

Welcome Information for
new Doctoral Researchers
and Postdocs



Welcome to GEOMAR!

The Postdoc Academic Career Support Center **PACT**, the **DokTeam** and the **Postdoc Team** have collected some information that might be useful for you on your start as a new early career scientist at GEOMAR. If you have any questions or comments, email to welcome@geomar.de and we will soon get in contact with you. Have a great start!



Welcome to Germany

Here you find general information about your first weeks in Germany (including details on visa, registration and accommodation):

www.geomar.de/en/welcome/welcome-to-germany



www.geomar.de

To get familiar with GEOMAR's structure and strategy, visit our website and find out more about our research themes and activities as well as our strength and values.



intranet.geomar.de

On our intranet, you will find relevant contacts and forms about various aspects of your daily work. A good starting point for a great deal of information is GEOMAR from A-Z.

Practical information

How do you get your email address and access to the internet?

The team assistance of your group will provide you with a form to register with the Data Centre. Usually, you will receive your email address at GEOMAR within a day or two. The username and password also serve for accessing GEOMAR computers and our network. Note that you should change the password asap. The GEOMAR network and printers can only be used with a GEOMAR computer (@ home office via VPN). Until you have your work computer you can apply for a guest account to use the GEOMAR WLAN connection with your private computer. Talk to your line manager and/or the team assistant.

The Data Centre provides support if needed: <https://intranet.geomar.de/en/ze/rz/services/>. Write to helpdesk@geomar.de if there are issues that you cannot solve by asking your peers.

Where do you get your office space and key/chip for the printer?

The team assistant of your research unit is your first point of contact. She/he will organize and provide you with a work place as well as with keys for the office and the entrance doors. The key-chip also gives you access to printers, copy, and scanning machines. Ask your team assistant how to program the chip.

Important for Doctoral Researchers

1. Check the doctoral researcher website for detailed information on registration at the Kiel University <https://www.geomar.de/en/studying/doctoral-researcher>
2. Contact the doctoral researcher support youngtalents@geomar.de
3. Sign up for the email list docs@geomar.de by contacting youngtalents@geomar.de.

Important for Postdocs

1. Check the postdoc website <https://www.geomar.de/en/studying/postdoctoral-scientists>
2. Contact the Postdoc Academic Career Support Center (PACT) pact@geomar.de
3. Find further support with the Postdoc Team postdoc-speaker@geomar.de

Be informed

With your registration at the Data Centre you are automatically subscribed to the following email lists: **Intern / Wissenschaft / Research Division / Research Funding**

Once your GEOMAR email is active, you receive information about ongoing activities via these email lists. Every research unit has its own mailing lists. Ask your team assistant and sign up to more: <https://mailman.geomar.de/mailman/listinfo/>

Opportunities for Interaction

Regular Seminars: The research divisions (RD) and research units (RU) have individual seminars with invited talks. Some have lunch events. The announcements are made through the mailing lists.

Doctoral researchers

The **Graduate School** at the Kiel University supports its doctoral candidates (you will receive your degree via the University).

https://www.graduiertenzentrum.uni-kiel.de/en?set_language=en

The **Faculty of Mathematics and Natural Sciences** at CAU has published the procedure for doctoral registration. Please make sure that you are enrolled on the doctoral list at CAU. You can find more information here:

https://www.mnf.uni-kiel.de/en/promotion-habilitation/prom?set_language=en

DokTeam: Doctoral researcher network and representation of doctoral researchers at GEOMAR

dokteam@geomar.de | www.geomar.de/en/studying/doctoral-researcher/geomar-dokteam

Postdoctoral researchers

PACT: The Postdoc Academic Career Support Centre offers career development support, workshops and networking events tailored to postdocs. Every two weeks on Tuesdays there is a Postdoc Lunch with teaser talks and networking for postdocs. Follow the announcements on the webpage.

www.geomar.de/en/pact | pact-info@geomar.de

Postdoc Team: Postdoctoral researcher and non-permanent scientist network and their representation at GEOMAR. Every two months, there is an open assembly to discuss current topics affecting postdocs at GEOMAR.

www.geomar.de/en/postdoc-team | postdoc-speaker@geomar.de

Doctoral researchers and postdocs in marine science in Kiel

FYORD (Foster Young Ocean Researcher Development): FYORD is a joint cooperation between Christian-Albrechts University and GEOMAR. The program supports the development of young marine scientists by enabling young researchers from master students to postdocs to take the next step towards a successful career in marine topics. It is open to all doctoral researchers and postdocs at GEOMAR. Events are announced on the website.

<https://www.uni-kiel.de/en/fyord>

Events at GEOMAR

Events at GEOMAR are listed on the new event platform:

<https://www.geomar.de/en/veranstaltungen>

Events via Zimbra Calendar: Most activities are announced via the mailing list and organized in a calendar that you can subscribe to from your Zimbra GEOMAR webmail <https://mail.geomar.de> > *Preferences > Sharing > Folders that have been shared with me but not yet accepted > Show folders shared with me by the following user: Veranstaltungen*

Events shown in the calendar to date: Docs coffee time event, Office Hour of PACT, PACT Lunch Teaser Talk, Office hour of the Equal Opportunity Manager, Hacky Hour, Digital Monday, WissenSchaffen, Desk Yoga

Sports events at GEOMAR can be found on the health webpage on the intranet only.

<https://intranet.geomar.de/leitungsgremien/hse/gesundheitsfoerderung>

Further information

GEOMAR Buddy Program: PACT, Postdocs, and Docs run a Buddy-Mentoring program. Contact PACT to receive more information or see the website:

<https://www.geomar.de/en/pact/mentoring>

For international doctoral candidates, there is the **Study Buddy Program** run at the CAU: www.studentenwerk.sh/en/social-advice-center/international/study-buddy-programme

Information on German courses:

Kiel University (free): www.zfs-daf.uni-kiel.de/en

Förde-VHS: <https://www.foerde-vhs.de>

In the **Internal Staff Forum** on the intranet the sale of furniture, apartments for rent, etc. is announced: <https://intranet.geomar.de/forum/mitarbeiter/>

Have a great time at GEOMAR!
Looking forward to meeting you in person!



GEOMAR | Wischhofstr 1-3 | 24148 Kiel | Germany

To all new Doctoral Researchers

Staff Office Early Career Support and Personnel Development

Phone +49 431 600-2803/-4454
youngtalents@geomar.de

Framework conditions for supervising doctoral researchers at GEOMAR and Research plan and career development plan for doctoral researchers

June 23, 2023

Dear doctoral researchers at GEOMAR,

we would like to warmly welcome you at GEOMAR with your doctoral research project either as an institutional, third party funding or stipend project.

This envelop contains amongst other relevant information material for your start as doctoral researcher at GEOMAR the Guidelines for the employment of doctoral researchers at GEOMAR including its annexes. Annex 1 is the **Framework conditions for supervising doctoral researchers at GEOMAR**, it intends to support you and your supervisors in planning and carrying out your doctoral project independently through a structured cooperation. The digital and also digital editable version of the document can be found <https://www.geomar.de/karriere-campus/campus/doktorandin/geomar-angebote-fuer-promovierende>.

