



Information Sheet for Student Exchange

Please note that fields marked as follows **E+ICM** contain special/additional remarks for Erasmus+ International Credit Mobility only.

Please note our current Covid-19 Information at https://www.uni-jena.de/en/international_Corona

General Information

Address	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
Email	incoming@uni-jena.de
Web address	www.uni-jena.de/international
Fax	+49 3641 9401522 or 9401512
Erasmus code	D JENA01

Contact Persons at the Friedrich Schiller University Jena International Office

Head of the International Office	Dr Claudia Hillinger claudia.hillinger@uni-jena.de	+49 3641 9-401501
Erasmus+ incoming students	Sylvia Canario Acosta sylvia.canario@uni-jena.de	+49 3641 9-401525
Erasmus+ICM, bilateral exchange incoming students	Sophie Schwarz sophie.schwarz@uni-jena.de	+49 3641 9-401527
Course schedule, Learning Agreements, Transcripts of Records	Stefanie Müller incoming@uni-jena.de	+49 3641 9-401524
Mentoring programme	Britta Möbius ib-mentoring@uni-jena.de	+49 3641 9-401530
Support	Dr Britta Salheiser britta.Salheiser@uni-jena.de	+49 3641 9-401521
Bilateral Agreements (Europe)	Jana Blumenstein jana.blumenstein@uni-jena.de	+49 3641 9-401511
E+ICM agreements, finances, staff nominations	Franziska Bröckl erasmusplus_international@uni-jena.de	+49 3641 9-401562



Academic Calendar

Winter semester	1 October – 31 March
Summer semester	1 April – 30 September

The lecture and exam periods for each semester are subject to changes.

↳ For details, please see:

<https://www.uni-jena.de/en/start+studying+international> .

Nomination and Application Procedures

Periods and deadlines		
Recommended nomination period	Winter semester and full academic year	1 May – 30 June
	Summer semester	15 October – 30 November
E+ICM nomination period	Winter semester and full academic year	1 May – 30 June
	Summer semester	15 October – 30 November
Application deadline for students	Winter semester and full academic year	15 July
	Summer semester	15 January
Procedures		
Nomination procedure	The partner university nominates students for the upcoming exchange semester or full academic year. Please use the excel form and make sure the nomination includes all the students' relevant data. Please send us the completed excel sheet until 30 June / 30 November.	
E+ICM nomination procedure	The International Office of the University of Jena will contact E+ICM partner universities in May/October to inform them about the number of available E+ICM scholarships. Using the excel sheet we send you, please nominate selected candidates plus at least three candidates to replace possible dropouts. If students are nominated outside E+ICM (via bilateral partnerships), please add them in the same nomination platform.	
Requirements		
Student status	At the time of application, applicants should be at least in their second semester of university education and must remain enrolled at their home university while studying in Jena.	
Language proficiency	Sending institutions should make sure they nominate students with sufficient language abilities. We do not ask for any test certificates. We strongly recommend guest students to prepare for their studies in Jena by learning enough German to be able to follow the instructions, successfully pass exams, and live in Germany. Only few courses are taught in English. The minimum level required for either language is B2 according to the Common European Framework of Reference for Languages. To find out whether a study programme is offered in German or English , please select either of these languages in the following search mask: ↳ https://www.uni-jena.de/en/Studies/Study+programme.html .	
Application procedure	<ol style="list-style-type: none">1. Students must apply online after being nominated by their home university. The link is sent to nominated students by email.2. Print the application pdf.3. Sign the application on the last page.4. A passport photo is required on the according student ID page.	



5. Send the application with a copy of the personal data page and a passport/personal ID card copy
6. by email to incoming@uni-jena.de and
7. by airmail to Friedrich Schiller University Jena
International Office
Fürstengraben 1
07743 Jena
Germany

Please note the **deadlines 15 January / 15 July**.

