



Dear exchange student,

On behalf of Universität der Bundeswehr München (UniBw M), I am pleased to congratulate you on being admitted to the Study Abroad program at UniBw M as an exchange student!

We are looking forward to welcoming you to our University, the City of Munich and to Germany. We very much hope that you will find your UniBwM experience to be exciting, unique and rewarding – everything you hoped it would be.

Susanna Nofal (M.A.),
Inbound mobility coordinator

Who's who?

Head of the International Office (IO):

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Outbound Mobility Coordinator:

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Telephones:

Head of the Office: 0049 89 6004 4683
Inbound Students: 0049 89 6004 4682
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Postal Address:

Universität der Bundeswehr München
International Office – Auslandsbüro
Werner-Heisenberg-Weg 39
85579 München

Useful Links

International Office Website:

<https://www.unibw.de/internationales-en>

Incoming Students:

<https://www.unibw.de/internationales-en/inbound>

Buddy Program:

<https://www.unibw.de/internationales-en/buddy-program>

Accommodation:

<https://www.unibw.de/internationales-en/inbound/accommodation>

Pre-departure preparations

There are some things to prepare before your departure to Germany:

- Please read the “**UniBw Munich brochure**” and **leaflet “About Us”** attached to this email for your information
- Make sure to always have enough **cash euros** on you: in Germany we use a lot of cash and it is sometimes the only possible way of payment in local stores or restaurants that do not accept credit cards. Also, payment on campus (such as for meals) is in cash.
- Please bring **two passport photographs** with you and hand them to me during the orientation week: one photograph is needed for your enrollment and the other one for your sports card on campus
- Please send me your **valid certificate of health insurance** bearing the stamp “For Enrollment” at least two weeks before arrival

Arrival:

Arriving a few days before the official start of the new trimester, I will give you an introduction into different topics that are important for your studies abroad with us and we will also attend to important administrative matters:

- ✓ Enrollment
- ✓ Certificate of health insurance
- ✓ UniBwM student card
- ✓ university access card (for access to our campus through all gates): a deposit of 20,00 EUR has to be paid for the card. Please bring the amount in cash to our first meeting, as it needs to be paid in our payment office on campus.
- ✓ wi-fi access on campus
- ✓ printing and scanning in our computer center
- ✓ electronic course catalogue
- ✓ library
- ✓ sports facilities
- ✓ eating at the university cafeteria (German: “Mensa”)
- ✓ miscellaneous

The Bundeswehr University Munich - Welcome!

The Bundeswehr University Munich was founded in 1973 in order to provide academic training for officers and officer candidates. Today there are around 2,900 registered students, including 470 women, approximately 30 international officers and 240 civilian students.

The University offers a diverse range of studies in two domains: University and University of Applied Sciences. The trimester system, short distances on campus and individual support in small groups allow students to complete their academic studies successfully in a relatively short time. The intensive study environment forms the ground on which a bachelor's degree and a consecutive master's degree can be earned in a period of less than four years. The academic degrees are equivalent to those conferred by state universities. Teaching and research are conducted independently at the Bundeswehr University. Excellent scientific facilities enable internationally competitive research at a high level.

The main task of UniBw M is to provide officers and officer candidates of the Bundeswehr (=Federal Armed Forces) with a university education. Officers in the German Armed Forces are committed to military service for at least 13 years. This includes studies at the Bundeswehr University Munich, after first passing the assessment center process. But the university is also open to civilian students: via an industrial scholarship or via bilateral university agreements. On the basis of bilateral cooperation agreements, it is possible for civilians from foreign countries to complete a portion of their studies at UniBw M. Currently, we offer foreign students the opportunity to stay for up to 12 months.

Connections around the globe

The Bundeswehr University Munich (UniBw M) is globally networked. It has partnerships with more than 70 internationally renowned universities and institutes in Europe, the USA and Latin America. In cooperation with the International Office on campus, students can participate in a variety of exchange programs without having to pay tuition fees. Around eight percent of the student population and researchers come from abroad.

More on our website: <https://www.unibw.de/internationales-en>

Degree Programs and Courses in English

Potential candidates can choose between 16 bachelor and 15 master degree programs. Studying in small groups allows individual support: on average the professor-student ratio is only 1 to 18. Because of this range of academic and personal training based on critical thinking and scientific research as in civilian universities, graduates can pursue careers not only in the military, but also in the private sector or public service. All of the university's degrees are state-approved. The courses are adapted regularly to reflect current developments in the economy, society and research.