Please read the framework conditions carefully and fill-in your information on page 4 and 5, sign it, have it signed by your supervisors and return it by email to youngtalents@geomar.de, asap. Annex 2 is the Research plan and career development plan for doctoral researchers. You are expected to write your research and career development plan during the first three months of your project, once you have finished the first version please send it to youngtalents@geomar.de.

We wish you a successful and enjoyable doctoral project at GEOMAR.

Kind regards,

Your Early Career Support & Personnel Development Team

GEOMAR
Helmholtz Centre for
Ocean Research Kiel

Wischhofstr. 1-3
24148 Kiel | Germany

Phone +49 431 600-0
Fax +49 431 600-2805
www.geomar.de

Deutsche Bank AG Kiel
BLZ 210 700 24
Kto. 144 8000

SWIFT/BIC DEUTDEDB210
IBAN DE 69210700240144800000

Tax Number 2029745781
Sales Tax Code DE281295378

Guidelines for the employment of doctoral researchers at GEOMAR¹

GEOMAR employs doctoral researchers. GEOMAR makes a point of welcoming individual, social and cultural diversity in the selection of its employees. The appointment of doctoral researchers is therefore based on transparent and clearly defined processes that take particular account of equal opportunities and diversity. GEOMAR cooperates with the Kiel University (CAU) in the education of the doctoral researchers: All the doctoral procedures and related regulations are under the jurisdiction of the University². Nevertheless, GEOMAR assumes responsibility for all doctoral researchers at GEOMAR, and thus follows the guidelines for the implementation of doctoral projects by the Helmholtz Association.

Through GEOMAR the doctoral researchers are given access to a structured graduate education within a graduate school. Currently, these are the Graduate Centre of the CAU and FYORD (Foster Young Ocean Researcher Development - joint early career support program by CAU and GEOMAR), as a long-term joint institution of the CAU and GEOMAR. The Graduate Centre and FYORD are open to all GEOMAR doctoral researchers, and GEOMAR encourages all doctoral researchers to become members. FYORD not only fulfills all the functions of a graduate school, but also offers, a course programme and a strong scientific network. The supervision of doctoral researchers is regulated in the Framework conditions for supervising doctoral researchers at GEOMAR (annex 1). The GEOMAR framework conditions include, amongst other things, the naming of the supervising scientist, the subject supervisors and the preparation of a work plan as well as half-yearly meetings of the doctoral supervision committee (doctoral researchers, supervisors, and co-supervisors) to review the work plan.

GEOMAR considers a doctoral project to be a professional activity. Most doctoral researchers should therefore have an employment contract with GEOMAR (financed through the GEOMAR budget or third-party funding) with a few receiving scholarships from external sources. GEOMAR is committed to creating uniformly good working conditions for all doctoral researchers, unless there are explicit legal or contractual regulations to the contrary.

Doctoral theses at GEOMAR should be completed within three years. The doctoral supervisors are required to set realistic goals and provide the appropriate supervision to achieve this result. At the same time, GEOMAR acknowledges that the average time to complete a doctorate is currently longer. Nevertheless, a doctoral thesis should only take more than four years in exceptional cases.

It is the declared goal of GEOMAR that all doctoral researchers receive continuous, adequate and reliable funding until the completion of their doctoral degree at GEOMAR. Therefore, GEOMAR provides doctoral researchers with employment contracts in salary group 13 with 75% of the regular working hours; this rule is only deviated from in justified exceptional cases. Such

¹ These GEOMAR doctoral guidelines contain extensions and clarifications of the current Helmholtz doctoral guidelines

² Vgl. <https://www.mnf.uni-kiel.de/de/promotion-habilitation/prom> (Promotionsordnung der mathematisch-naturwissenschaftlichen Fakultät der Universität Kiel)

exceptions only apply in the case of coordinated collaborative research projects, which are funded by the DFG and which are not coordinated by GEOMAR but by other research institutions. In this case, the guidelines of the funding agency apply to the remuneration.

The submission of the dissertation to the university is considered the completion of the work at GEOMAR.

The duration of initial contracts for doctoral researchers should be based on the duration of the doctoral project, and should therefore be, if possible, three years. Renewal contracts may have shorter terms, especially if they are for the completion of the doctoral thesis.

It is the responsibility of the principle supervisor to explain to the potential doctoral researchers the funding conditions for working at GEOMAR before entering into the supervisory relationship. In addition, GEOMAR expects the principle supervisor and the doctoral researcher to agree on a possible extension of the funding in adequate time before the end of the guaranteed three-year period of funding (see above). It is the responsibility of the principle supervisor to offer this discussion - which does not replace but supplements the regular supervisory discussions of the doctoral committee – at an appropriate time. In this discussion, the principle supervisor should inform the doctoral researcher about the possibilities for follow-up funding and the requirements that must be met. GEOMAR expects the principle supervisor to seek funding actively for the doctoral researcher until the completion of the doctoral thesis or at least to support the doctoral researcher to the best of his/her ability, if it is agreed that the doctoral researcher will actively seek the funding her/himself.

Creating and maintaining a positive working environment is one of GEOMAR's declared goals. For this reason, permanent and independent contact persons (ombudspersons) are to be appointed to mediate and provide support in conflict situations between the principle supervisor and the doctoral researcher in case the conflict cannot be resolved jointly.

GEOMAR makes every effort to support doctoral researchers with families as much as possible. This includes, if possible, flexible working hours and childcare facilities, which are made available and/or accessible to doctoral researchers as well as to all other employees. In addition, in the case of family-related absence during the doctoral studies (e.g. parental or care leave), the duration of the funding is extended by the period of absence of the doctoral researcher. The respective measures are described in GEOMAR's Equal Opportunities Plan³.

Doctoral researchers are expected to take advantage of offers from the graduate schools for further qualification and, approximately two years after starting their doctoral studies, to hold a discussion with their supervisors concerning their career planning in and/or outside the scientific field. The supervisors should also support the doctoral researchers in developing their own network within the scientific community. This includes enabling doctoral researchers to participate in subject-related conferences as far as possible.

³ https://www.geomar.de/fileadmin/content/zentrum/Gleichstellung/GEOMAR_GEP_2022-26.pdf

To achieve the goals outlined here, the Human Resources Department of GEOMAR also supports both doctoral researchers and supervisors. In this regard, the personnel department will develop adequate administrative measures within the scope of the existing possibilities – in discussions with the directorate, the staff council, the equal opportunities, and the representation of the doctoral researchers. The Administrative Director will report on this progress on a regular basis, initially semi-annually and thereafter annually.

Kiel, 15th March 2023



Prof./Dr. Katja Matthes

Director



Frank Spielkermann

Administrative Director

Framework conditions for supervising doctoral researchers at GEOMAR

THE FOLLOWING FRAMEWORK CONDITIONS ARE STRONGLY RECOMMENDED BY THE DOCTORAL RESEARCHER REPRESENTATIVES AT GEOMAR AND THE PROFESSORS FOR PRODUCING A DOCTORAL THESIS AT GEOMAR:

The goal of these framework conditions is to provide doctoral researchers and their supervisors with a supportive environment during doctoral studies. If the doctoral researchers are involved in structured graduate programmes from other institutions (e.g. Max-Planck IMPRS, EU-ITN), the requirements of these programmes for the doctoral studies, which may be more extensive, have priority.