Study Programme

Credit system	<p>Friedrich Schiller University Jena works with the ECTS system. Students may earn ECTS credits in all courses, provided that they take part regularly and fulfil the course and exam requirements. The number of credits earned depends on the type of course and workload. The EU standard is 30 credits per semester.</p> <p>↘ University of Jena Credit information: https://www.uni-jena.de/en/gueststudies+courses.</p>
Corona situation	<p>Please check our information about the current Covid-19 situation at https://www.uni-jena.de/en/incoming+coronainfo as well as the organisation of guest studies and ECTS regularly: ↘ https://www.uni-jena.de/en/gueststudies.</p>
Course/ programme catalogue	<p>Past and current courses as well as upcoming courses for the according consecutive semester are available in the course catalogue. Please note that not all courses are offered every semester. Guest students should choose courses from their academic field but may also choose freely from the courses offered in related fields (except Medicine, Dentistry and Pharmacy). They may take part in individual courses as well as in modules (course units).</p> <p>Having made a choice, students have to make sure their home university agrees to their plans.</p> <p>↘ Course catalogue: https://friedolin.uni-jena.de.</p>
Learning Agreement and course schedule	<p>Students should ask their home university which and how many courses they should take (EU standard is 30 credits per semester). The Learning Agreement contains all chosen courses and their corresponding credits and is signed by all parties. After arriving in Jena, students will take part in the information sessions for guest studies and create their final timetable.</p>
E+ICM Learning Agreement and course schedule	<p>Students benefiting from an E+ICM scholarship are required to accomplish 30 credits per semester and should fill in their Learning Agreement accordingly.</p>
Final theses/ research projects	<p>Students not taking part in regular courses but pursuing an individual project or research, for example for their master's thesis,</p> <ol style="list-style-type: none">1. have to find an academic supervisor at Friedrich Schiller University Jena able and willing to supervise their research/project work by themselves.2. Together with that supervisor, they must prepare a Supervision Agreement for Guest Students (↘ https://www.uni-jena.de/en/guest+studies+application) which sets out the commitment of student, the supervisor at the University of Jena as well as the supervisor at the home institution. This document forms part of the application process.



	<p>They are to arrange regular meetings with that supervisor to discuss the project's progress and workload.</p> <p>3. The supervisor's final evaluation is the basis for the Transcript of Records and Confirmation of Stay.</p>
E+ICM final theses/ research projects	Students and doctoral candidates within the E+ICM programme conducting research must draw up both a Learning Agreement (EU requirement) and Supervision Agreement (University of Jena quality insurance requirement). For thesis/research projects, a number of 30 credits should also be aimed for.
Transcript of Records	The International Office at the University of Jena issues a Transcript of Records for all guest students taking part in regular courses after each semester.

Accommodation

General information	There is no automatic room reservation. Students must find accommodation themselves. As student housing is in high demand, finding a room is very difficult, especially in the winter semester. We therefore highly recommend applying for student dormitories. Guest students will be prioritised. The website below informs about all rooms, location, equipment of dorms, and prices.	
Application	Apply online at the student services organisation <i>Studierendenwerk Thüringen</i> : ↘ https://www.stw-thueringen.de/wohnen/bewerbung/online-bewerbung.html .	
Application deadlines	Winter semester and full academic year	15 July
	Summer semester	15 January
Application confirmation	It is necessary to confirm the application by replying to an email sent by the accommodation service.	
Duration of lease	Rooms are usually let for 6 months, i.e. 1 October – 31 March, 1 April – 30 September. Guest students may rent rooms for 4, 5 or 6 months but should make that decision before signing the contract. The decision should take into account that the exam period starts at the end of the lecture period and may last until the end of February/August.	
Allocation	Room offers are sent by email in early September/March and must be confirmed by replying to the email offer in order to keep the reservation.	

Preparation, Arrival, and Enrolment

Support programme	All students who request it may get a volunteer student mentor from Jena who helps them to deal with the bureaucracy after arrival. Students should register for the mentoring programme at ↘ https://www.uni-jena.de/en/initial+mentoring+students .
Enrolment	The exact date, time, and place of the enrolment at Friedrich Schiller University Jena will be communicated in the admission letter. Erasmus+ students are expected to enrol on 01 April/October, otherwise they might risk a reduction of their scholarship, depending on their home university's rules. Students should use the Enrolment Guide for preparation: ↘ https://www.uni-jena.de/en/enrolmentguide.html .



Orientation week, Welcome Days	<p>Before lectures start, Friedrich Schiller University Jena offers an Orientation Week in order to introduce new students to each other, to the city and the University. Information about the Orientation Week is sent by email about one month before the semester begins.</p> <p>The Welcome Days, a five-week series of events, help to introduce new students to the University and region, to other students and student life.</p> <p>↳ https://www.uni-jena.de/en/start+studying+international</p>
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Estimated Costs of Living (per semester/6 months) in EURO

Tuition fee	0
Semester contribution	265 incl. regional public transportation ticket
Accommodation	2,700
Learning materials	150
Healthcare insurance	600 (see remarks below)
Visa/residence permit	100 for non-EU students
Other expenses	1,800 depending on individual needs
Cash amount needed for the first 4 weeks	It is recommended that students bring at least €750 in cash for the expenses of the first month and a debit card or credit card. Students may have to open a German bank account for paying rent, health insurance fees and regular debits.

