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INTRODUCTION

Congratulations! You have been admitted to the study abroad program at Jacobs University Bremen. A study abroad experience has the potential to be one of the most memorable times in your life and we hope that your stay at Jacobs University will be both academically inspiring and personally enriching.

If you accept our offer for admission, there are a few more steps you will need to take before arriving in Bremen. Consequently, we have produced this regularly updated student handbook to guide you through your preparations.

As a visiting or exchange student, the Office for Academic Affairs will be your central point of contact before, during, and after your stay. To find out more about our team, please visit our website at http://www.jacobs-university.de/international.

The Office for Academic Affairs will be answering all your questions or redirecting you to the appropriate departments. Furthermore, the Office for Academic Affairs will be helping you settle in by organizing activities designed especially for visiting and exchange students. Within the Office for Academic Affairs, Iris Heine is your first contact person:

YOUR CONTACT PERSON
Iris Heine
Assistant for International Programs
Office for Academic Affairs

Phone: + 49-421-200-4310
Fax: + 49-421-200-49-4310
Office: Reimar Lüst Hall 289
E-mail: i.heine@jacobs-university.de

In order for you to know your student status at Jacobs University we have compiled the following definitions:

Visiting Students
If your home university or college does not have an exchange agreement with Jacobs University or if you are from a university or college that has signed a visiting agreement with Jacobs University, you will be studying at Jacobs University as a visiting student.

Exchange Students
If your home university or college has an exchange agreement with Jacobs University, you will be studying at Jacobs University as an exchange student.

Erasmus Exchange Students
Erasmus is the university exchange program of the European Union. If your university has an Erasmus exchange agreement with Jacobs University in your major, you can study at Jacobs University as an Erasmus exchange student.
THE JACOBS UNIVERSITY EXPERIENCE

Jacobs University is a private, but independent university. Located in the north-western part of Germany, Jacobs University is situated in the charming city of Bremen, about 30 minutes away from the 1,200-year-old city centre.

Founded in February 1999, the official opening of the University took place in September 2001, when our first 130 undergraduate students matriculated. This class of pioneers graduated in June 2004 and many of these returned in 2011 for celebrating Jacobs University's 10th anniversary. Currently, there are 1370 students from 108 countries studying at Jacobs University.

Jacobs University offers a transdisciplinary curriculum, employing a U.S. modeled system with ECTS credits for all degrees. At Jacobs University, we focus on research within the fields of engineering, natural sciences, the humanities and the social sciences. We offer 20 majors for students pursuing BA or BSc degrees. Currently, we also have 24 graduate programs. Our faculty numbers 127, which means that our student/faculty ratio is approximately 11/1. They all have expert knowledge in their fields, and most have international study and/or teaching experience.

Being at Jacobs University means living and studying in an English-speaking environment within a thriving international community. The language of instruction and of everyday business at Jacobs University is English. So if you want to spend a semester abroad and you know English but are not sure whether your foreign language skills are strong enough for a non-English-speaking environment, Jacobs University is the right choice. Our foreign language options as well as our Exploring German Culture and Society program will nonetheless allow you to improve your language skills and get in touch with the different facets of German culture.

Although Jacobs University very much resembles an American campus and the primary language on campus is English, Jacobs University truly is a diverse mix of cultures. Students from all over the world live and study on campus and a current undergraduate student body of approximately 760 students creates a truly international community.

You will have plenty of possibilities for improving your knowledge of other cultures and languages while studying at Jacobs University. Take a weekend trip to the Netherlands, make friends with your Zambian roommate, or sign up for one of our various language courses. Jacobs University also hosts a “Country Information Day” for a different country each month, an event in which students are able to present their home country’s history, customs, and food to fellow members of the community.

Jacobs University is undoubtedly German at the same time. A large number of staff and faculty are German and there are German students who study at Jacobs University, bringing the German culture to campus. In addition, Jacobs University is involved with the local community. Students are invited to all kinds of activities organized by local clubs and organizations, and most students also have a German host family.
BEFORE COMING TO JACOBS UNIVERSITY

When to Arrive on Campus

Students joining Jacobs University in Spring 2013 are expected to arrive on campus on

Monday, January 28th, 2013 between 9 a.m. and 4 p.m.