The framework conditions are based on the principles of the Doctoral Degree Regulations at Kiel University (CAU), which were adopted by the University Senate in 2018 and implemented in the Doctoral Degree Regulations of the faculties, and are recognised as such by the CAU's Graduate Center and the interdisciplinary programme for promoting young marine scientists FYORD (Foster Young Ocean Researcher Development).

The framework conditions are intended to support the doctoral researchers and supervisors in planning and carrying out the doctoral project independently through structured cooperation, so that the project can be completed with a high level of quality, within a reasonable period of time, and thereby strengthen the cooperation of all partners.

Doctoral researchers and supervisors are formally bound by the Doctoral Degree Regulations of the respective faculty and must obtain information from the respective faculty and comply with the respective Doctoral Degree Regulations, regardless of the framework conditions. Doctoral researchers are expected to register their dissertation with the faculty at the beginning of the doctoral studies.

Doctoral degrees are awarded by the faculties. It is strongly recommended that all doctoral researchers register with the relevant faculty, the Graduate Center at the CAU and the FYORD programme. FYORD offers doctoral researchers a status group overarching continuing education programme and provides them with a certificate of participation when they leave the programme.

The framework conditions define roles and responsibilities, as well as structured cooperation between the signatories, and, together with the initial research plan and career development plan (see Annex 1), forms the planning basis of the doctoral project. It should be possible to carry out the doctoral project independently within the funded timeframe and at a high level of quality.

Every GEOMAR doctoral researcher is accompanied and supported by a supervisory committee during his/her doctoral project. The functional composition of the supervisory committee is explained in the guidelines for employing doctoral researchers at GEOMAR (Annex 2). The responsibilities and tasks of

the supervisory committee are not linked to the funding of the doctoral researcher and the committee is only dissolved at the time of the disputation.

Changes affecting the framework conditions shall be communicated promptly to youngtalents@geomar.de.

TASKS AND OBLIGATIONS OF THE DOCTORAL RESEARCHER AND THE PRIMARY SUPERVISOR

TASKS AND OBLIGATIONS OF THE DOCTORAL RESEARCHER:

- Prepare the research plan and career development plan (ideally within the first 3 months)
- Conduct the supervisory committee meetings and prepare the mid-year report as a basis for the meeting and the minutes of the meeting
- Regularly submit and present partial results
- Report any problematic developments at an early stage
- Participation in a graduate programme (CAU Graduate Center, FYORD) is recommended
- Participation in further qualification offers (subject-specific and interdisciplinary) is recommended
- Participation in career development measures is recommended

TASKS AND OBLIGATIONS OF THE PRIMARY SUPERVISOR:

- Provide support with preparing the research plan and career development plan
- Compare own expectations from the doctoral researcher with the expectations the doctoral researcher has of the supervision (e.g. based on the research plan and career development plan)
- Facilitate the supervisory committee meetings
- Regular independent qualification via further training is recommended for excellent supervision
- Provide continuous subject-specific support for the doctoral project (e.g. regular specialist guidance, progress checks, etc.)
- Provide feedback and corrections on written pieces/the dissertation within agreed timeframes
- Be available and provide support in the event of any problematic developments
- Promote early scientific independence

The primary supervisor is the central contact person with regard to the framework conditions that are decisive for the doctoral studies. They can advise on the following topics, provide support if necessary or refer the doctoral researchers to other contact persons at GEOMAR (e.g. early career scientist support, the DokTeam, etc.):

- Administrative aspects (e.g. selection of reviewers, current examination regulations, etc.)
- Subject-specific and interdisciplinary qualifications
- Compatibility issues
- Career development and planning

The primary supervisor is responsible for carrying out the duties incumbent upon him/her and may delegate to other suitable people.

- Everyone involved in the doctoral project commits to the guidelines for safeguarding good research practice according to the currently valid version of the DFG's code of conduct (Annex 3).
- Everyone involved in the doctoral project commits to progress monitoring as described in the guidelines for employing doctoral researchers at GEOMAR.
- Everyone involved in the doctoral project commits to enable the person carrying out the doctoral studies to participate in offers to promote career development and planning / transfer / industrial internships, upon consultation.
- The supervisory committee (see below) meets every six months. At these meetings, the doctoral researcher reports on the progress of the project, discusses the progress of the doctoral project with the members of the supervisory committee and makes any adjustments to the research plan and career development plan. The results are documented (GEOMAR supervisory committee protocol form) and submitted to GEOMAR Young Talents Support.

CONFLICT RESOLUTION

Conflicts can arise at any time, even with the best intentions. The supervisory committee meetings are explicitly the place to discuss these with all partners in open communication. External advice or mediation can be obtained from the contact persons (GEOMAR Young Talents Support), if this is required. All partners undertake to participate in conflict resolution to the best of their knowledge and ability, and without reservation.

General information:
Topic of the dissertation (working title, if applicable):
Organisational unit (RD/RU) at GEOMAR:
Type of funding (e.g. scholarship):
Start and planned end of the doctoral project:
Disputation (planned) at (name of university/faculty):
Registered in the graduate programme (e.g. FYORD, CAU Graduate Center, MARDATA, etc.):
Further arrangements, if requested:
Members of the supervisory committee (doctoral committee):

| | Name | Research Division Research Unit University |
|---------------------|------|---|
| Doctoral researcher | | |
| Primary supervisor | | |

| | | |
|---|--|--|
| Subject supervisor (day-to-day supervisor) | | |
| Secondary supervisor (if applicable) | | |
| Guests (e.g. mentors) | | |

Place:

Date:

Members' signatures:

(Doctoral researcher)

(Primary supervisor)

(Subject supervisor)

(Secondary supervisor)

(Annex 1) Research plan and career development plan

(Annex 2) [Guidelines for employing doctoral researchers at GEOMAR](#)

(Annex 3) [Guidelines for safeguarding good research practice according to the currently valid version of the DFG's code of conduct](#)

Research plan and career development plan for doctoral researchers

The doctoral project should be designed in such a way that it can be completed within three years. Before appointing the doctoral researcher, the supervisor(s) formulates a brief description of the doctoral project. On this basis, the doctoral researcher develops the research plan and career development plan for the doctoral project with the supervisor's support.

Scholarship holders who are carrying out their doctoral projects at GEOMAR as guests prepare the research plan and career development plan in consultation with the primary supervisor, based on the description of their funded doctoral project.

The research plan and career development plan for the doctoral project defines all responsibilities of the people involved in the project and the milestones, thus enabling sustainable quality assurance.

Research plan:

- Brief summary of the project with references to which larger research project it is integrated into (POF, third-party funded projects, etc.)
- The project's working objectives
- Work plan
 - including milestones and publication plan (and type of doctoral thesis, if applicable)
 - timetable for the working objectives and milestones
- Analysis of possible risks and possible measures to compensate for them should they occur
- Added value of the project for science in general and the scientific goals of GEOMAR.

Career development plan:

- Supervision needs that go beyond the arrangements set out in the supervision agreement (e.g. integration of external subject supervisors, cooperation partners)
- Networking needs (e.g. participation in conferences, subject-specific workshops, working group seminars, exchanges, e.g. with partner laboratories)
- Training (determined by the supervisor as well as the individual needs of the doctoral researcher):
 - introductory courses for scientific qualification
 - advanced courses for scientific qualification
 - possibility of further training (e.g. transferable skills)
- Discussions on career opportunities and, from the third year onwards, postdoctoral planning.