Visa Requirements and Residence Permit

Entering Germany	<p>EU citizens or citizens of Australia, Brazil, Canada, El Salvador, Honduras, Iceland, Israel, Japan, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, South Korea, the United Kingdom and the USA may enter Germany without a visa.</p> <p>Non-EU citizens studying at a university within the EU will be asked by us separately to take part in the mobility scheme of the Federal Office for Migration and Refugees (BAMF) for a residence permit application.</p> <p>Everybody else must apply for a visa for study purposes at the German diplomatic representation in their country of residence about 6-8 weeks before leaving, using the University of Jena letter of admission. Students <u>must not</u> enter Germany for study purposes with a tourist or Schengen visa under any circumstances.</p>
Residence Permit and Study Visa	<p>After arrival, all international students have to register at their local resident registration office. All non-EU-citizens without a study visa/residence permit also have to go to their local Immigration Office.</p> <p>They will receive an electronic visa card (fees: €100). All international students must be able to submit a proof of funding for their stay in Germany ("Finanzierungsnachweis"). They must submit this document to the local immigration office on demand (this also applies to EU citizens). This document may be a scholarship/ grant certificate, a letter of their home university or a letter from their parents.</p>



Health Insurance

General remarks	<p>Before registering at the University of Jena, all students under 30 years have to register at a German statutory health insurance. Currently, the insurance fee amounts to approx. €110 per month (2021); European Health Insurance Cards are accepted as equivalent. The statutory health insurance sends a note of insurance to the University.</p> <p>All non-EU students older than 30 years should opt for one of the following German private health insurance providers: <i>Advigon/Educare24</i>, <i>Hanse Merkur</i>, <i>Mawista</i>, <i>Vela optimal</i> or <i>Würzburger</i> (information and application online), because this is necessary for obtaining a residence permit.</p> <p>Please note that international travel or emergency medical insurances may be required when applying for visa and travelling to and from Germany. However, they do not suffice as a student health insurance.</p> <p>Every student should have a sufficient vaccination and bring proof in German, English or French with them. Special regulations for Covid-19 vaccinations apply:</p> <p>↘ https://www.uni-jena.de/en/international_Corona.</p>
European Health Insurance Card (EHIC) or equivalent, DAAD or Fulbright health insurance	<p>EU citizens who have got a European Health Insurance Card (EHIC) or an insurance based on a bilateral agreement must take this to a German statutory health insurance to be exempt from taking out a German insurance. The same procedure applies to students with a DAAD or Fulbright scholarship related insurance (Switzerland, BH 6 from Bosnia Herzegowina, D/RM 111 from North Macedonia, DE/MNE 111 from Montenegro, DE 111 SRB from Serbia, A/TN 11 from Tunisia and A/T 11 from Turkey).</p>

Miscellaneous

Language Centre	<p>The University Language Centre offers courses in several modern languages with special regard to scientific terminology. During their studies, foreign students may attend a German course to improve their German skills. Classes in various languages are available for €20 per semester. The courses range from those for beginners to courses at intermediate and advanced level.</p> <p>↘ https://www.uni-jena.de/en/Language_Centre.html</p>
Sports Centre	<p>The Sports Centre at Friedrich Schiller University Jena offers several sports facilities and courses ranging from American football to Zumba. Participation fee and accident insurance usually cost €20 per semester. Registration for courses starts 1-2 weeks before the beginning of the lecture period.</p>
Student groups	<p>Student life of international students at the University is a diverse one. There are numerous intercultural groups, for example, the International Room and Erasmus Student Network, and many more. They organise many events such as parties, excursions and trips, visits to the theatre or museum, the International Food Fair, the International Days, and the International Concert. The student choir, university orchestra, theatre groups, and diverse groups welcome everyone.</p> <p>↘ https://www.uni-jena.de/en/free_time</p>



Jobs, career services	Employment usually requires a good command of German. Non-EU-students should take into consideration that they are only allowed to work for up to 120 days per year. EU citizens are equal in law with German students so that they do not require any work permission. The Career Point of the University gives advice regarding internships and career planning.
Support and advice	The International Office is a student's first contact whenever they have any questions or problems. There are also many other institutions in the city that provide support or legal and psychological advice to international students.
More information	<ul style="list-style-type: none">↘ https://www.uni-jena.de/en/gueststudies↘ https://www.uni-jena.de/en/enrolmentguide.html↘ https://www.facebook.com/UniJena↘ https://www.youtube.com/user/UniJena↘ https://www.instagram.com/unijena

University Jena on social media:

