Division of tasks: Who does what?

International Office: Support in non-academic matters
- Information events (TAN lists, exam registration, exmatriculation)
- Visa matters (please always refer to the International Office) / Formalities
- Admissions and Transcript of Records (exchange students only)
- Working during your studies
- Getting to know people and the region

Department: For all academic questions
- Exchange coordinators in the departments (exchange) / Study guidance at the department (degree-seeking students)
  - Learning Agreement (exchange)
  - Create timetable
  - Exams

Buddy: For settling in Konstanz
- Pick up from the station
- Key handover Seezeit
- Doctors, shopping
- City, university, meeting people
- ZEUS, ILIAS
- Possibly open a bank account
Who does what in the International Office?

Alexandra Frasch
Larysa Herasymova
• Degree-seeking students

Frank Lutzenberger
Tina Bebensee
exchange students

TutorInnen-Team des International Office
• all international students
OriPro - The Orientation Programme for Exchange Students

OriPro Part 1: 01.-04.03.: Before Arrival
- Academic year, ZEUS and TANs, grading system
- Taking courses at the university / creating a timetable
- Activate Uni-Constance e-mail account

OriPro Part 2: 07.-09.04.: After Arrival
- Registration at the Bürgerbüro
- Visa matters/residence permit
- Placement test for German courses
- Getting to know campus and people

Recommended arrival / move-in days: 01./06.04.2021

Some take part in an online intensive German course from 4-26.3.2021

Quarantine may be necessary > Quarantine care from the International Office for Seezeit residents only

Contact: exchange students international.incoming@uni-konstanz.de
Orientation for new international students aiming for a degree

Individual support from the International Office on

- Registration at the Bürgerbüro
- Visa matters / residence permit
- Health insurance and bank account
- Financial aid
- Information on registering for German courses at the SLI
- Information on contacting the student advisory service at the departements for course selection and timetables
- Enrollment by e-mail until 1.4., see admission letter; Unicard to German address > update ZEUS

SS 2021 planned as a hybrid semester, i.e. attendance on campus can be required.
> Recommended arrival: April

Quarantine may be necessary > Quarantine care from the International Office for Seezeit residents only

Contact:
International degree-seeking students
degree-students@uni-konstanz.de
Living with Seezeit: Pick up the key I

Before
- Key pick-up without appointment on **1.4. and 6.4.2021** at the respective caretaker's office.
- Time slot according to residence hall > new tenants were informed by Seezeit by e-mail in week 9.-13.3.2021
- Otherwise: Arrange an appointment with the Seezeit Tenant Service (by telephone/email) IN ADVANCE.
  
  https://seezeit.com/wohnen/wohnen-bei-seezeit/kontakt/

When picking up the keys
- Despite the appointment/time slot, please bring time with you - there is a lot going on on the move-in days.
- Bring a power of attorney and, if necessary, a self-disclosure with a negative test.
Living with Seezeit: Pick up the key II

Before

- The international must prepare for key collection:
  
  1. Fill in and sign the power of attorney
     - Allgemeine Antragsformulare → Vollmacht Zimmerübergabe
  
  2. Self-disclosure and negative test result (< 48 hours + 1-2 days goodwill for entry into Germany) in advance by e-mail to the tenant service or bring with you to pick up the key.
     - [Link form FAQ „Do I have to get tested for Covid-19 before moving in?”](https://seezeit.com/)
  
  3. Clarify whether the international would like to buy bedding (45,-€) the international should order directly from the tenant service, it will be put in the room.
Upcoming

From now

Discord: Join the Konstanz students 2021 discord server

From the beginning of April

noticeboard with ideas for buddy activities

April / May

Geocaching - treasure hunt / team park event for buddy pairs
or small groups outdoors for participants in the buddy programme with univenture

Erasmus Student Network (ESN) Konstanz

Website: Website ESN Konstanz

Instagram: Instagram page ESN Konstanz

Discord: Join the ESN discord server
For both: What else is important...

• The buddies are volunteers, i.e. your buddy does not receive any money for the activity.

• We are sure that your buddy is trying very hard to support you. If things don’t go according to plan, please be patient with each other and have the courage to improvise.

• Clarify at the beginning which language or languages you would like to use

• If either the buddy or the international does not respond to requests, please let us know. We will then try to offer a new match.

• Please do not hesitate to contact us if there are any questions or problems.
Buddy Programme and Corona

• Buddy programme flexible, as also off-campus, outdoors, contact in pairs possible > less risk of contagion

• Quarantine rules and isolation must be observed when entering from risk areas and in the event of infection
  Info International Office: Corona regulations

• Campus rules

• Always: Health first. At the beginning, talk openly about how you want to organize contact in the pandemic. Both should feel comfortable.
Buddy Coordination

Anna Huggenberg
Tutor International Office

buddy.international@uni-konstanz.de