The research plan and career development plan for the doctoral thesis is discussed with the doctoral committee within the first three months of starting the doctoral degree and submitted to youngtalents@geomar.de. A copy is sent to FYORD, if applicable. The progress of the doctoral project is discussed every six months at meetings with the doctoral committee and the work plan is updated accordingly. The discussions and agreements, especially regarding qualification measures, are documented and filed with GEOMAR Young Talents Support.

Any delay in the doctoral project must be reported promptly so that the research plan can be revised together. For this purpose, supervisors and doctoral researchers can seek assistance from GEOMAR Young Talents Support.

GEOMAR doctoral project protocol form

Doctoral researchers:

place, date and time:

Thesis Advisory Committee meeting [number:]

Participants:

Doctoral project funded until:

Doctoral project funded by:

Guiding questions for the meeting.

Summary of the progress of the doctoral thesis since the last meeting.

Have the goals/milestones set for the past 6 months been achieved? If yes, which ones and what will follow? If no, why and what effect does this have on the doctoral project, what adjustments (subtasks, goals, measures, etc.) need to be made in order to still bring the project to a successful finalisation?

What data has been generated within the last 6 months and how will these be archived, for example by transferring it to a data archive?

What project goals are planned for the next 6 months (who else besides the doctoral researcher is involved and how)?

Which career development and qualification measures have been carried out since the last meeting or which are planned for the next 6 months (e.g. participation in conferences, other transfer formats, national/international networking/visibility, exchange with partner institutions, personal coaching/mentoring, participation in courses/training etc.)?

To be answered at the beginning of the third doctoral year: In the event that the doctoral project cannot be completed in the original funding period: Are funds available for a contract extension, or how could a necessary extension be financed?

Are there any other aspects relevant to the doctoral project?

Protocol: (no format requirements); please submit the protocol to
youngtalents@geomar.de, a copy is sent to FYORD, if applicable.

CHECKLIST FOR INTERNATIONAL RESEARCHERS

Before coming to Kiel

1. Get in touch with your **host institute** at Kiel University to let them know when you will arrive. Arrange a time to meet after your arrival.
2. Start early collecting the **documents** you will need for your stay. Some may need to be translated into German or English. Important documents to bring with you:
 - a. A passport, or equivalent identification, valid for your entire stay in Germany;
 - b. A visa for yourself and any accompanying family members. We strongly encourage you to apply for a visa as soon as possible. Waiting times for appointments can be long and applications for accompanying family members may take especially long. You can apply for a visa at the German embassy or consulate in your country;
 - c. Documentation of your fellowship/scholarship/job offer/work contract or other proof of financing, covering your cost of living for the duration of your stay;
 - d. Several passport pictures for various pieces of identification (e.g. residence permit);
 - e. Birth certificate(s) and marriage certificate (best if officially translated into German);

These documents are also recommended:

- f. Documentation of any special or prior medical conditions (possibly including recent X-ray images) and any medications you may presently require;
 - g. Your vaccination records, if possible in an internationally intelligible format.
3. All people living in Germany - Germans and non-Germans alike - are required by law to have valid **health insurance** for the entire time they are in Germany.
 - a. If your current health insurance is valid in Germany, you need proof of validity (notarized copies of insurance documents in German or English). *Required for the residence permit.*
 - b. Employees of the university organize and pay for their health insurance through the university. It is advisable to get temporary travel health insurance for the first days you are in Germany before you sign your work contract.
 - c. Unless their current health insurance is valid during their stay in Germany, Fellowship /scholarship holders need to buy health insurance for their entire stay before travelling to Germany. *Please check this before leaving for Germany.*
4. **Children** age 6 to 16 living in Germany are required to attend school. Children from the age of 1 to 6 are eligible for day care. It is advisable to inquire about schools/day care before you leave for Germany. The [Family Service Office](http://www.familienservice.uni-kiel.de/en) www.familienservice.uni-kiel.de/en helps with schools/day care.
5. **Accompanying spouses** who wish to **work** in Germany should apply for a visa with the designation "*Erwerbstätigkeit gestattet*" employment allowed.
6. It is advisable to start the search for **accommodation** as soon as you know when you will be in Kiel – if possible at least six months ahead of arrival.
 - a. As an international guest scientist, you may be able to stay in one of our guesthouses (depending on availability) www.international.uni-kiel.de/en/guest-houses.
 - b. International PhD students may be able to stay in one of the dormitories (depending on availability). Contact welcomecenter@uv.uni-kiel.de to inquire.
 - c. The central Welcome Service of Kiel University also has a housing [page](http://www.welcome.uni-kiel.de/en/housing). <http://www.welcome.uni-kiel.de/en/housing>
7. If you plan to bring a **car** to Germany or wish to **drive** here please note the following:
 - a. Citizens of the EU, Liechtenstein, Norway and Iceland: Your driving license is valid in Germany, just as it is in your home country.
 - b. Citizens of other countries: You can drive for six months with your existing driving license from the day you register your residence. After this, you will need a German license. Whether you will have to take a test depends on which country issued your driving license.
 - c. All cars of residents in Germany need to be registered. You can do this at the nearest car registration office. You will need your vehicle title (proof that the car belongs to you) and your motor vehicle insurance policy.

CHECK LIST (Date 15. November 2021)

Including important information concerning the procedure of gaining a Doctoral Degree and the associated Disputation (Defense of the Doctoral Thesis) at the Faculty of Mathematics and Natural Sciences of Kiel University

Please note, that the questionnaires are adapted to online registration. This is effective for the registration of a Doctoral Proposal as well as the admission to the examination procedure with the submission of the Doctoral Thesis. Only fully completed applications can be processed!

It is important to use only the new questionnaires and to insert your signature also digitally (see: Information sheet digital signature).

Do not print the questionnaires, complete or sign them by hand to scan them later on. This would prevent the processing in the Deans office.

Also respect the regulation concerning the filenames to be used!

These regulations can be found in the respective questionnaire.

All questionnaires have to be uploaded on <https://www.mnf.uni-kiel.de/go/promotion>
Consignment via E-Mail or post will not be processed.

Reference: [Doctoral Degree Regulations](#), Date 09.08.2018

The most important points are summarized here to avoid confusion with regard to the regulations to be followed during the Process leading to the Doctoral Degree.

1. The [application for acceptance as a doctoral researcher](#) into the list of doctoral researchers has to be made prior to the beginning of any research work (see shortcut: → Form: Acceptance as a doctoral researcher [-A]). A scan of the certificate of the Master Degree has to be uploaded additionally [-A1]. In case of a not European certificate also the certificate of the Bachelor Degree and transcripts of record of both certificates have to be added.

2. The [supervision agreement](#) (see: shortcut: → Form: supervision agreement [-A2]) belongs to the application for acceptance as a doctoral researcher.

With regard to **inter faculty doctoral research projects** the thematic link to the Faculty of Mathematics and Natural Sciences (MNF) may not have been definitely determined in the beginning. There may be a point when the conclusion is made, that the research theme is not any more within the reference of the MNF.

To avoid any delay for the doctoral researcher the following procedure applies:

In case the theme of the research work does not meet the reference of the MNF, the researcher has to change the faculty. Therefore, the thematic allocation has to be proved no later than one year prior to submission of the thesis by a summary of the dissertation and an appraisal of the supervisor (see Section 10 (1) of the [Doctoral Degree Regulations](#))

Further on § 7 (1) 5. of the [Doctoral Degree Regulations](#) has to be observed, if the degree forming the basis to the interfaculty doctoral research work is a non-mathematics/natural-science qualification.