UniBwM is made up of the **University** and the **University of Applied Sciences**:

<https://www.unibw.de/internationales-en/inbound/degree-programs/degree-programs>

Academic Calendar

In contrast to other universities, the standard period of study at UniBwM is only 3 years for a bachelor's degree and one additional year of intensive study for a Master's degree. Therefore each academic year is structured into the following **trimesters**, not semesters:

Fall Trimester: October – December
Winter Trimester: January – March
Spring Trimester: April – June
Lecture-free time: July - September

Campus Life

Located on the 14-hectar grounds of a former military airbase on the outskirts of Munich, the campus university combines studying with research and work. Despite the size of the campus, students can get from the lecture halls to the main facilities on campus and to the cafeteria in a matter of minutes.

University library, computer center, media center, and language training center:

<https://www.unibw.de/internationales-en/inbound/campus-life>

Sports

Sports are a top priority on campus and its facilities, which include a climbing wall, a swimming pool with a sauna and steam bath, a fitness center and classes, tennis and beach volleyball courts, sailboats and a ski and snowboard rental, are open to everyone on campus.

<https://www.unibw.de/hochschulsport/sportzentrum>

Extra fees

Printing costs for printing in our computer center: 2 Cent for black & white copy and 11 Cents for color printing (net prices). There are various other printers in other locations different from the computer center. Please check out the prices here:

<https://bit.ly/2Y6ml4X>

At the end of your stay with us, we will ask you to pay the open printing costs at our payment office.

Meals on Campus:

There are several places to eat at the university:

Mensa | Cafeteria

Building 30

The least expensive option is the university cafeteria (Mensa), which serves reasonably priced breakfast, lunch, and dinner from Monday through Friday. The cafeteria is closed on weekends.

Opening hours:

Breakfast: Mon-Fri: 6.30 - 8.15 am

Lunch: Mon-Fri: 10.45 - 1.30 pm

Dinner: Mon-Thu: 4 – 6 pm

The monthly meal plan is available for download on their website:

https://vpflabw.de/menueplaene_mobil.php

**Restaurant "Brandl"**

Building 30

There is also a restaurant on campus. At "Brandl" you can choose from a selection of entrées at lunch and dinner time; also snacks and drinks are served all day.

In the evening, the restaurant offers a good selection of pizzas and a delivery service on campus: <https://beta.rz.unibw-muenchen.de/brandl>

Opening hours:

Mon – Fri: 8 am – 22 pm

Fri: 8 am – 2 pm

**Uni Bar**

Building 30

Opening hours:

Tuesday – Thursday: 7 pm – 2 am

Friday: 8 pm – 2 am

<https://beta.rz.unibw-muenchen.de/unibw/brandl/unibar>

Officer's Club | UniCasino

Building 61

The UniCasino is not a casino, but a restaurant on campus in building 61 that offers a selection of dishes from Monday through Friday at lunch and dinner time and also hosts students' parties and festive events throughout the year.

Opening hours:

Monday: 11 am - 2 pm and 5 pm – 11 pm

Tuesday: 11 am – 2 pm and 5 pm – 11 pm

Wednesday: 11 am – 2 pm and 5 pm – 11 pm

Thursday: 11 am – 2 pm and 5 pm – 11 pm



Legal requirements

US citizens and students from EU/EEA states and some other countries do not require a visa to enter Germany and may stay in country without a visa for three months. Do you need an entry visa? See here: <https://bit.ly/2E7K9wA>

Nationals of the following countries can enter Germany without a visa: Andorra, Australia, Bosnia and Herzegovina, Brazil, Canada, El Salvador, Israel, Honduras, Japan, Republic of Korea, New Zealand, San Marino and the USA.

If you do need an entry visa, you will need an **official invitation letter** issued by the International Office. Contact us!

