

Welcome to the MGAP program!

Welcome to the MGAP program at Ludwig-Maximilians University of Munich. This document has been made to inform you, our brand-new MGAP students, about basics once you arrive in Munich. It aims to give you some tips and facilitate the process of establishment in the capital of Bavaria.

Germany is well known for its complicated and overwhelming paper work... it takes time and you'll have to be patient. The following should guide you step by step through the main tasks you have to accomplish. It also provides with some useful things to know as newly arrived student at LMU Munich (e.g. transportation system, events...).

Good luck and we are looking forward to getting to know you!

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Important steps after landing

Accommodation in Munich

Finding a room isn't an easy task in Munich, especially not between August and October as all students are looking for the same thing: a roof. Stay positive and you'll find something that suits your needs!

Many possibilities to get a roof over your head:

- Shared flat
- Student residences (Studentenwerk)
- Studio (1-room apartment)
- Private housing

For more info: <https://www.studentenwerk-muenchen.de/en/student-accommodation/>

You can also have a look in newspapers, LMU and Munich international accommodation facebook pages and billboards around the campus or hang your own "Looking for" advertising. If you want to look for your own flat, many online platforms (mostly in German) are available (e.g. www.immobilienscout24.de), however agent's fee may apply.

Suggestions:

- If you can't find anything in the first week, try Couch Surfing, Airbnb or youth hostels to settle a little while looking for a more permanent place
- Take the first thing you find even if it is only short term and keep searching
- Put your name on waiting list for student residences, places might free within shorter time than expected
- Enter in contact with other students: when they leave a place, they can usually suggest a new person
- Keep looking frequently, double check platforms (often new updates) and apply to as many places as you can
- NEVER pay for a place before you've seen personally, especially if the owner lives abroad and the deal looks too good and too cheap to be true → Scammers are frequent on public platforms... Be careful!

Registration and visa

Once you settled in and found a place (and also if you move to a new place), you have to register your new address to the department of public order (Kreisverwaltungsreferat - KVR).

This is also where you will go to obtain or prolong your student visa/residence permit to stay in Germany. Note: check the open hours, go early directly to the international student section, this will save you from long lines and waiting time.

*** If you move, do not forget to update your address on your LMU personal account, because important letters might be sent to the wrong address (e.g. student card)

Address:

Landeshauptstadt München
Kreisverwaltungsreferat (KVR)
Ruppertstr. 19
80337 Munich

Useful phone numbers if you need any informations:

- Residence registration +49 (0) 89 233 96000
- Foreigners office +49 (0) 89 233 96010

For more info: https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order

Health insurance (Krankenkasse)

It is mandatory as a student to have a health insurance (public or private) in Germany. There is the possibility to subscribe to health insurance for student here, of course, for an average of 90€/month. Beware that each company offers different coverage for this amount of money, so a bit of research is necessary before you enrol with one company, at least to know what it includes.

There are also ways to use your home health insurance company if agreements already exist between Germany and your home country.

*** A proof of health insurance coverage is necessary to enrol at LMU for immatriculation. For that, you'll need to call your company and ask them to send you a confirmation of your insurance for your studies.

For more info: <https://www.mawista.com/en/hiffs/>

Bank account (Girokonto)

If you want to eventually work in Munich, and also for all money transfers (e.g. semester fees, field trip fees), it comes handy to open a bank account once you are settled in Munich. As a full-time student, you can open a bank account for free in most banks.

There are not many differences between banks, some have the advantage that you can withdraw money from different banks without fees (e.g. banks part of a cashgroup). Some banks also offer online management for transfers and more.

Phone (Handy)

It is easy and cheap to get a German phone number/SIM card for your own phone for less than 10€/month. Make sure your phone is unlocked to international usage, especially if you bought it from local company in your home country.

Online discount platform can offer great deals for SIM card with or without contract (e.g. <https://www.check24.de/>).

About LMU and our faculty

International office

The international office is located next to the main building of LMU (U6 station Universität). This is where you will register and immatriculate at first. All information concerning enrolment has been already issued to you via email together with your acceptance letter.

Ludwig-Maximilians-Universität Munich

International Office

Ludwigstr. 27

80539 Munich

Website: http://www.en.uni-muenchen.de/about_lmum/contact/int_office/index.html

Tuition fee

In October 2014, tuition fees were abolished in Germany and universities are therefore free of charge. However, there are an administration fee and your MVV (see Transportation p.8) basic fee to be paid by all students, mandatory for each semester:

- MVV semester ticket: 67.40€
- Administration fee: 62.00€

To update your address and to pay semester fee:

LMU website → LMU portal → Log-in → Online-Selbstbedienungsfunktionen (under Links) → scroll down to "Online-Self-Service Function for students currently registered at LMU"

*** Beware that there is a deadline to pay the semester fee. If you pass this deadline, you will not be able to register for the coming semester. In such case, you might also be exmatriculated, which causes tons of trouble you do not want to face (e.g. residence permit).