In very exceptional cases, students may move into the college on another day. Requests for exceptions must be submitted to Iris Heine, Assistant for International Programs in the Office for Academic Affairs. Please let us know the exact time of your arrival in Bremen as soon as possible. You will be picked up at the Bremen airport or the train station by your host family, if you have one, by the staff of the Office for Academic Affairs, or by a Jacobs University student.

During the Orientation Week (O-Week), from Monday, January 28th until Sunday, February 3rd, you will be introduced to the Jacobs University community, explore the campus and Bremen, and be guided through all formalities such as registration for courses, residence permit application, health insurance, etc. Your classes begin on Monday, February 4th, 2013. The O-Days’ schedule will be available on our website in due time.

Visa and Residence Permit Requirements for International Students

Important Visa Information

International Students coming from:

- the EU
- other European countries (Iceland, Norway, Liechtenstein, Switzerland)
- Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, Republic of South Korea, and the United States of America

may enter Germany WITHOUT A VISA and then apply for a residence permit (Aufenthaltsgenehmigung) at the Foreigners’ Registration Office (Ausländerbehörde) within the first three months of their stay in Germany.

International Students coming from other countries

… need a German student visa from a German embassy or consulate PRIOR to entering Germany. This should be done well in advance!

A list of German embassies can be found at http://www.germany.info/Vertretung/usa/en/04_Legal/02_Directory_Services/01_Visa/_Study_Visa.html

If you need a visa to enter Germany, please apply for a student visa. If you come to Germany with a visitor’s visa or any other type of visa, this cannot be changed into a student visa. By governmental legislation, you would be required to return home in order to apply for a valid student visa. There are no exceptions to this regulation, and Jacobs University would be unable to assist you.

The initial student visa, which is granted by a German embassy or consulate, is valid for up to 90 days and permits you to enter Germany. Some embassies issue the visa as of the day you pick it up at the embassy. In these cases, it means that if you pick it up in the middle of October, it will expire before you actually arrive at Jacobs University. Make sure to clarify this question with the embassy.

You will need to apply for a residence permit ("Aufenthaltsbewilligung") at the Foreigners’ Registration Office ("Ausländerbehörde") after entering Germany and thus prolong your visa for the duration of your stay. We will assist you with this!
For the visa, you normally will need to present the following documents, but please check with the respective embassy or consulate:

- Visa Application
- Valid passport
- Proof of enrollment ("Immatrikulationsbescheinigung") or Jacobs University Admission Letter
- Proof of sufficient funding (see page 7)
- Proof of health insurance valid in Germany (see page 7)
- Biometric passport photographs

When you apply for a visa, the process is as follows:
1. You provide the embassy or consulate with all necessary application materials.
2. The embassy or consulate sends the materials to a central office in Germany. This office forwards the application to the responsible Foreigner's Office, in your case to Bremen.
3. The Foreigner's Office checks the visa application and sends a decision to the central office. The office forwards the reply to the embassy or consulate you applied at.
4. After that, the final decision about issuing the visa rests with the embassy or consulate you applied at.

We are unable to speed up the process. Usually, we do not receive any information or details about any specific visa applications.

*Please allow six to eight weeks (sometimes even more) for your visa application to be approved.*

Please inform Iris Heine from the Office for Academic Affairs once you have your visa.

Registration with the Local Authorities (Einwohnermeldeamt)

We will help you with this once you get to Bremen. Every person who lives in Germany, regardless of nationality, must be registered with the local authorities (Einwohnermeldeamt). Even if a person only moves within the city, he/she must register the new address within one week.

To register, the following documentation is needed:

- Anmeldeformular (Registration Form - available during Orientation Week at the Registrar’s Office)
- A valid identity card or passport
- Name and address of the landlord (Jacobs University)

You will need to take care of the registration with the *Einwohnermeldeamt* only after your arrival at Jacobs University. The Registrar’s Office will assist you with this formality during the Orientation Days. Through this process, you receive your Proof of Local Registration (*Meldebescheinigung*).

Residence Permit

We will help you with this once you get to Bremen. All international students need to apply for a residence permit once in Germany. You will need the same documents as for the visa, plus a Residence Permit Statement and the Proof of Local Registration (*Meldebescheinigung*) obtained through the local authorities (*Einwohnermeldeamt*) in Germany.

*Note:* The documents for your visa application (if needed) are kept at the embassy; thus, you will have to bring the same documents again when applying for the residence permit.