After entering Germany and **planning to stay for more than three months**, you must register your address in Munich at one of the residence registration offices operated by the Department of Public Order within two weeks. For more information, see the section on “**Residence Registration**”:

https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Registration-Deregistration

If you are allowed to enter Germany without a visa and you plan to spend **more than three months (90 days)** living in Munich, you must apply to the **Foreigners Office** at the Department of Public Order for a residence permit. You must apply for this permit while your visa is still valid (normally within 90 days):

- ✓ Filled in application form (completed in full)
- ✓ A valid passport
- ✓ A recent photograph that satisfies biometric criteria (photo booths are available at the Foreigners Office)
- ✓ Enrolment Certificate from UniBw M
- ✓ Proof of adequate funding (e.g. a formal obligation by a third party)
- ✓ Proof of adequate health insurance

For more information on the residence permit, please see here: https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office/student-visa-residence/visa-for-academic-studies.html

Application at UniBw Munich

Via email (no hard copy needed) as a pdf file to the International Office, Inbound Mobility Coordinator: susanna.nofal@unibw.de
The application should include:

- completed **registration form** (please download from our website: <https://bit.ly/2GWzUZG>)
- **curriculum vitae + individual cover letter** (letter of motivation)
- **transcript of records**
- a valid **university enrolment certificate**
- a **copy of your passport**
- **certificate of health insurance** valid throughout the entire time of your stay
- valid **certificate of German** language skills (at least level B1), if you plan to take courses in German language

Application Deadlines

Fall Trimester (October – December): June 30th
 Winter Trimester (January – March): September 30th
 Spring Trimester (April – June): January 15th



Health Insurance

In Germany, all students are obliged to take out a valid health and nursing care insurance policy. As you are an exchange student coming to our university from a partner university for studies, you will need to give proof of valid health and nursing care insurance upon your arrival for enrollment. Proof of health and nursing care insurance that is in conformity with German laws and regulations is mandatory for all students in order to be enrolled at a German university. As a rule these certificates of valid German regulated health and nursing care insurance bear the stamp "For submission to authorities" or "**For enrollment at University**".

For further reading on the subject, please visit the website of the German Academic Exchange Service: <https://bit.ly/2IW0Gnu> and/or find more information on our website under "Health and nursing care insurance": <https://bit.ly/2GWzUZG>



PLEASE NOTE: International emergency travel insurance policies do not conform to German laws and regulations concerning student health and nursing care insurance as they only cover in case of emergency, and will not be accepted for enrollment.

How to give valid proof of health and nursing care insurance?

Students from countries in the EU:

The AOK is a non-profit oriented health insurance organization and one of the largest German health insurance providers. Their advisors will verify your current health insurance policy regarding its conformity German regulations: If your current health insurance policy is suitable for admission at a German university, your AOK advisor will issue the certificate of health insurance "for submission at a German university" that you will need for enrollment.

Please send the completed AOK-Form (attached) and a **copy of your European Health Insurance Card (EHIC)** via email to the AOK student service: muenchen.studenten@service.by.aok.de

Shortly after you will receive your valid certificate of health insurance for enrollment at UniBwM Please forward me this document about 2 weeks before your arrival. Thank you.

Students from non-EU countries:

Write an email including your current international health insurance policy (sending the health insurance card is not enough as the responsible person will not be able to verify the specific conditions and the coverage), your personal information such as your name, date of birth, home country, and sex, to the AOK student service: muenchen.studenten@service.by.aok.de

The AOK is a non-profit oriented health insurance organization and one of the largest German health insurance organizations. The AOK advisors will verify your current health insurance policy free of any charge. In case the AOK sends you a negative reply indicating that your health insurance cannot be accepted for enrollment at a German university, proceed as follows:

- ❖ **Private insurance policies** for students that are recognized/ approved for enrollment at a German university are generally much more expensive than the statutory health insurance option for students. This is in the nature of things, because private health insurances (whose business model is to make profit) are generally always more expensive than state, non-profit health insurance companies, such as the AOK. The "German Academic Exchange Service" offers an affordable combined health, accident and liability insurance package (costs are around 140,00 EUR per month): <https://www.daad.de/versicherung/allgemein/bedingungen/en/14397-daad-insurance-destination-germany/>
- ❖ The private health insurance policy "Mawista" is recognized/ approved for enrollment at a German university (Student Classic plus package, around 40,00 EUR per month): <https://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-students/>
- ❖ The student fee for **statutory insurance** is 90,02 € per month with any statutory, non-profit German health insurance company. In Germany there are many state health insurances and the AOK is one option among many. Since the contribution rate for students is the same nationwide regardless of the chosen statutory health insurance company and the benefits of the statutory health insurance companies are always the same, you may as well take out a student health insurance policy with the AOK for three months (from 1 October to 31 December). Complete the application form sent to you by your AOK advisor, sign it and send it back to the advisor. If you need help with filling in the form, please let me know. You will receive your certificate of valid health and nursing care insurance required for enrollment soon after. <https://foreignstudents.aok.de/>



Accommodation in the guest house

It is possible to apply for a room/ bed in a shared double bedroom in a military building belonging to the Bundeswehr Career Service in **Munich City Center**. Since the apartment is located in the very center of Munich, grocery stores and laundry service stores as well as a big park (the Olympic Park Munich) and public transportation services are in close proximity. It takes about 50 min, by public transportation to get from the accommodation to our university campus which is located a bit in the outskirts of Munich.

