

Guidelines for nominated Erasmus+ students from partner countries (non-EU)

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A. General information

Who is eligible?

- You must have completed at least the first year of your Bachelor's degree before you can start studying abroad.
- You will stay enrolled with your home university for the whole time you are abroad.
- Your language skills must be good enough for you to follow the courses offered by FAU (e.g. English for certain Master's degree programs and German for all Bachelor's and most Master's degree programs).
- Your home university may have other requirements. Please, take note of any specific information given by your university.
- Students normally spend one semester at FAU.

Applying for admission to FAU

Once you have successfully applied for the Erasmus+ program and have been nominated by the Erasmus coordinator at your university, you will need to apply for admission as an exchange student to FAU. The deadlines are:

- 15 April for the following winter semester (starting September / October)
- 15 October for the following summer semester (starting March / April)

You will receive an **email** with detailed information. Please take care to follow the instructions closely in order to receive your admission to FAU. Terms and conditions of the [application process](#) can be found on our website.

Semester dates, place of study and semester contribution

Please check our [semester dates](#) on FAU's website.

You should be aware that FAU is located in two different cities: Erlangen and Nürnberg. All faculties are located in Erlangen, except for the School of Economics and Social Sciences¹ and the Department of Teacher Education, which are located in Nürnberg. Some Research Institutes are located in between, in Fürth.

You do not need to pay tuition fees to FAU. However, after your arrival you are expected to pay the same administration welfare contribution as all other students: **72 € as a contribution towards the Student Services Organisation**. This payment is **compulsory** and must be paid **before arrival** in order for the registration with FAU to become legally valid. You will receive further info via e-mail.

If you are interested in using the public transport and regional trains in Germany, you can consider to subscribe for the so called "Deutschlandticket". For further information on [student mobility](#) please visit our website.

Courses, grading system and recognition

The course content you are taught at FAU should be recognized by your home university (credit transfer). **However, you must apply for recognition yourself.** The final decision on whether your studies at FAU are recognized from your home university is taken by the relevant departments and the examination office at your home university. Please discuss your choice of courses with the coordinators at both universities, the recognition office/r at home, and all professors concerned.

The courses offered by all FAU faculties can be found in our directory [campo](#) (please do not register or make

¹ The Institute of Economics is part of the Department of Social Sciences in the Faculty of Humanities in Erlangen.

any account!). You can change the language of the platform to English and you may also select the language of instruction for the single courses or course modules. Here is a [tutorial on how to use this campo platform](#). Please note that the course offer for the following semester and timetables are available only at a very late moment, usually at the end of the previous semester! In this context, please also note that for a first course overview and selection, you should use the **module catalogues**, which you can find **on the websites of the respective departments**. You are also entitled to follow online classes by the [virtual university of Bavaria VHB](#), please see the [list of courses in English](#).

For information on the [German grading system](#) and how to complete your [Learning Agreement](#), please check our website.

Please note that you have to register for courses and course modules and decide around the middle of the semester which ones you would like to take exams in, and then register for the exams. Otherwise, you will not be eligible to participate. For more information, please contact the [Examination Office](#).

German (as a foreign language) courses (DAF) and intercultural issues

During your stay at FAU we expect you to **attend** at least **one regular or intensive German language course**.

An [intensive German language course \(FIT course\)](#) is held before the start of each semester, in September or March. For you, the course is free of charge and if you pass it, you will receive 5 ECTS credit points. Please find further information about the FIT course here.

Further information on [German \(DAF\) courses during the semester](#) can be found on our website.

In order to participate (except for total beginners, that is A1.1 of the European Reference frame), you need to participate in an obligatory language test. The outcome defines to which level you have access.

Other languages: you are also allowed to participate free of charge in other language courses. For some languages such as English, Spanish, French or Nordic Languages, you will also need to take a language test. Please check with the [Sprachenzentrum](#).

The FAU Center for Applied Philosophy of Science and Key Qualifications ([ZIWIS](#)) offers a wide range of soft-skills classes, among which intercultural trainings. We highly recommend to participate. ECTS can be obtained and the course should figure on your Learning Agreement. You can also obtain an additional [certificate](#). The course offer can be found in campo.

Welcome Week

For all new exchange students, we offer a Welcome Day in March/September and a Welcome Week in April/October before the semester starts. All necessary formalities related to your stay at FAU will be explained. **Please note that participation in either the Welcome Day or the Welcome Week is mandatory.**

Accommodation in Erlangen and Nuremberg or Fürth (Metropolitan region)

Our Accommodation Service supports you in finding an accommodation during your studies at FAU. **Once you have received your admission, you will be sent an e-mail with information on student and private accommodation.** The places in the public and private student halls unfortunately are limited. Thus, we cannot guarantee a place in [a hall of residence](#). We will provide information also on how to find housing in shared flats on the private market.