For the residence permit, you normally need to present the following documents:

- Valid passport
- Proof of sufficient funding (see page 7)
Proof of Sufficient Funding

International students at Jacobs University are required to provide proof of sufficient funding (tuition and living expenses) in order to obtain a visa and/or residence permit. Jacobs University's tuition is €20,000 for the academic year. Living expenses are calculated by the Foreigners’ Office based on BAföG, which is a German funding program for living expenses. If students were fully funded by BAföG, they would receive €8,040 per year. Therefore, the Foreigners’ Office requires that students attending Jacobs University Bremen prove that they have €28,040 available to cover their tuition and living expenses for one year or, respectively, €14,020 for one semester. The exact numbers applicable to you will depend on the terms of the agreement within which you are studying at Jacobs University.

Students from EU and Iceland, Norway, Liechtenstein, and Switzerland only need to write a letter stating that they can meet their expenses in Germany (however, be prepared to provide your scholarship letter and, if needed, further documentation upon request).

All other international students must provide detailed information about their financial situation. As a proof of sufficient funding you may provide:

- A letter from your parents stating that they are able to cover your expenses in Germany. This statement must be accompanied by documents that verify the funding. Original bank documents are required!
- OR a bank account accessible from Germany, which shows that the amount for one semester is available to be spent on living expenses. You must not be able to withdraw more than 1/12 per month (for the academic year) or 1/6 per month (for one semester). In addition, you need to proof that you already have paid or can pay your tuition at Jacobs University, if you have to pay for tuition.
- OR a tuition waiver and/or scholarship letter from Jacobs University and/or another institution, stating which costs they are covering. If, for example, your tuition is waived and you receive a scholarship for room and board, you show your scholarship letter (at value €4,500 for room and board for one academic year or €2,250 for one semester plus the tuition waiver of €20,000 or €10,000 respectively) and in addition the proof of the remaining €3,540 for one academic year or €1,770 for one semester in cash or in a bank account, that you need for miscellaneous expenses. (Credit cards are not sufficient!)

Proof of Health Insurance valid in Germany

For your visa and residence permit, you must provide a proof of health insurance valid in Germany. Apart from the validity in Germany, there are no additional conditions for your proof of health insurance. Independent from the visa and residence permit regulations, Jacobs University requires a proof of a German public health insurance OR a proof of private insurance plus the dispensation of the obligation to insure.

Health Insurance Requirements

For all students in Germany, a special regulation regarding health insurance called "Studentenkrankenversicherungs-Meldeverordnung" (Students' Health Insurance Registration Ordinance) exists. According to this regulation, students in Germany are required to provide the university with a proof of health insurance.

Students who decide to keep their private insurance must apply for the dispensation of the obligation to insure (form available at the Registrar’s Office) and must provide the Registrar's Office with the appropriate proof of their private health insurance.
Non-European Students (non EU countries)
If you are coming from a non-European country, you have two options:

1) Keep your home health insurance. You will need to enquire with your insurance company before coming to Germany whether it will also cover you in Germany. If this is not the case, you will need to obtain overseas insurance in your home country valid for the duration of your study abroad before coming to Germany. The Study Abroad Office at your home university can probably also offer advice. Please enquire in your home country about which options are available for you. Please note that Jacobs University will not cover medical expenses.

2) Take German public health insurance as soon as you arrive in Germany. All German public health insurances, by law, charge the same insurance fee for students and cover at least basic medical treatment. In some cases, e.g., for medicine or for staying in a hospital, one may be required to contribute to the expenses. If insured with a German health insurance you will receive a chip card and you won’t need to pay any fees when going to a doctor, besides €10 usage fee each quarter of the year, in the case that you go to see a doctor. The total payable amount for health insurance (about €77.00 per month) covers both health insurance costs and compulsory nursing care.

If you decide to obtain German public health insurance, you will be able to take it out upon your arrival at Jacobs University. The Office for Academic Affairs and the Registrar’s Office will assist you. The health insurance company will charge you from the first month of your studies.

European Students (EU countries)
If you come from a country belonging to the European Union, you must get a European Health Insurance Card (EHIC) from your home health insurance company. If this card is not available, you must get a confirmation form from your health insurance, stating that it also covers you for your stay in Germany.