The apartment is located on the **5th floor** of the building, there is no elevator. It offers space for up to 10 people. All rooms are **fully furnished** (bed, cupboard, desk, desk lamp, shelf, chair, etc.). Pillow, blanket, **bed linen** and two small towels are provided. You might want to bring a large towel with you or buy one in Munich. Unfortunately there is no cooking facilities and no microwave at the moment. Cooking utensils, pots and pans are available, as well as spoons, forks and knives. There is one bathroom on the 5th floor for both males and females. **Shared showers and restrooms** divided by sex are available on the 4th floor and used only by the students living on the 5th floor.

The apartment does not provide a dishwasher, a washing machine, nor a dryer. There is the possibility to do laundry in one of the self-service laundrettes near-by.

An **internet connection** is not available in the building and cannot be set up. Students can receive Wi-Fi on their smartphones by purchasing a German prepaid SIM card. You can go online on your laptop by buying an Internet modem stick and by regularly charging the stick with credit.

Overnight **guests** staying for a few nights need to be registered two weeks in advance (ask the International Office how to register your guests) and there is a fee to be paid of 9,50 EUR per guest and per night.

The accommodation building belongs to the Bundeswehr (= The German Armed Forces) Career Center. Since they house young military applicants in the building on the 1st, 2nd, and 3rd floor overnight, it is very important to respect the night's peace from 22pm – 6am and to help keep the facility clean.

Cleaning Services are provided once a week (floors, hallways, sanitary facilities, and kitchen floor), but **ONLY** the floors, no surface cleaning.

The accommodation in Munich City Center does not have a reception to welcome new students. Without your keys, you will not be able to enter the accommodation building. Please stay in close contact with the International Office about your arrival, so we can arrange your **check-in and the hand-over of keys** with our **Housing Office** and thus make your arrival as smooth as possible.

The address of the accommodation is:

Bundeswehr Karrierezentrum
Hedwig-Dransfeld-Allee 9
80637 Muenchen

If you want to stay in our student guest house, please send me your signed and filled in **Housing Application Form** by email at least four weeks before your arrival. Your application for accommodation in the guest house is not valid without the signed "Housing Application Form" sent to me by email in due time. Because accommodation is limited, your application for accommodation is no guarantee for a reservation in the guest house.

Other option: Rooms in Shared Flats

Another option is to find accommodation by contacting the Housing Referral Service of the Munich Student Union. This Housing Referral Service passes on the details of several hundred private rooms to students on offer by private landlords: <https://bit.ly/2tTCXg0>

A good website to find a room in a shared flat in Munich is also: <http://www.wg-gesucht.de>

Other option: Short Term Rentals

The Munich Student Union runs an agency for holiday rentals in cooperation with the student self-administration in the Freimann Student Village. This agency gets potential short-term tenants in contact with the residents of rooms in student dormitories, who wish to temporarily sub-let their room for a certain amount of time (e.g. between semesters or whilst they are completing an exchange semester abroad): <https://bit.ly/2z8uXwF>



Planning your arrival in Munich: Important Dates in 2020

Winter Trimester 2020: January 7, 2020 – March 31, 2020

Arrival Date	Thursday, January 2, 2020 (or personal arrangement with IO)
Official Orientation Week	Individual arrangement with IO
Classes begin	January 7, 2020
Classes end	March 31, 2020
Examination period	March 24 - 31, 2020

Spring Trimester 2020: April 1, 2020 - June 30, 2020

Arrival Date	March 27-29, 2020
Official Orientation Week	Individual arrangement with IO
Classes begin	April 1, 2020
Classes end	June 30, 2020
Easter Holidays	April 13 – 17, 2020
Examination period	June 24 – 30, 2020
Lecture-free time:	July 1, 2020 – September 30, 2020

Fall Trimester 2020: October 1, 2020 - December 23, 2020

Arrival Date	September 18 – 21, 2020
Official Orientation Week	September 22 – 25, 2020
Classes begin	October 1, 2020
Classes end	20 th December
Examination period	December 23, 2020
Christmas Holidays:	December 24, 2020 - January 6, 2021