3. The **dissertation** can be produced as **monographic dissertation**, **cumulative dissertation** or a **mixture of both**.
- a. The **monographic dissertation** represents a comprehensive, self-contained study of the chosen research topic. It does not contain any articles published or chapters published in a book prior to submission. A dissertation still counts as monographic when it is projected to publish parts of it as articles at the time of submission. A monographic dissertation is structured into chapters as follows: introduction, material and methods, results, discussion, bibliography and appendix.
 - b. A **cumulative or publication-based dissertation** is based on previously published articles in peer-reviewed journals or book publications. It is difficult to set a standard of the numbers of articles required, especially in a diverse faculty like the MNF. A cumulative dissertation should not be any less challenging or simpler than a monograph. The intention of the possibility to submit a cumulative dissertation is to motivate the young researchers to present their results in an early stage to national and international public with the chance to discuss the results.

At the MNF, a cumulative dissertation must contain at least three articles in peer-reviewed journals, with at least two having been published previously (i.e. a DOI can be quoted as a third). As such, the mere intention to publish cannot serve as the basis for submitting a cumulative dissertation; the same applies with respect to the submission of a dissertation containing two or three articles which have merely been presented.

Moreover, in its position paper regarding the requirements for dissertation quality assurance (2011), the German Council of Science and Humanities (Wissenschaftsrat) also emphasizes the fact that the doctoral researcher's own contribution must also be apparent in a publication-based dissertation (dealt with at the MNF by means of the candidate's declaration of own contribution to the publications).

The MNF concurs with the German Council of Science and Humanities in that a purely additive dissertation text, in which individual publications are merely assembled, will generally be rejected.

*Principally, **cumulative dissertations** must also contain a substantial element of work that extends beyond what has already been published and contains connecting elements (introduction, connecting passages, methods section, comprehensive presentation of underlying data material, categorization of the research issue and contextual coordination between the articles).*

For cumulative dissertations, in publications with multiple authors, the doctoral researcher's **own contribution** must be **specified** in writing by the supervisor. There is no faculty standard on the number of first authorship required. The assessment, whether requirements of a cumulative dissertation have been met, is made by the doctoral supervisor, considering the above-mentioned regulations regarding publications.

- c. A **combination dissertation** is a monograph that contains e.g. one or two articles previously published (with DOI) or submitted in peer-reviewed journals or book publications. In the case of publications, the candidate's own contribution is to be clearly distinguished in a separate declaration. As explained above in the combination dissertations the publications must be incorporated into the dissertation itself and not merely be presented as an additional element.

4. **The doctoral dissertation may be submitted in German or English. An abstract in German and English of about one page has to be included.**

5. **The application for admission to the doctoral examination procedure** (see shortcuts: Form: Registration for the disputation[-Zu]) has to be submitted by uploading to the cloud (link as shown above)

- a. and also **four bound** copies by post or intern post (for the Dean's Office, the examiners and the Chairperson of the Examination Committee, **the 4th and all additional examination committee members are to be independently provided with a copy by the doctoral researcher**);

The paper copies (and also the uploaded copy) must include a **bound, signed statement** confirming the following:

- i. that apart from the supervisor's guidance the content and design of the paper is all the candidate's own work;
- ii. whether the thesis has already been submitted either partially or wholly as part of a doctoral degree to another examining body and whether it has been published or submitted for publication;
- iii. that the thesis has been prepared with regard to the Rules of Good Scientific Practice of the German Research Foundation;
- iv. whether an academic degree has ever been withdrawn;

Please also refer to the following document for details on this subject:

Information sheet on the publication of dissertations of the Faculty of Mathematics and Natural Sciences, no. 4d;

- b. a brief description of the applicant's **academic career** including nationality, degree program and number of semesters spent at individual universities (does **not** have to be bound in the thesis – the Dean's Office requires one copy [-ZuCV]);
- c. **all documents** proving the required studies like the associated certificates and any other certificates of institutions of higher education; these have to be uploaded as scans [-ZuN] and also be mailed via post as certified copies. Uncertified copies can be sent, if the original certificate is gained at the MNF Kiel;
- d. a **current certificate of good conduct** for presentation to the authorities (Führungszeugnis zur Vorlage bei einer Behörde), purpose of use: doctoral degree (no more than 6 months old, to be applied for at the Bürger- und Ordnungsamt of the community you are registered (previously: Einwohnermeldeamt)) to be **sent to the address below** and
- e. two **possible second referees** proposed by the supervisor (see: Shortcut Form: Vorschläge Zweitgutachten [-ZuG])
- f. a letter on the doctoral researcher's own contribution to publications included in the thesis that are the work of several authors. This letter has to be signed both by the supervisor and the doctoral researcher him/herself [-ZuE]

6. The application for admission to the doctoral examination procedure will be checked for completeness before requesting a report the two co-referees. These reports should be completed within **6 weeks**. Shorter timeframes are permitted, provided the candidate has agreed this with the persons preparing the report. The candidate is informed via e-mail about the admission to the doctoral examination procedure.
7. **Following the receipt** of the reports, the dissertation is exhibited to public for one week (during the lecture period) or three weeks (outside of the lecture period) in the Dean's Office for inspection. The exhibition period is usually announced on **Mondays or Fridays**.
8. The candidate is responsible for organizing the examination (date, venue and the examination committee including the chairperson (see § 15 [Doctoral Degree Regulations](#))). If the date and examination committee is not yet determined upon submission of the application, the candidate is to communicate this information within the same time frame as the examiner – however, to ensure timely invitation, by no later than 14 days prior to the respective date. Participation of attendants via video has to be indicated in advance. Exceptional cases may have reason to apply for a disputation via a conference in the net (BigBlueButton or DFNconf-Service).
9. About one week before the date of the disputation the candidate gets an invitation via mail that has to be confirmed with the Deans Office.
At the same time the committee is also invited by the Deans Office.
10. The examination documents will be delivered to the Chairperson of the Examination Committee by the Dean's Office/main.
11. The oral examination is performed as a disputation.
The candidate may choose whether to conduct the disputation in German or English.
12. The disputation is open to the university public. An application to exclude the university audience must be well-grounded. ("I do not have the confidence for it" or "I am nervous" are no acceptable reasons.)
13. In the disputation or defense of the doctoral dissertation the candidate has to perform a lecture presenting his/her research work lasting about **30 minutes** and prove his/her knowledge in a subsequent discussion with the Examination Committee on the topic of the dissertation and related fields lasting between **45 and 60 minutes**.
14. To the **Final Grade** the dissertation adds with 60 % and examination with lecture and defense of the thesis adds the remaining 40 %.
15. Since at the end of the disputation it is decided whether the dissertation is ready for publication, the candidate should request at this stage whether this is the case.
16. A dissertation acknowledged as ready for publication should be supplied to the faculty and published appropriately within one year after the oral examination. This requirement is regarded as met once the author delivers the copy required for the examination to the Deans Office and in addition copies or files to the University Library free of charge in one of the below explained modes:

- a. published in generally accessible electronic media via the University Library MACAU (in general for monographs),

or

- b. four copies, if the main parts of the work are published in a journal (which is usually the case for cumulative dissertations),

or

- c. two copies, if a commercial publisher will distribute the dissertation via book trade and evidence is provided of a minimum edition of at least 150 copies,

or

- d. 15 copies in printed or photocopied format for the purpose of distribution.