Since tenant rights are carefully regulated in Germany, there are lots of rules surrounding the process of paying, keeping and returning deposits, so it's good to be aware of what is expected of both landlords and tenants. Please be aware that landlords will require a payment of an advance deposit of 2- or 3-months'

rent. You will have to pay this before coming to Germany to ensure your housing. The deposit will be reimbursed by the landlord after moving out and only if you left the room or flat in perfect condition. Please check out the useful [information of the DAAD](#). Bear in mind that you will need to ensure that you are able to pay the deposit and, in some cases, the first two months' of rent, too.

Visa

Most non-EU-students need a [visa](#) to enter Germany. So please make an appointment at the German embassy early enough since the procedure takes many weeks.

Even if you would not need a visa to enter Germany (citizens from only a few countries), it is highly recommended that you also apply for a visa in the Germany Embassy in your country in due time. The best option is to get a visa that covers the whole length of your stay. If this is not possible, you will need to apply for a residence permit after your arrival at the Foreigner's Registration Office in Erlangen / Nürnberg.

Health insurance

In Germany, student health insurance is mandatory. You will need to make sure you are covered for the whole duration of your stay.

For students under 30 years of age, we recommend to register at a statutory health insurance which costs about 110 € per month. In addition, you will have to pay a contribution to the statutory pension insurance (approx. 15-19 € per month).

Students over 30 years of age have to register at a private health insurance. Please be aware that not all health insurance providers are accepted by the embassies or by the authorities issuing a residence permit. Please inquire at your embassy which companies they accept.

Further information about health insurance can be found [here](#).

Alternatively, you could consider a [health insurance through the DAAD Insurance Group](#), which encompasses also Liability and Accident insurance. As Erasmus student you are entitled to buy this insurance.

Studying with children and / or spouses

Please let us know as soon as possible if you would like your partner or child/ren to join you abroad, as this entails further legal and administrative considerations that have to be taken into account. Please note that we cannot invite your spouse/husband and that she/he must finance their stay on their own and apply for a visa independently.

Current contact details and junk e-mail folder

Please let the Central Office for International Affairs immediately know, if your personal details change (address, phone number, e-mail, emergency contact, bank details), even after your mobility has ended. Some documents might be sent only months after you have left Germany. **Please check your spam folder regularly** in case some important documents from FAU have ended up there.

Refusal or discontinuation of the exchange

Please let us know as soon as possible if circumstances arise preventing you from taking part in the Erasmus+ exchange before leaving for Germany. Please also let us know if you would like to finish your Erasmus+ stay earlier than scheduled once you are in Germany. Please note that your Erasmus+ grant will be reduced accordingly.

Interruption of the stay

You must inform the Central Office for International Affairs well in advance if you need to interrupt your stay. If you interrupt your stay, we will have to adjust your scholarship accordingly. The grant is paid only for the time you are in Germany. If you spend time in other European countries, we must also deduce this as interruption days from your scholarship.

Shortening or extending your stay

An Erasmus stay is usually for one semester. In exceptional cases, the stay can be extended to a second semester depending on available funding and slots. It is also possible to shorten your stay; however, this will result in a reduction of your agreed funding.

Buddy Program

The [Buddy Program](#) offers international students the opportunity to get in touch with FAU students who can help answer any questions they might have and provide them with some useful advice. Buddies are locals who may also have studied abroad and now volunteer to help exchange students during their first weeks at FAU.

Apart from that, we suggest to join [student clubs](#) or [student initiatives of degree programmes](#) at FAU, according to your interest.

FAU YouTube Channel

You can find many informational videos on our (English) [YouTube channel](#), which will be helpful to you. Please check them out!

B. Costs and Funding

Costs

In comparison to other European countries, Germany ranks in the middle when it comes to the costs of living. [Information about the average estimated cost of living in the Erlangen-Nuremberg area](#) can be found on FAU's website or on the [DAAD webpages](#).

Funding

The grant amount is generally 900EUR /month. According to EU funding guidelines, one month is defined as 30 days, irrespective of its actual length (which can vary from 28-31 days). This grant is intended to cover accommodation costs, living costs, insurance and public transport as well as other costs incurred whilst studying at FAU. However, please be aware that the Erasmus grant is only a **partial** scholarship and not all costs might be covered with it. Details of the financial support and the payments you are entitled to are specified in the **Grant Agreement**, which is the contract between a participant and the European host university. The Grant Agreement must be signed before starting to study abroad. Your mobility scholarship is calculated based on the period of time defined in your Grant Agreement and depends on the planned length of your stay calculated from **the exact number of days that you will be physically studying at FAU** (e.g. 150 days). Please note that your funding will be adjusted accordingly if you arrive later or leave Germany earlier than scheduled.

