  
 Whitsun Break: 7 – 11 June 2019

The [academic calendar](#) does not include pre-defined exam weeks. Examination and test dates are determined by the respective department and/or faculty. Exams may take place during the lecture-free period. Please note that not all departments allow students to complete a course before the scheduled exams. Students need to contact the professors and ask for permission to prepone or re-schedule the final exam or submit a final paper before a given deadline.

### Orientation Days

The Orientation Days in winter semester take place in early September (for participants of the Intensive German Course) and late September (for late arrivals).  
 Due to the early start of lecture period in summer semester 2019, the Orientation Days will take place in mid-March.  
 The exact dates are given in the letter of admission. The schedule is sent to all accepted students and is further published on our website.

### Further Information:

[http://www.uni-siegen.de/isa/studieren\\_forschen\\_in\\_siegen/uebersee-austausch/](http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/)  
<http://www.uni-siegen.de/zsb/termine.html>

## Courses and Credits

### Credits

In accordance with the European Credit Transfer System (ECTS) 1 credit point is worth 30 hours of work, including contact and non-contact time. A semester of full-time study equals 30 ECTS.

### Grading scale

Grade	Definition	
<b>1.0 to 1.5</b>	sehr gut	very good
<b>1.6 to 2.5</b>	gut	Good
<b>2.6 to 3.5</b>	befriedigend	Satisfactory
<b>3.6 to 4.0</b>	ausreichend	adequate
<b>4.1 to 5.0</b>	nicht bestanden	Failed

### Courses

The majority of courses offered at the University of Siegen are taught in German. Many of them are open to incoming international exchange students, provided they meet both language and subject prerequisites. International graduate courses are restricted. For course offerings visit our student information system [unisono](#).

### Courses in English

Courses taught in English are offered regularly in the following study programs:

School	Study Program	Study Level
School of Arts and Humanities	History	Master
	Literary, Cultural and Media Studies	Bachelor, Master
	Language and Communication	Bachelor, Master
	Social Sciences	Bachelor, Master
School of Economic Disciplines	Business Administration	Bachelor, Master
	Economics	Bachelor, Master
	Economic Law	Bachelor, Master
	Business Information Systems	Master
School of Science and Technology	Chemistry	Master
	Physics	Master
	Mechatronics	Master

Language Courses

The language center *Sprachenzentrum* offers an Intensive German Course in September for all exchange students starting in winter semester. Students need to register until mid to late July. The registration form is sent to all applicants once they are accepted.

For students starting the exchange in summer semester the Sprachenzentrum offers a one-week workshop "German as a Foreign Language" following the Orientation Days.

Additional German language courses are offered during the semester by the language center. Students should register early after registration using our student information system [unisono](#).

Contact:  
 Sprachenzentrum  
 Mrs Birgit Graumann  
 Weidenauer Straße 118  
 57076 Siegen

e-mail: [sprachenzentrum@spz.uni-siegen.de](mailto:sprachenzentrum@spz.uni-siegen.de)  
<http://www.uni-siegen.de/sprachenzentrum/home/>

Transcripts

Once all grades and credits for registered exams have been compiled by the respective examination office, transcripts can be issued.

Students of the School for Arts and Humanities (Faculty I) and the School of Economic Disciplines (Faculty III) receive their transcripts from the Department of International Student Affairs.

Students of the School of Architecture, Education and the Arts (Faculty II) and the School of Science and Technology (Faculty IV) need to request the transcript in person or by e-mail at their examination office. The transcript is sent to an address as given by the student.

Further Information:  
[http://www.uni-siegen.de/isa/studieren\\_forschen\\_in\\_siegen/uebersee-austausch/](http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/)  
<http://www.uni-siegen.de/sprachenzentrum/home/>

### Accommodation and Expenses

Semester Fee

Students registered at the University of Siegen are not charged tuition. However, there is a [semester fee](#) that amounts to approx. EUR 260. The fee includes a semester ticket for public transportation in Siegen and North Rhine-Westphalia.

Accommodation

The student services organization *Studierendenwerk Siegen* provides rooms in student residencies on and off campus. Students should apply early as rooms are limited and student numbers are constantly rising.

Please note that dishware, cookware and bedding are not included. A bedding set (pillow and pillow case, blanket and blanket case as well as bed sheet) is offered by the *Studierendenwerk Siegen* for approx. EUR 50.

Please note that the minimum rental period is 3 months. Rental agreements start on the first day of a month. If the first day of a month is a Saturday or Sunday move-in day is the subsequent Monday.

Contact:  
 Studierendenwerk Siegen  
 Ms Anne Wagener  
 Hölderlinstr. 3  
 57076 Siegen

E-Mail: [anna.wagener@studierendenwerk.uni-siegen.de](mailto:anna.wagener@studierendenwerk.uni-siegen.de)  
<http://www.studierendenwerk-siegen.de/internationales/kontakt/>

Cost of Living

According to the German Academic Exchange Service monthly cost of living for international students in Germany amounts to EUR 800.

Further Information:  
[http://www.uni-siegen.de/isa/studieren\\_forschen\\_in\\_siegen/uebersee-austausch/](http://www.uni-siegen.de/isa/studieren_forschen_in_siegen/uebersee-austausch/)  
<http://www.studierendenwerk-siegen.de/wohnen/wohnanlagen/>  
<https://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/9198-financing-your-studies/>  
[https://www.study-in.de/en/plan-your-stay/money-and-costs/cost-of-living\\_28220.php](https://www.study-in.de/en/plan-your-stay/money-and-costs/cost-of-living_28220.php)

### Visa and Arrival

Visa exemption

International student from **Argentina, Australia, Brazil, Chile, Israel, Japan, Mexico, Republic of South Korea, Singapore, the United States of America** are allowed to travel to the Federal Republic of Germany for up to 90 days

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without having to obtain a visa. Within this period of 90 days students who wish to study in Germany have to apply for a residence permit at the foreigners' registration office *Ausländerbehörde* responsible for their place of residence. Students are allowed to register in person at the University of Siegen upon presentation of a valid passport even before the application for residence permit. For a full list of visa requirements and exemptions visit

<http://www.bamf.de/EN/Migration/Studieren/studieren-node.html>

Visa requirement

Students from countries other than listed above have to submit their visa applications as well as all required documents in person at the German mission responsible for their place of residence. Please refer to the German mission closest to you for further information.

Directive 2016/801/EU

For **non-EU students** who are already registered at an institution of higher education **in another EU member state** and wish to study for one semester or an academic year in Germany, rules on mobility have been eased. A directive will be transposed until 23 May 2018.

In order to be able to exercise mobility in Germany, the host higher education institution in Germany needs to send a notification to the National Contact Point at the Federal Office for Migration and Refugees.

The following documents have to be sent by e-mail to the department of International Student Affairs

- notification form
- the residence permit issued by the first EU Member State,
- a recognized, valid passport/replacement passport,
- evidence of participation in a Union or multilateral program incorporating mobility measures and of the validity of an agreement between two or more higher education institutions,
- proof of admission to the host higher education institution, and
- proof of subsistence.

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Arrival

Students should arrive before Registration Day and inform us about your travel plans at least three weeks prior to their date of arrival. A pre-arrival form is sent to all admitted students by e-mail.

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Health Care

For all students wishing to register at the University of Siegen a valid health insurance coverage is compulsory. Please note that a travel health insurance policy is not sufficient.

Students from outside the EU or from a country that does not have a social security agreement with Germany should check with their insurance company if their insurance policy is recognised. If the coverage is not recognised in Germany, students need to take out an insurance policy in Germany.

Currently the Student Services Organization in Siegen (*Studierendenwerk Siegen*) does not offer a service package for international students that includes health insurance coverage.

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Further Information:

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<https://www.auswaertiges-amt.de/de/einreiseundaufenthalt>

[http://www.auswaertiges-amt.de/DE/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/DE/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

[https://www.study-in.de/en/plan-your-studies/requirements/health-insurance\\_27548.php](https://www.study-in.de/en/plan-your-studies/requirements/health-insurance_27548.php)

<https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-organising-health-insurance/>

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