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
Degree-seeking students

Frank Lutzenberger
Tina Bebensee
exchange students

TutorInnen-Team des International Office
• assist all international students
Studying in winter term 2021/22

Back on campus:
Attendance necessary from beginning of study, because of high amount of in-class events.
recommended arrival/ move-in days: 01./04.10.2021

Some international students take part in an online intensive German course from 30.8.-24.9.2021

Quarantine may be necessary > quarantine care need to be organized by oneself
Orientation Programmes

**OriPro Master: degree seeking students**
27.09.-01.10.: online-events
05.-08.10.: in-person events

**OriPro: exchange students**
25-27.8.: online-events
05.-12.10.: in-person events

arrival / move-in days: 1./4.10.

- Registration at the Bürgerbüro
- Visa matters/residence permit
- Advice at bank account and health insurance
- Taking courses at the university / creating a timetable
- Placement test for German courses
- Getting to know campus and people
upcoming

11. – 22. October
introduction week > study starter
- don't miss-

25. October
start of lectures
Living with Seezeit: Pick up the key I

Before

- Key pick-up on 1. + 2. September at the respective caretaker's office; appointment requested
- Time slot according to residence hall > new tenants were informed by Seezeit by e-mail already > ask international
- After 2. September: 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, a self-disclosure and a negative test result in printed form
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, in German or English) bring a printout with you to pick up the key
   → Link form FAQ „Do I have to get tested for Covid-19 before moving in?”

3. Bedding (optional, 45,-€) ➔ the international should order directly from the tenant service, it will be put in the room and deducted from the guarantee
Upcoming

From now on

**Discord**: [Join the Konstanz students 2021 discord server](https://padlet.com/tutoriatinternational/lzqqwpar5nl0nihd)

noticeboard with ideas for buddy activities:
[https://padlet.com/tutoriatinternational/lzqqwpar5nl0nihd](https://padlet.com/tutoriatinternational/lzqqwpar5nl0nihd)

autumn

**Group events for participants of the buddy programme**
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

- Involvement through small groups and off campus > special importance of the Buddy Programme against isolation

- Quarantine rules and isolation must be observed when entering from risk areas and in the event of infection

Info International Office: Corona regulations

- Personal responsibility regarding formalities of corona rules:
  entry registration coming from risk areas, negative test result, registration of negative test result to Konstanz for cancellation of quarantine; record of vaccination/recover

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

Dünya Alan
Tutor International Office

buddy.international@uni-konstanz.de