If you have a private health insurance and cannot get an EHIC card, you must submit a letter from your insurance company stating that it also covers you in Germany.

Please consider that in many cases it is cheaper to buy German public health insurance than buying insurance from your home country. Foreign insurance often does not cover the costs of visiting a German doctor.

Third Party Liability Insurance
Third Party Liability Insurance is an obligatory insurance for all students who are enrolled at Jacobs University. The costs for this insurance are included in the University Fee that has to be covered by the student or the student’s home university.

Third Party Liability Insurance (in German: Private Haftpflichtversicherung) is among the most important insurances for risk provision in the private sector in Germany. The term Third Party Liability Insurance comprises the responsibility of a private individual to compensate for damages caused by that private individual to a third party.

To save students from an incalculable financial risk Jacobs University has decided to insure all its students on an obligatory basis.

Student ID and Semester Ticket
If you have accepted our offer of admission, we would like to prepare your student ID so that it is available once you arrive on campus. In order to do so, please send a formal digital high-quality JPG photograph of yourself to i.heine@jacobs-university.de as soon as possible, stating your name in the e-mail. If you do not have a digital picture, please let the Office for Academic Affairs know and we will prepare your card after your arrival in Bremen.

Host Family Program
As a visiting/exchange student, you will have the opportunity to participate in Jacobs University’s Host Family Program, which matches Jacobs University students who would like to know more about the German way of life with interested German families living in the surrounding area. While you continue to have full room and board on
campus, your host family offers you off-campus contact throughout the semester. You are invited to your host family's home for dinner, for the weekend, to participate in family outings or just for a cup of tea in town. These relationships are built on mutual interest in each other's culture. This means that all you need to bring is your curiosity and open-mindedness and there will be no additional fees for you. If you would like to learn more about German culture, there is no better way than to join the program during your study abroad semester at Jacobs University.

We only recommend you participate in the program if you are interested in discovering Bremen, getting insights into the German way of life and spend your free time with a German family! If you are interested in having a host family while at Jacobs University, please fill in the Host Family Program Survey at http://shss.swebsrv01.jacobs-university.de/host-family-program/students

CAMPUS LIFE AND STUDENT SERVICES

Diversity is a vital part of learning for life, and each college is home to a random mix of class years, academic disciplines, nationalities, and cultural viewpoints – the Jacobs community is a unique microcosm!

Student Activities

Jacobs University expects its students to get involved in decisions; i.e. by organizing events etc. We provide the necessary resources and guidance; you put in the ideas and energy. That way, you are able to develop leadership skills while your campus community grows and benefits along with you. And visiting/exchange students are of course also meant to participate in these activities.

At Jacobs University, you will enjoy a varied student life with activities ranging from African drumming to Indian or Oriental dance, from football (soccer), to basketball, rowing, and even ultimate frisbee. There are about 50 student clubs on campus, including a movie club, a student run newspaper, a radio station, a theatre club, and an investment club, but also clubs directed towards making a contribution to the local community such as the Rotaract Club. Every Spring semester, Jacobs University's Model United Nations Society organizes the Bremen International Model United Nations (BRIMUN) conference, gathering more than 200 students from all around the world on the Jacobs University campus. It is the biggest student-run event next to the Jacobs Open Debating Tournament organized by the Debating Society. And of course, as you may expect on a residential campus, parties and events are frequently organized, from international barbecues to Christmas carol evenings, inter-college soccer games, country information days, Chinese New Year celebrations, Jacobs University Olympix, or Jacobs University's own talent shows.

Student Service Center

Which train do I take to get to Hamburg? Where can I find a shop selling computer equipment? How do I make a dentist's appointment? This form I have to fill in is in German! Can you help me? These are typical questions that you may have as a visiting/exchange student. The volunteers of the Student Service Centre are there to answer them for you and assist you with all practical aspects of life. Often, the Student Service Center is also the place where you might just drop in for a chat or to pick up the latest information on events in Bremen.

Services offered include (but are not limited to):

- Assistance in making medical and dental appointments
- Assistance with travel arrangements
- Information about cultural and social activities and events
- Assistance in locating services or vendors in Bremen
- Assistance with German language, customs, and regulations
- And on top they hand you your packages that do not fit into your own mailbox.
Jacobs University’s environment can be very different from that of your home university, and moving to a different country and being away from your family and friends can be stressful. The Counseling Center is here to help all students who need some support in managing these changes. The Counseling Center offers workshops dealing with topics such as intercultural understanding, stress management, creative expression, and self-confidence. Group counseling, individual counseling, and walk-in hours are also offered to help those with special needs or questions.