After publication, no subsequent changes or extinctions can be made.

The type of submission is also binding once selected and cannot be changed subsequently.

Please also refer to the following document for details on this subject:

[Information sheet on the publication of dissertations of the Faculty of Mathematics and Natural Sciences](#)

18. The **receipt from the University Library** and one of the following documents are required by the Dean's Office **prior to the issue of certification**.

a) in the case of electronic publication, the **dissertation publication form**

or

b) in the case of cumulative dissertations that are not published electronically, **a letter from the supervisor confirming publication of the essential elements of the work in journals**

or

c) in the case of publication by a publishing house, a **copy of the publishing contract**

or

d) in case of the delivering of 15 paper copies only the receipt from the University Library

19. If the dissertation is **not ready for publication** at the time of the defense (disputation) the supervisor informs the Dean once it is ready (this may also be communicated by e-mail).

In this case, an **extra** copy for the Dean's Office is to be enclosed with the copies for the University Library.

20. The **doctoral degree certificate** will be presented to the doctoral researcher by the Dean in line with an **award ceremony** generally held once a semester. Upon request, the certificate can also be issued in the Dean's Office after meeting all the above obligations.

Once the candidate has received the doctoral degree certificate, he/she is **entitled** to hold a doctoral degree title. Up to this point, the candidate is not permitted to use the doctoral degree title in any form.

www.studservice.uni-kiel.de/sta/promotionsordnung-mathematisch-naturwissenschaftliche-und-technische-fakultaet.pdf

Address for certificate of good conduct:

Dekanat der Mathematisch-Naturwissenschaftlichen Fakultät
z. Hd. Gesa Koberg
Christian-Albrechts-Universität Kiel
24098 Kiel

Enrolment Guide for the Summer Semester 2023 and Information on Arrival in Kiel

You are required to provide a number of documents, which you must send to us via E-Mail: enrolment@uv.uni-kiel.de from **01.02. until 15.03. 2023** at the latest. We will not consider any documents that are mailed to any other email address or arrive earlier or later than these dates. In order to ensure the efficiency of the overall enrolment process, please email us only once. Your mail should contain all the relevant documents (in .PDF form) as described in steps 1- 4.

Kiel University reserves the right to request the originals or certified copies at a later date.

A) Enrolment Guide

Step 1: Start by collecting the following documents

- ☐ Scan of your admission letter: If you have not received an admission letter from the International Center, please provide a similar document, such as an Invitation letter from the Faculty, a professor, etc.
- ☐ Scan of a passport or ID
- ☐ Scan of a passport-size photo (as .jpg)
- ☐ Scan of your certificates (Higher Education Entrance Qualification, Bachelor's degree, Master's degree): Please provide your certificates in the original language as well as with a Translation in English or German.
Certificates do not have to be certified
- ☐ Scan of your proof of language proficiency, if required
- ☐ Scan of your ex-matriculation certificate if you have previously been enrolled at a German university
- ☐ Scan of your online-enrolment form
- ☐ Payment receipt of semester fee or bank transfer statement

Step 2: Obtain proof of your health insurance

Students enrolled at Kiel University are obliged to register with a statutory health insurance provider. This section contains a list of the different options, which may apply to you. Please read them carefully in order to determine which document you need to provide.

Please contact first the (statutory) health insurance provider of your choice. The health insurance Company will send the proof of insurance cover to us electronically. The "M10" insurance Notification is paperless.

- Public (statutory) health insurance (Degree seeking Bachelor and Master students, as well as students completing state examination programs):

Please contact the German public health insurance provider that you registered with.

If you do not have public health insurance yet, please use the Internet to find out about the public health insurance providers in Germany.

Examples of public health insurance providers: AOK, Techniker Krankenkasse (TK), DAK, Barmer, etc.

- Private health insurance (e.g. Erasmus, non-degree, scholarship and doctoral students):

Please obtain an exemption (“Befreiung“) which confirms that you are exempt from paying mandatory insurance. In order to obtain this document, please contact any public German health insurance company, provide proof of your current insurance, and request an exemption.

An exemption does not qualify as health insurance but merely verifies that you have either private insurance or insurance from your home country.

- ☐ Students who are over 30 years old: You are not required to provide proof of health insurance.

Step 3: Pay the semester fee

All students are required to pay **€328€** (€273 semester fee + €55,00 enrolment fee)

Payment via bank transfer:

Address: Studentenwerk SH-CAU-STUD
Bank: Förde Sparkasse
Address of the bank: Förde Sparkasse, Lorentzendamm 28-30, 24103 Kiel
IBAN: DE80 2105 0170 0025 0007 61
BIC: NOLADE21KIE

Please enter: “Surname Forename „ as the purpose of the transfer.

You are no longer able to pay at the Student Services (Studentenwerk) Cashier’s Office.! Please attach the payment receipt or bank account statement to your E-Mail!

Step 4: Please print out the matriculation form (see attachment), fill in your Information and attach the completed form to your email

- Personal details: Please fill in your personal details
- Health Insurance: Please fill in your health insurance Information. If you are exempt from mandatory health insurance, please check the box that says “no”.
- School leaving certificate: Please fill in Information about your “Abitur” - Upper Secondary School Certificate (Higher Education Entrance Qualification).
- Academic Background:
 - o Please fill in all Information about your university degrees (Bachelor, Master) if applicable.
 - o Please fill in the number of Months that you have been enrolled at a university outside of Germany. For example, this also includes previous studies in your home Country.
- Address in Germany:
 - o Please provide a current address in or outside of Germany: You may use your own address, the address of friends or Family members or any other suitable address. However, it is important that you have access to the mail that we post to this address.
 - o If you use an address of Family members or friends, please provide their name in the category “additional remarks” (e.g. c/o Müller).
 - o If you are living in a Student dormitory, please include the room number.
- Please also provide your email address and phone number so that we can reach you if we have any questions.
- Academic Background in Germany:
If you have never been enrolled at a German university before, you may skip this section.
- Please do not forget to sign the form!

Step 5: CAU Card - Welcome Letter – CAU Kiel Campus Management Log-in Data

Once, we have received and checked all your documents, you will be enrolled and you will receive an email containing all the relevant Information for Kiel University students.

Please also note that it takes two weeks to print your CAU Card (Kiel University Student ID Card) after enrolment.