Student card

The student card should always stay with you, since it is your semester ticket for public transportation (see Transportation p.8). It also allows you to have reduced prices for museums and other cultural and recreational activities.

You also need your student card to obtain the library and cafeteria (Mensa) card. See more details in the next section.

Transponder

The transponder permits access to the social room (Luisenstr. 37, C020) and the computer room (3rd floor of the museum). You can obtain it at the secretariat office (1st floor of the museum) on demand. The social room contains a kitchen, also used for meetings (it should always be locked and stay clean). The computer room contains also a microscope and is used mainly to work in a calm and quiet environment. For your information, if you lose the transponder, you have to pay 50€.

Library and Mensa

Many libraries are available for students in Munich, one of them being directly in our building (Luisenstr. 37) accessible at the ground level in section A. Other libraries are:

- LMU Library (<https://www.en.ub.uni-muenchen.de/index.html>)
- TUM Library (<https://www.ub.tum.de/en>)

To be able to rent books, you will need your library card that you can collect at the information desk of the LMU library in the main building (Geschwister-Scholl-Platz 1). It is free of charge and you will need to show your student card and your passport (or other identity card).

Mensa is what we know as cafeteria or canteen. This is a good place to find relatively big portions for small prices. 5 minutes walk from our lecture halls, you can find one of these (Arcisstr. 17). To eat at Mensa, you will need a legic-card (cost 12€ = 7€ deposition + 5€ to eat) that you can find usually in each canteen lobby. They can be refilled with money at the right places (cash or credit card) and can be returned at anytime (get 7€ back). Think to bring cash to get the "mensa card", it is always easier. Many others are spread around Munich. You can find the menus, locations and more info here: <https://www.studentenwerk-muenchen.de/en/mensa/>

Transcript records

After each semester, it is possible to get your official transcript records, which can be necessary to apply for scholarships for example. To do so, you have to first send the PANI office (see email address below) an e-mail to signal them that you need your transcript records. The PANI will then inform you as soon as your transcript is ready to be picked up. Note: You should always take personal note of your grades and double check on the official transcript records when you receive it... missing grades or mistakes are possible.

Pick-up address:

Ludwig-Maximilians-Universität Munich

Prüfungsamt Naturwissenschaften Innenstadt (PANI)

Faculty Earth Sciences

Theresienstr. 39, Room B033

80333 Munich

Email: geowissenschaften.pani.pa@verwaltung.uni-muenchen.de

Open hours: Tuesday and Thursday from 10h30 to 12h30

Possibility to make appointments

Student association (Fachschaft)

Our faculty has a student council, which is located at the ground level of our building in section C. The student council has a voice and a vote during faculty meetings and is responsible for organizing events throughout the year. They are very welcoming and open to new members.

Where to find them:

Fachschaft Geowissenschaften

Luisenstr. 37, Room C002

80333 München

Email: geowissenschaften@fs.lmu.de

Academic calendar

The semesters are divided in two:

- Winter semester (e.g. WiSe2018/2019) → 1st October to 31st March
- Summer semester (e.g. SoSe2019) → 1st April to 30th September

For each semester, there is a lecture period and free period. There are no lectures on public holidays. Christmas break starts on 24th of December and ends on 6th of January.

To find the exact dates of the different semesters, please refer to this website:

http://www.en.uni-muenchen.de/about_lmu/academics/calendar/index.html

German language courses

Many German courses are offered at LMU. Of course you can get around just fine with English, but basics in German make everything easier. Plus, it is always an advantage if you want to find a student job. Think about it, you'll spend the 2 next years in Munich, better get into the culture by learning some words! There are many different types of courses: intensive and short, semester long, online or lectures. Please find more information on this website: http://www.en.uni-muenchen.de/misu/german_language_courses/index.html

Examples of other providers for German courses (not exhaustive):

- German courses at University of Munich (<https://www.dkfa.de/en/>)
- International University Club Munich (<http://www.iucm.de/en/>)
- Online German Courses-Uni Online (<https://www.deutsch-uni.com/>)
- DAAD (<https://www.daad.de/deutschland/studienangebote/sommerkurse/en/>)

Sports at LMU

Munich university sport center (ZHS) offers a wide range of activities. The basic membership is available to all students for 7.50€/semester. It is also possible to include additional activities for 15€/semester. You can get your semester membership at LMU foyer (Schellingstr. 3) or at the center office directly (Connollystr. 32) with the option to have yearlong membership. The sport facilities are located at Olympiapark (U3 station Olympiazentrum)

Website of the ZHS (only German): <http://www.zhs-muenchen.de/startseite/>

For more info on sports in Munich (out of LMU frame):

<https://www.muenchen.de/rathaus/Stadtverwaltung/Referat-fuer-Bildung-und-Sport/Sport.html>

Talking about money

Living in Munich for the average student costs more or less 800€/month including rent, food and health insurance. It can be tricky to wrap the end of each month up without incomes or parents' support. Here are some options to earn money: financial aid, working, studi-forscht.