Moreover, you will receive a travel grant to support you concerning your travel expenses. The amount depends on the distance. Distances are calculated via the [distance calculator of the European Commission](#):

Single distance (km) according to EC distance calculator	Lump sum	Lump sum Green travel
10 – 99	EUR 28	EUR 56
100 – 499	EUR 211	EUR 285
500 – 1999	EUR 309	EUR 417
2000 – 2999	EUR 395	EUR 535
3000 – 3999	EUR 580	EUR 765
4000 – 7999	EUR 1188	
8000 or more	EUR 1500	-

A trip is considered **green travel** if environmentally friendly, low-emission modes of transport such as buses, trains, or carpooling are used for the **majority** of the trip (at least 50 percent). Airplanes and ferries are not considered green modes of transport, so long-distance trips usually cannot meet this requirement.

For administrative reasons, we can only transfer funds to an account in your name with a German IBAN (beginning with DE). Your first scholarship installment will therefore be paid out as soon as you have opened a German bank account.

Please note:

- ✓ A scholarship can only be granted for the period during which you are officially a student at FAU. The mobility usually starts on 1 September / 1 October or 1 March / 1 April and ends on 28 February or 31 July (unless you might have exams in March or August).
- ✓ You will not receive any funding for time you spend in Germany before or after your official studies (e.g. finding an accommodation or travelling).
- ✓ It is not possible to receive other EU grants at the same time.

Special funding – Social inclusion

Students with fewer opportunities can receive a so-called basic **Top-Up** of 250 EUR per month in addition to the regular Erasmus+ mobility grant: Single parents bringing their child with them, first-time academics, working students and students with a disability or social barriers can receive additional funding in form of this basic Top-Up. Please let us know as soon as possible if you want to apply for it (detailed information will be given by e-mail).

Only two groups have the option to apply for so-called real cost funding of up to 15.000 €, if the additional 250 Euro per months will not be sufficient, and must immediately inform the FAU international office so that their necessity can be evaluated and in order for FAU to apply for additional financial means to the German National Erasmus agency. These groups are, a) students coming to FAU with 1 or more child/ren or b) students with a disability or Chronical disease.

Please also check out the service offer of [FAU Office of Equality and Diversity](#), the [FAU Family Service](#) and [FAU's Liaison Officer for students with disabilities and chronic illnesses](#).

C. Checklist documents, deadlines, registrations

- ✓ Please note that the Central Office for International Affairs uses the online platform “Mobility Online” for managing international student exchanges. You will need to register on this platform and will have to use it often during your application and the **complete** stay at FAU.
- ✓ Please note that with your signature on the Grant Agreement you agree to hand in all Erasmus+ documents within the deadlines in order to receive your funding. If you do not commit to the Grant Agreement and do not inform us about your noncompliance, **you will lose your Erasmus+ spot and will no longer be eligible for an Erasmus+ grant.** It is essential that you inform us if you cannot meet any deadlines or if your given data changes.

Before arrival

- Visa:** We will provide necessary documents for the German embassy via Mobility Online. Please upload a copy of your visa as soon as you receive it.
- Health Insurance:** Please buy a health insurance before your arrival as you need a certificate of health insurance for enrollment at FAU. Without this certificate, you will not be enrolled. If necessary, you might need an additional travel health insurance for the month of September / March. Further information on health insurance providers will be sent to you by email.
- Accommodation:** Generally, it is the responsibility of the students themselves to search for accommodation. We would like to support your housing search and will send you further information via email. Please add your German address to your Mobility Online account as soon as you know it.
- Highly recommended: Registration for intensive German language course in September / March**
- Grant Agreement:** Please sign and send your Grant Agreement to FAU. This agreement states exactly how much funding you will maximally receive and stipulates all relevant terms and conditions. FAU will provide this document to you via Mobility Online.
- Learning Agreement:** The Learning Agreement is the official document defining the courses / modules you would like to attend at FAU. **You must take courses of at least 20 ECTS credit at FAU (including a German course).** You will receive a template in Mobility Online. The Learning Agreement must be signed by you, your home university, and your academic coordinator at FAU. Please upload a scan of the signed document in Mobility Online until 15 August (winter term) or 1 February (summer term) the latest. If you have an original, bring it with you to Germany.
- Book a flight:** The closest airport is located in Nürnberg. International flights often arrive at Frankfurt Airport or Munich. From Frankfurt and Munich, you need to take the Intercity Express (ICE) or intercity buses to Erlangen/ Nürnberg.
- Register for Buddy Program** (see page 5)
- Enrollment at FAU:** You need to enroll at the university. You will then receive the university's bank details to transfer the semester contribution. You are only legally enrolled when your payment has been received by the Student Records Office.
- IdM account:** You will need to activate your IdM account and print out your confirmation of enrollment via the [campo portal](#). In the IdM portal you must later on also add your German Tax ID and your postal address in Germany and upload a photo for your [FAUcard](#).