Note: You do not require the CAU Card to use public Transportation (bus and train), however you do need the semester ticket. The new semester ticket comes as mobile-Ticket for your Smartphone or, if you choose, as a classic paper-ticket (e.g. if you don't have a Smartphone). You can activate the semester ticket directly after enrolment. If you have any questions regarding the semester ticket, please contact the AStA or NAH.SH: www.asta.uni-kiel.de/service/semesterticket www.nah.sh/semesterticket If you have any urgent questions about enrolment, please contact enrolment@uv.uni-kiel.de

For questions regarding matters other than enrolment, please contact the usual staff members at the International Center via apply-international@uv.uni-kiel.de

B) Information for your Arrival

The University has compiled a range of sources of Information to help you plan your Arrival and for your studies in Germany:

- All Information at a glance:

<https://www.international.uni-kiel.de/en/advising-activities-services>

• Planning your arrival during the Corona pandemic:

<https://www.international.uni-kiel.de/en/advising-activities-services/service-information/arrival-to-kiel>

• Visa and residence permit:

<https://www.international.uni-kiel.de/en/advising-activities-services/service-information/visa>

• Accommodation:

<https://www.international.uni-kiel.de/en/advising-activities-services/service-information/accommodation-in-kiel>

• Health insurance and liability insurance:

<https://www.international.uni-kiel.de/en/advising-activities-services/service-information/health-insurance>

• Orientation programme:

<https://www.international.uni-kiel.de/en/advising-activities-services/activities-events/>

We also recommend that you take a look at our brochures on starting your studies and the Welcome App:

- For students: [Step for Step – Pre-departure Information for Studying in Kiel](#)
 - ☐ For doctoral students: [Starting your Doctoral Studies – Essential Information](#)
 - ☐ Welcome-App for PhD students: www.app-welcometo.uni-kiel.de
Request the password by E-Mail:
Jan Bensien (students): jbensien@uv.uni-kiel.de
Nancy Smith (PhD students): nsmith@uv.uni-kiel.de
 - ☐ [International Students Advisory and other Services](#)

C | A | U

Kiel University
Christian-Albrechts-Universität zu Kiel

International Center and
Graduate Center



Starting your Doctoral Studies

Essential information for your
stay in Kiel and at Kiel University

Table of contents

| | |
|-----------|---|
| 4 | THE UNIVERSITY ON THE BALTIC SEA |
| 6 | LIVING IN KIEL |
| 8 | WHO CAN HELP ME? |
| 8 | International Center |
| 8 | Welcome Center for International Researchers and Scholars |
| 9 | Graduate Center |
| 9 | Doc Pilot |
| 9 | The Studentenwerk |
| 10 | Family Service |
| 11 | AStA |
| 11 | Students with disabilities |
| 13 | PREPARING FOR YOUR STAY |
| 13 | Do I need a visa? |
| 15 | Is my health insurance valid in Germany? |
| 15 | Where can I live in Kiel? |
| 18 | What else is there to do? |
| 19 | How can I get to Kiel? |
| 21 | How can I plan my journey in advance? |
| 21 | How can I get to my accommodation? |
| 22 | FIRST STEPS IN KIEL |
| 22 | What do I need to do after I arrive? |
| 22 | Moving in |
| 22 | Registering with my faculty |
| 22 | Enrolling at Kiel University |
| 24 | Residence registration |
| 24 | Opening a German bank account |
| 25 | Signing up for health insurance |
| 26 | Applying for a residence permit |
| 27 | RELEVANT INFORMATION |
| 27 | The orientation program |
| 27 | The CAU Card |
| 28 | The Semester Ticket |
| 28 | Kiel University Library |
| 28 | University Sports Centre |
| 29 | UnivIS |
| 29 | Wireless Internet |
| 30 | CHECKLIST |

Congratulations!

You have been accepted as a doctoral candidate at Kiel University. We are pleased that you have chosen to pursue your doctoral research with us. We would like to help you on your way by preparing you for your arrival in Germany and getting you oriented during the first weeks of your stay.

In this brochure you will find answers to some of your questions, such as:

- What do I need to do before leaving for Kiel?
- How can I find a place to live?
- What formalities must I attend to?
- Who might be able to assist me?

In this brochure you will find the contact information of people to whom you can turn to for assistance. Should you have any further questions, please do not hesitate to contact them.

We are looking forward to meeting you when you arrive in Kiel!

The International Center and
the Graduate Center



Photo: Jürgen Haacks / Kiel University

The University on the Baltic Sea

Kiel University was founded in 1665, with the faculties of Humanities, Theology, Law and Medicine. Since then, four additional faculties have been established: Mathematics and Natural Sciences, Business, Economics and Social Sciences, Engineering as well as Agricultural and Nutritional Sciences. Kiel University offers 190 degree programs in approximately 80 different areas ranging from Agricultural Science to Zoology. A broad network of international relationships connects Kiel University to worldwide contacts and research. It has established approximately 40 close partnerships with universities across Europe, Asia and America, as well as nearly 200 Erasmus program partnerships. Kiel attracts the best minds: more than 1,600 international students, young scientists and scholars are currently enrolled at the university and enjoy extensive funding and networking opportunities. Kiel University is happy to meet the international challenges of the 21st century.

Read more about our partnerships at:

[www.international.uni-kiel.de/en/
international-cooperations?set_language=en](http://www.international.uni-kiel.de/en/international-cooperations?set_language=en)

The university's forward-looking strategy promotes interdisciplinary cooperation both internally among its faculties as well as externally with partners in science and industry, which makes Kiel an outstanding environment for education and research.

We build on our strength and proven excellence in four dynamically evolving research foci of great international relevance, namely: **"Kiel Marine Science"**, **"Kiel Life Sciences"**, **"Kiel Nano, Surface and Interface Science"** and **"Societal, Environmental and Cultural Change"**.



Kiel University receives funding from the Excellence Initiative funded by the German federal and state governments for two major projects, i.e. the Clusters of Excellence "Precision Medicine in Chronic Inflammation (PMI)" and "ROOTS – Societal, Environmental and Cultural Connectivity in Past Societies".

If you wish to learn more about the Excellence Initiative, please visit:

www.uni-kiel.de/en/research/excellence-strategy

Living in Kiel

Blue sky, blue water: Kiel is a unique city. It is the seat of the federal state government and the biggest city in Schleswig-Holstein. Not only its long tradition as a seaport gives Kiel a maritime flair, but also today's reputation as the "Sailing City". Every year in June millions of visitors come to the "Kiel Week", the world's biggest sailing event. Life in the city on the fjord takes place outdoors – whether sunbathing at the beach, wind-surfing, sailing or barbecuing in the park. Inexpensive overnight cruises to Oslo in Norway and Gothenburg in Sweden are available almost daily, all year round. The proximity to Scandinavia makes it possible.



Many well-developed bicycle paths make it easy for you to get around in Kiel without car or bus. It is also the best way to get to know the city and the surroundings. We recommend you purchase a bike upon arrival. Second-hand bicycles are cheaper.

Check out notice boards at student canteens, newspaper ads, the internet or visit flea markets and bike repair shops. There are several cycling routes and tours in Kiel and in Schleswig-Holstein, which you can find here:

<https://www.kiel-sailing-city.de/kieler-foerde-entdecken/ausfluege/fahrradfahren-an-der-kieler-foerde.html> (in German only)

<https://www.sh-tourismus.de/en/activity/cycling>

Safety

Kiel is a very safe city. Crime rates are low so people move freely during the day or night without taking special safety precautions. However, you shouldn't take any unnecessary risks – like walking alone through dark streets at night time. The police are trustworthy and offer help whenever they are needed – not only in emergencies. All you have to do is call 110.



Who can help me?

International Center (IC)

The International Center assists international students with everything, from application to enrollment at Kiel University. The IC is also the main contact for non-academic matters before and after arriving in Kiel, such as applying for a visa or finding accommodation. Doctoral candidates from abroad are invited to the orientation program hosted by the IC at the beginning of each semester (see p. 27).