STUDENT HOUSING

Undergraduate students live in the residential colleges on campus, in a typical American campus setting in a thriving international community of students, faculty, and staff. The residential colleges are in operation for the duration of the academic year (September through May). You are thus welcome to stay during January Intersession, if you will be at Jacobs University for one academic year. If you are spending only your Fall semester at Jacobs University, you may stay until December 23rd, 2012. If you are leaving after the Spring semester, you should plan to leave Jacobs University on June 9th, 2013 at the latest.

The four colleges are the places where students socialize, organize sporting events, play or listen to music, meet with study groups, take part in cultural activities, and just relax.

- **Alfred Krupp College** (College Ring 4a-4c)
- **Mercator College** (College Ring 6a-6c)
- **College III** (College Ring 7a-7d)
- **College Nordmetall** (College Ring 3a-3d)

Each college can house between 200 and 300 students and has a faculty member in residence, who, along with his or her spouse and children, serves as college master. Jacobs University students live in modern single rooms, with bathrooms usually being shared by two students. Each college serves three meals per day in its dining hall, offering a broad variety of dishes while paying attention to various ethnic tastes and religious beliefs. Moreover, there are kitchens in each corridor for preparing meals from your home country or feeding your appetite when the serveries are not open (like late night pizza sessions). Every college also has a student lounge, game and TV rooms, snooker and pool tables, a quiet study area and a meeting room. Furthermore, a team in each college office can assist you with various needs. They organize cheer-ups during the midterm and final periods, help you with any problems you may encounter in your college or simply offer vacuum cleaners for you to borrow. You can also find a laundry room with washing machines and dryers, a bike storage space and a party zone in each college.

If you would like to know more about the colleges and their inhabitants, please check out the following website:

http://www.jacobs-university.de/colleges

As an undergraduate exchange/visiting student, you are guaranteed on-campus housing. As soon as we enroll you at Jacobs University we book a room for you on campus. Meals are included in your room & board fee. Each of the four serveries can be accessed and meals can be paid for with your personal Jacobs University Campus Card, which you will find in your Welcome Package upon arrival at Jacobs University. This card also serves to charge credit in order to make photocopies and use the laundry facilities.

Costs for room and board are currently €2250,- per semester and have to be paid by you or by your host university depending on the terms of the agreement within which you are studying at Jacobs University.

**PLEASE NOTE:** The entire costs for room and board have to be paid before your arrival at Jacobs University!

Tall students are advised to contact the International Office (i.heine@jacobs-university) beforehand to ensure that they are allocated a “tall person’s room” including a larger bed.

**BED SHEETS**

As the bedding sizes differ from country to country, we suggest that you NOT bring any covers for your bed. You can purchase new bed-sets for a small fee in the International Office.
STUDYING AT JACOBS UNIVERSITY

During your studies at Jacobs University you will probably be registered in four to six courses per semester, each of them carrying a value of around 5 ECTS (European Credit Transfer System) points. Regular Jacobs University students complete about 30 ECTS points per semester. You are permitted to take fewer courses because we believe that studying at a new university – especially at Jacobs University – is very demanding, and that you should also have enough time available to participate in Jacobs University’s many clubs and leisure activities.

Major Descriptions and Major Requirements

In your application, you have already chosen a major in which you will be taking most of your courses. More information about the major in which you will be studying and its requirements can be found on our website: http://www.jacobs-university.de/academics.

Course Registration

You already made a preliminary course selection in your application. Please check the course catalogue at https://campusnet.jacobs-university.de/ before your arrival, to see if the courses of your choice will take place. Once you have arrived in Bremen, you will receive access to Jacobs University’s online Campus.Net. Via Campus.Net, you can administrate your courses and later access your grades.

You must complete your course registration online after consulting with your Jacobs University Academic Advisor. During a period of two weeks after the beginning of classes, students have the opportunity to change their class schedules by dropping and/or adding courses. Students are strongly encouraged to finish their course selection as early in the semester as possible and to adjust their schedules so as to avoid loss of time in pursuing their coursework by missing too many lectures. The add/drop deadline is published each semester, and under normal circumstances no changes in course schedules are possible after that date.