- Open a German bank account** in your name already from abroad, if possible

- ✓ You can read about the [first steps](#) of your stay abroad on the FAU website
- ✓ General information for international students can be found [here](#). Take a look around - there are also exciting videos!
- ✓ There are more videos on the [FAU YouTube channel](#) "International". Follow the Central Office for International Affairs on Instagram (@uni_fau_internationalaffairs).

During the exchange

- Move in to your accommodation and sign rental agreement:** You will need to sign your rental agreement immediately after arriving in Erlangen/Nürnberg or maybe even before that, depending on what your landlord prefers. Please be sure to get a written confirmation of your lease from your landlord ("Wohnungsgeberbescheinigung") as you will need this document to register at the city hall. If you will be living in a student residence, please make an appointment with the caretaker/ landlord for your moving-in date. This can only take place on working days (Mondays to Fridays).
- Register with the City Registration Office ("Meldebehörde"):** Everyone in Germany must register with the Registration Office which is in most cities located in the city hall. You will need your passport and your landlord's confirmation ("Wohnungsgeberbescheinigung"). After registering you will receive a confirmation of registration from the registration office. You must keep this document.
- Open a bank account:** If not already done so, please open a bank current account ("Girokonto") with a German bank immediately after registering with the city you will live in. Please add your bank details (Name of bank, IBAN and BIC) as soon as possible to your Mobility Online account so that we can transfer your scholarship. Please give your bank details also to your landlord and - if applicable - the electricity company for automatic debit.
- Certificate of Arrival:** Please download your Certificate of Arrival from Mobility Online. You can send it to your home university, if necessary.
- Course schedule and Learning Agreement:** Complete your course schedule and adjust your Learning Agreement, if necessary. Estimate a time-frame of up to two weeks after your arrival for choosing your courses. For all of the courses, you will need to register online. Some departments use different online systems, your FAU subject coordinator will give you all the necessary information. **If your schedule changes, you will need to adjust your Learning Agreement accordingly.** Please use the section "Changes" in the Learning Agreement, have it signed by your home university and your FAU subject coordinator and upload a scan of it in Mobility Online. **Please remember that we expect you to attend at least one German language course:** either the intensive course before the start of the semester or the regular course during the semester.
- If applicable: Apply for a residence permit:** If your visa is not valid for the whole duration of stay at FAU, you will need to apply for a residence permit with the **Immigration Office ("Ausländerbehörde")**. You need to do this within 90 days after your arrival in Erlangen/Nürnberg or 6 weeks before your visa expires. Please contact the Central Office for International Affairs for further information. Please note: If your visa expires and you need to stay in Germany because of exams for a longer period than expected, you must also apply for a residence permit.

Contact to other students and social activities: Please be sure to attend classes regularly, get in touch with fellow students (see above) and explore the region.

Registration for exams: In order to be permitted to take an examination, you will need to register for it. You can register via the [campo portal](#).

Before departure

Farewell meeting

Online EU Survey: One month before the end of your stay you will receive an automatic invitation via email to complete the EU Survey by the European Commission. This is mandatory, you have to complete it before you leave. It is available in all EU languages.

Certificate of Attendance: Please inform the Central Office for International Affairs about your date of departure in good time. The Certificate of Attendance will be provided to you via Mobility Online before your departure. The last confirmed day will be the last day with proven academic activities.

Cancel your health insurance contract

Register your departure at the city hall ("Abmeldung"): Please register your departure at the city hall before you leave Germany. Otherwise, you will figure as "illegal", once your visa or residence permit expires.

Move out of your accommodation: Clean your apartment or room thoroughly and make an appointment to return the keys to your landlord / caretaker. If you had a direct contract with the electricity and water provider(s), you need to read your meters, terminate your contract with the provider(s), and pay your last bills.

Close your bank account: Once you have paid all your outstanding bills (rent, water, electricity, mobile phone etc.) you can close your bank account. Please ask your bank about the necessary steps. It is recommended to keep the account open until e.g. the final energy bills have been settled and until the accommodation deposit has been returned to you. Both cases might occur several months after you have left. However, you can still give the order to close your account at a predetermined later date.

Transcript of Records: Please check regularly in campo if all your marks and grades have been recorded correctly. You might have to do this after leaving Germany.

Stay in touch with FAU: Why don't you join FAU's international [alumni network](#)?

Do you have any more questions? Please do not hesitate to contact us!

Team Mobility
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Email: mobility@fau.de | [Room 2.4942](#) (Thu 9 a.m.–11 a.m.) | [Online consultation](#) (Mon, Thu 9 a.m.–11 a.m.)
[FAU Students on exchange programs](#) | [Instagram](#)

For issues with Mobility Online, please contact support-mobility-online@fau.de.

For academic issues, please contact your departmental coordinator at FAU or at your host university.