Financial aid

It is possible to obtain financial support (e.g. scholarships) from certain organisms, from the government or the university for international students. It is worth a try even if you think you might not be the best student nor the most implicated one in the society.

Note: Important information is about requirements (your eligibility) and also the deadline for application

Key words for Google: Financial support LMU

http://www.en.uni-muenchen.de/about_lmum/contact/int_office/services/services_incomings/support_for_all_incomings/scholarships/index.html

Student jobs

Working is allowed to all students with a valid residence permit. Having some German skills always help, but not a requirement everywhere. When you apply to work, you can apply for "Mini-job Vertrag" or "Studentenwerk Vertrag" (student contract types, to discuss with your employer).

Maximum of 450€/month good-to-know rule: you do not have to pay any taxes if you earn up to 450€/month. If you earn more than 450€/month, you'll have to pay taxes that may not be automatically returned to you.

Note: you are allowed to work 20h/week during the lecture period and up to 40h/week in between semesters with your student visa/residence permit, as long as you don't exceed 120 full days or 240 half days of work.

Key words Google: International student job LMU

http://www.en.uni-muenchen.de/students/int_student_guide/student_life/working/index.html

Studi-Forscht program

Studi-Forscht is a program to which all students can apply aiming to realize a scientific project and funds of 500€ can be accorded for this purpose. The project you apply for cannot be your Research or Master thesis project, however it can be a preliminary step.

Key words for Google: studi forscht lmu

https://www.geo.uni-muenchen.de/fakultaet/studienbuero/studienbuero_english/programs/index.html

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Useful tips around Munich

Transportation

Moving around Munich is easy with buses and trams, trains (S-Bahn) and subways (U-Bahn). MVV is the transportation company in Munich (<https://www.mvv-muenchen.de/en/index.html>). Prices are divided by zones (4 zones) and rings (4 rings per zone), with zone 1 being Munich itself and zones 2 to 4 the suburbs.

As a student, your student card allows you basically to travel for free at night (6PM to 6AM) from Monday to Friday and during the weekends (Friday 6PM to Monday 6AM) within the 4 zones. You can pay an extension and obtain full access to the public transportation anytime anywhere in Munich (<https://www.mvv-muenchen.de/en/tickets-and-fares/frequent-travellers/mvv-semesterticket/index.html>). The student card allows using all transportation styles: buses, trams, S- and U-Bahns.

Despite the well-developed public system, bicycles are very useful for short distances and make you avoid rush hours in downtown public transportations. The bicycle paths are very safe and also well developed in Munich. It is easy to find a cheap used bike if you look on eBay for example (<https://www.ebay-kleinanzeigen.de/stadt/muenchen/>).

Markets and shops

In all supermarkets (e.g. Edeka, Lidl...), you can find food mostly, but also weekly goods (e.g. kitchen tools, clothes, decorations...).

All drugstores (e.g. DM, Rossmann...) can provide you with body lotions, shampoos, creams, make up and loads of other products in a wider range of brands and choices than what you'll find in supermarkets.

Electronic shops (e.g. Mediamarkt, Saturn...) are accessible and located in downtown to buy for example laptops, phones and cables. Home hardware shops (e.g. Hagebaumarkt, Obi...) are around Munich, but a further out of the center. There you can find lamps, bathroom things, screws and tools for example.

Health centers

The main pharmacies are called Apotheke. There, you'll find all necessities in terms of medications, bandages, creams and also natural medicine remedy.

If you feel sick, you can go to Elisenhof, where you can see a doctor without appointments (see the website for open hours: <https://www.kvb.de/index.php?id=2039>), which is free if you have public health insurance. This center is located next to the main train station, 10 minutes by foot from our building.

Address:

KVB-Bereitschaftspraxis Elisenhof
Prielmayerstr. 3
80335 Munich

There are also emergency services in hospitals (Krankenhaus).

Useful numbers in case of problems in Germany:

- Fire and medical emergencies = 112
- Police = 110

Events and where-to-go in Munich

List of events (to name only the most famous ones):

- Tollwood festival → July and December
- Oktoberfest → mid-September to October
- Summer outdoor cinema → May to September
- Fleamarkets and night markets (Flohmarkt) → all year long, once or twice a month
- Spring festival (Frühlingsfest) → mid-April to May

If you are more of an outdoor and nature person:

- Englischer garten (English garden)
- Schlosspark Nymphenburger (Nymphenburg palace and park)
- Westpark and Japanischer Garten (west park and Japanese garden)
- Isar fluss (Isar River)
- Stanberger See (Lake Starnberg)
- Ammersee (Lake Ammer)

Contact persons

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