Classroom Culture

There are at least as many classroom cultures as there are national educational systems, not to mention individual teaching styles. Being an international educational institution, Jacobs University reflects upon cultural diversity in relation to studying processes and works towards transparency in its own classroom culture. Studying at Jacobs University for many students signifies the necessity to understand and adapt to the classroom culture which values a student’s ability to work independently, take full responsibility for her/his learning and the organization of the study process, and rely less on the promptness and the scope of the feedback from teachers than might be encouraged in other academic cultures. It is possible that expectations based on your home classroom culture will not be fulfilled in our academic environment, but this is part of the study abroad experience. We believe that being inquisitive about your new academic culture and being open to new learning experiences is the best way to achieve a successful adjustment and a satisfying study process.

Academic Advising

In order to provide guidance with the program of study and course selections, and to help students manage their time at the university to their best advantage, all students are assigned to a specific professor within their School or usually even their preferred major. This Academic Advisor will be happy to assist you with any major specific questions or concerns.

Additionally, informal student advising at Jacobs University has many facets: through contacts with faculty members beyond that with their official advisor; through contacts with graduate students and alumni; and through contacts between the students themselves.
Laptop
If you have a laptop, please bring it with you. You will need it for most classes and in everyday life, as at Jacobs University most of the communication happens via internet and email. Please also make sure your laptop has wireless LAN capabilities and bring a network cable.

STANDARDS OF CONDUCT AND AMBASSADORIAL RESPONSIBILITIES

While attending Jacobs University, you will be expected to respect the standards of our community. Some of those standards are detailed in policies. Before coming to Jacobs University as an exchange/visiting student, you should consult the following resources:

Academic Policies
The official source of information will always be the official policies at http://www.jacobs-university.de/policies/. It should help you to easily find any necessary information.

Code of Academic Integrity
The academic community of Jacobs University is part of the international academic community, based on its members’ trust in each other. To preserve this trust and to maintain an environment conducive to personal and intellectual growth, all members are expected to act according to these principles of integrity, honesty, and fairness.

Please read the Code of Academic Integrity and the Appendix to the Code of Academic Integrity that you will need to sign during the Matriculation Ceremony upon arrival on the following websites: http://www.jacobs-university.de/academic-integrity-code and http://www.jacobs-university.de/academic_integrity_appendix.

Ambassadorial Responsibilities
Jacobs University's Visiting/Exchange Program has been crafted not only in the interest of academic development but also in the interest of facilitating cultural exchange. Therefore, incoming visiting/exchange students are expected to accept an ambassadorial role on campus.

As a visiting/exchange student, your ambassadorial responsibilities include:

- Living and socializing in one of Jacobs University's residential colleges
- Actively participating in your academic courses
- Taking an interest in the vibrant social life of our community
- Promoting international education in general and your home university in particular through formal events like organized information sessions and informally through day-to-day interactions with other students

Please bear in mind that you may be dismissed from the Jacobs University Visiting/Exchange Program for reasons including:

- Any criminal activity, including drug use
- Non-compliance with Jacobs University's policies
FINANCIAL INFORMATION

Visiting Students:
Visiting students will be charged the same fees (tuition (€10,000), room and board (€2,250), semester ticket (€125), university fee (€50)) per semester as other Jacobs students. Visiting students at Jacobs University are not eligible for financial aid from Jacobs University. Non-EU students will need to obtain a Residence permit upon arrival. The cost for the residence permit is about €100.

Exchange Students (including Erasmus Students):
Exchange students are students coming to Jacobs University on the basis of an exchange agreement between their home institution and Jacobs University. Depending on the agreement, the tuition fee at Jacobs University is waived for the exchange participant. Apart from tuition, exchange students will be charged the same fees (room and board (€2,250), semester ticket (€125), university fee (€50)) per semester as other Jacobs students unless stated differently in the exchange agreement. Exchange students at Jacobs University are not eligible for financial aid from Jacobs University. Non-EU students will need to obtain a Residence permit upon arrival. The cost for the residence permit is about €100.

Erasmus exchange students can receive a mobility grant from the European Union. To find out more, please contact the International Office of your home university.

Personal Expenses
Apart from tuition and fees and room and board, you will have to cover the following personal expenses per semester (these will vary from student to student):

<table>
<thead>
<tr>
<th>Variable Expenses</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>Books &amp; Supplies</td>
<td>€70 per course</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>€400 per semester</td>
</tr>
<tr>
<td>Laundry</td>
<td>€50 per semester</td>
</tr>
<tr>
<td>Clothing &amp; Personal Care</td>
<td>€400 per semester</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>€450 per semester</td>
</tr>
<tr>
<td>Travel to Bremen</td>
<td>Depending on your home country</td>
</tr>
</tbody>
</table>

Health Insurance: If you are coming from a country outside the European Union, you are required to either obtain overseas health insurance before coming to Germany or to purchase German public health insurance once you are in Germany.

Clothing & Personal Care: depends on personal preferences. Personal care includes shampoo, toothpaste, haircuts, and other daily goods and services you may need. Furthermore, please keep in mind that winters in Germany are cold (between 0° and – 10°C) and wet and you will need appropriate clothing.

Laundry: eventually everyone has to wash their clothes and washing machines (€1) and dryers (€0.50) are available in each of the residential colleges.

Miscellaneous Expenses: depends on your personal preferences. Long distance calls, entertainment (an evening out, movies, sports, hobbies), trips, presents (holidays and birthdays) and other items.

For more information please see
http://www.jacobs-university.de/tuitionandfees/UG
Funds for your First Days at Jacobs University and German Bank Account

You may open a bank account with the local branch of the “Sparkasse Bremen” or “Deutsche Bank” upon your arrival at Jacobs University. The Financial Aid Office will supply you with all forms needed to open a bank account.

A student bank account is free of charge and it is helpful since you often need to transfer money to pay your bills (e.g. health insurance) in Germany. Indeed, most bills will not be paid via credit card, as is common in other countries, but via money transfers from a German bank account (these carry no extra charges). Most students therefore open a bank account here and have their parents transfer money as soon as the account is open. Moreover, when you open a bank account, you will receive an EC card (European Cash Card), which allows you to withdraw at your bank’s ATMs and to pay at nearly all shops in Germany without bank fees.

It generally takes a few weeks of processing time before you are able to use your bank account, so please make sure you bring enough cash with you - or that you can easily access your home bank account - to pay your first bills and sustain yourself during your first three or four weeks at Jacobs University.

If you have a Visa or Master Card (American Express cards are not accepted at many places), you can also withdraw funds at one of the cash tellers around town. When doing this, you often pay a certain percentage of the drafted amount as bank charge. Alternatively, contact your local bank to check if they offer withdrawals free of charge at specific German partner banks (e.g. Bank of America and Deutsche Bank).

HOW TO GET AROUND

Walking, cycling and public transports are the best modes of transport in Bremen - you certainly don't need a car! Bremen has more than 650 kilometers of excellent cycling paths and the 170 kilometers of dikes are well known for excellent inline skating. Buses, trams and trains run 7 days a week from around 5 a.m. to around 11:30 p.m. and most of them even come every 10 to 20 minutes. Moreover special nightline buses get you anywhere you need to go during the later hours. It takes about 20 minutes by public-transport to get from the Jacobs campus to the city-centre.

The Semester Ticket

The semester ticket is a personalized ticket for public transportation in and around Bremen. It is included in your student ID and is based on a contract with the Verkehrsverbund Bremen/Niedersachsen GmbH (VBN – public transport association) and DB Regio AG (German train company). The semester ticket allows you to use public transportation within the VBN area. The following link will show you a map including the entire VBN area in which your semester ticket will be valid, including Hamburg, Hanover, Oldenburg etc.: http://www.vbn.de/infos/downloads/VBN-Land_21_11_06.pdf

For further information about public transport, please check http://www.bsag.de/ or http://www.bahn.de/p/view/index.shtml. You can also check the exact VBN area and time tables for all buses and trams here: http://www.vbn.de/.

Bremen: Your Key to Europe

If you need a break from the Bremen area, you'll see that Bremen is a great starting point from which you can discover the rest of Europe: Hamburg and Expo/Cebit-city Hanover are only about one hour away. Moreover there are also mostly very cheap regular flights (e.g. by RyanAir) and trains to many other interesting destinations, such as Berlin, Frankfurt, Munich, Cologne, London, Amsterdam, Paris and Vienna. As most European Union countries (Finland, Sweden, Denmark, Netherlands, Belgium, France, Spain, Portugal, Italy, Austria and Greece) are part of the Schengen Agreement, you won't even need a special visa to visit these countries - your student visa for Germany will be sufficient!
ELECTRICITY
The amount of voltage is different in Germany (220/230 Volt). We suggest that you consider purchasing a voltage converter kit to ensure home appliances are not destroyed by different voltage.

CUSTOMS
Please be aware that any new item that has a declared value over $50 will usually be charged a customs fee upon arrival. Please let your family and friends know this if they plan to send you any packages from non-European countries.

PAPERWORK
Visiting/exchange Students arriving at Jacobs University will need to sign various forms and agreements. The most important documents are listed here, so that you can inform yourself in advance about the documents you will be signing.

Housing Agreement
Students living in the residential colleges must sign the housing agreement in order to have their keys issued. Please read the housing agreement on the following website: http://teamwork.jacobs-university.de:8080/confluence/pages/viewpage.action?pageId=47482375

The Code of Academic Integrity
Please find and read a copy of the Code of Academic on the following websites: http://www.jacobs-university.de/academic-integrity-code and http://www.jacobs-university.de/academic_integrity_appendix. You will be asked to sign this during O’Days.

Agreement on Rights of IRC Staff for IRC Operations (IRC Agreement)
The IRC Agreement regulates the rights that IRC Staff has - mainly in order to ensure the smooth and reliable operation of the IRC infrastructure (network and telecommunication services). Please find the form on the following website http://www.jacobs-university.de/computer_policies. It will be handed out upon arrival at Jacobs University.
JACOBS UNIVERSITY COUNTDOWN TO STUDY ABROAD

The red entries are mandatory and need to be completed by the given deadlines!
The black entries are not mandatory but will further help you plan your study abroad.

2 months ahead

- Apply for Visa as soon as possible (if needed).
- Send Visa information to Ms. Heine as soon as you receive your visa.
- Send a formal digital high-quality JPG photo for your student ID to Ms. Heine by December 15th, 2012.
- Complete the Host Family Program Survey online by December 15th, 2012.
- Do you have a laptop? (If so, bring it and don’t forget your network cable!) If not, please contact Ms. Heine by December 15th, 2012.

1 month ahead

- Decide whether you will take out German Public Health Insurance or prefer buying Health Insurance for Germany at home – bring respective documents.
- Have a physical health exam with your doctor, at your discretion.
- Arrange to receive any vaccinations if needed.
- Refill any prescriptions and collect any over-the-counter products that may not be available in Germany (make sure they are legal in Germany; get a doctor's note authorizing your use of prescription medications you are taking with you). Please note that it is not allowed to mail medicine to Germany.
- Make copies to bring with you and leave one copy at home:
  - Passport and visa
  - Tickets and other travel passes
  - Jacobs University papers and correspondence, papers you might need for your home institution in order to have your Jacobs University coursework transferred
- Check the Online Course Catalog to verify that your courses are available.
- Exchange Euros to carry with you and to get you through the first weeks until money can be wired to your new German bank account, get traveler’s checks or credit card, if you wish.
- Arrange with your parents, scholarship organization or sponsor, to have money for your living expenses transferred to you in Germany, and confirm how long it will take.
- Check if you have a tri-band cellular phone that you can bring with you and operate here with a German SIM card. Ask your cellular provider in your home country to determine if your phone will work in Germany.

1 week to 1 day ahead

- Pack, keeping in mind airline regulations on luggage allowance and on what you can and cannot put in your luggage and carry-ons; remember too to bring clothing for cold Bremen winters.
- Make sure to leave a contact phone number with your family: (Iris Heine: +49 (421) 200 4310).
- Place luggage ID tags on each piece of baggage with your name and the Office for Academic Affairs address: Jacobs University Bremen, Office for Academic Affairs, c/o Iris Heine, Campus Ring 1, 28759 Bremen, Germany.

With this information about what lies ahead of you, we would like to close this handbook. We hope it offers a good insight into your upcoming study abroad experience and student life at Jacobs University.

We look forward to hearing from you, and hope to see you soon in Bremen!

Your Office for Academic Affairs at Jacobs University Bremen