Mr Jan Bensien

Advisor for International Students

e-mail: jbensien@uv.uni-kiel.de

phone: +49 431 880-3716, fax: +49 431 880-1666

Ms Janina Stammer, Ms Katja Scholz

Application, Admission and Enrollment

e-mail: apply-international@uv.uni-kiel.de

phone: +49 431 880-3718

www.international.uni-kiel.de/en

Welcome Center for International Researchers and Scholars

The Welcome Center offers services to international scientists and scholars coming to Kiel University, either as an employee of the university or as a guest professor, visiting researcher, scholar, or fellowship/scholarship recipient. We can inform you on matters such as visas and residence permits, housing, health, liability and accident insurance, registering as a resident, how to open a bank account, the tax office and matters regarding accompanying family members.

Ms Nancy Smith (Dr)

Head of Welcome Center

e-mail: nsmith@uv.uni-kiel.de

phone: +49 431 880 2727, Fax +49 431 880 1666

Graduate Center (GZ)

The Graduate Center supports doctoral candidates throughout their studies by offering information about the doctorate and consulting about funding.

The GZ also offers advice, interdisciplinary qualifications free of charge, such as language courses, presentation skills and scientific writing workshops, as well as cultural activities and excursions. If you are interested in making use of these offers you have to register here:

[www.gz.uni-kiel.de/en/organisational-structure/
online-registration](http://www.gz.uni-kiel.de/en/organisational-structure/online-registration)

Ms Sabine Milde (Dr)

The Graduate Center's Managing Director

e-mail: smilde@gz.uni-kiel.de

phone: +49 431 880-3218

Ms Claudia Oražem (Dr)

Consultant for the Humanities and Social Sciences

e-mail: corazem@gz.uni-kiel.de

phone: +49 431 880-1712

www.gz.uni-kiel.de/en

Doc Pilot

The Doc Pilots are tutors who can assist you personally with bureaucratic issues, the search for accommodation or help you solve everyday problems.

e-mail: doc-pilot@uv.uni-kiel.de

[www.gz.uni-kiel.de/en/docs-build-bridges/
endocpilots](http://www.gz.uni-kiel.de/en/docs-build-bridges/endocpilots)

The Studentenwerk

The Student Services Organisation of Schleswig-Holstein "Studentenwerk" operates dormitories and cafeterias and provides various advising and support services for students and enrolled doctoral candidates. The Social

Counseling Service offers a "Study Buddy Programme" for foreign students and doctoral candidates", in which an international student is matched with a German student who serves as a personal contact at the beginning of the semester. In addition, the Social Counseling Service offers a wide range of cultural events, integration projects and mentoring programs at Kiel University.

To learn more about the "Study Buddy Programme" and register online, please visit:

<https://studentenwerk.sh/en/international-students>

Ms Johanna Usinger

e-mail: usinger@studentenwerk.sh

phone: +49 431 8816-154

<https://studentenwerk.sh/en/international-students>

Family Service

The Family Service of Kiel University provides assistance with any queries concerning services for families and children. The Family Service helps enrolled doctoral candidates place their children under three years in a child care facility of Kiel University free of charge. If you have children older than three years you can apply for a place in kindergarten through the child care facilities offered by the city or town council of your place of residence.

Ms Bettina Bolterauer, Phone: +49 431 880-2019

Ms Celine Pump, Phone: +49 431 880-5221

e-mail: familienservice@gb.uni-kiel.de

www.familienservice.uni-kiel.de/en?set_language=en

AStA

The General Student Committee "Allgemeiner Studierendenausschuss" or AStA is elected by both students and doctoral candidates to represent their interests in the university, in society and politics. The AStA is responsible for organizing sport, cultural and recreational programs at the university. In their office you can find a variety of information including accommodation, second-hand ads, job-offers, tax reporting or even get legal advice.

The AStA also provides counselling for doctoral students with regard to funding, continuing education and difficulties during the doctorate.

Ms Karen Breiholz

e-mail: promovierende@asta.uni-kiel.de

phone: 0431 / 880 – 2647

[www.asta.uni-kiel.de/beratung/
asta-beratungsangebote/promotionsberatung](http://www.asta.uni-kiel.de/beratung/asta-beratungsangebote/promotionsberatung)

Students with disabilities

Kiel University aims to enable students with disabilities or long-term health conditions equal participation in university life. This includes compensation for disadvantages during admission, examinations or coursework. In addition, the University Library offers a double loan period for students with disabilities. You can find the application forms at the Central Library and the specialized libraries or download them from:

[www.ub.uni-kiel.de/de/lernen-arbeiten/
lern-und-arbeitsraeume/Antrag_auf_Gewaehrung_
einer_verlaengerten_Leihfrist.pdf](http://www.ub.uni-kiel.de/de/lernen-arbeiten/lern-und-arbeitsraeume/Antrag_auf_Gewaehrung_einer_verlaengerten_Leihfrist.pdf)

Kiel University is not easily accessible in all areas for students with wheelchairs or reduced mobility. You can apply for access to the limited parking places by presenting an ID for disabled persons, level "aG". A map of the university with barrier-free access to the buildings as well as wheelchair accessible toilets can be found at:

https://www.uni-kiel.de/fileadmin/user_upload/universitaet/lageplaene/campusplan-allgemein-de.pdf

(in German only)

The Studying with Disability Information and Advice Centre provides comprehensive information about studying with disabilities in Germany. A great deal of information is so far only available in German.

www.studentenwerke.de/en/content/studying-disabilities

The city of Kiel provides relevant information on recreational and cultural activities, as well as sports for people with disabilities.

www.kiel.de/de/gesundheit_soiales/menschen_mit_behinderung/index.php

(in German only)



Photo: Tanja Brünge

Preparing for your stay

Before travelling to Kiel there are several things you have to arrange to ensure a smooth start to your doctoral studies.

Do I need visa?

- a) Citizens of the European Union (EU), the European Economic Area (EEA) or Switzerland can enter Germany without a visa.
- b) Nationals from Australia, Canada, Israel, Japan, New Zealand, South Korea and the United States of America may travel to Germany without a visa and apply for a residency permit after entering the country. This is also the residence permit for citizens of Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino, if no employment is planned. If you want to work right after coming to Germany, even citizens from the “visa-free” countries should get a national visa.
- c) Citizens from all other countries need to apply for a visa before travelling.

Bear in mind that it is your responsibility to start the application early enough because the process can take up to several months.

Look up your nearest German embassy or consulate at:

[**www.auswaertiges-amt.de/de/**](http://www.auswaertiges-amt.de/de/)

[**ReiseUndSicherheit/uebersicht/199290**](http://www.auswaertiges-amt.de/de/ReiseUndSicherheit/uebersicht/199290)

Kiel University is a registered research institution with the German Federal Office for Migration and Refugees. This simplifies the situation for academics and researchers from non-EU nations who would like to enter and reside in Germany.

General visa requirements:

- Valid passport
- Acceptance letter or job offer from Kiel University
- Proof of financial resources
- (Travel) health insurance
- 3 biometric photos

Currently, foreign students must prove that they have at least 10.332 Euro (861 Euro per month) per year at their disposal. As proof you may present: a financial statement, an employment contract, proof of fellowship or scholarship or a certificate of obligation from a guarantor or sponsor.

Be aware that depending on the individual case, additional documentation may be requested by the Embassy, among others: proof of academic degree, proof of German language skills, etc.

You can find more information about the visa regulations and photo requirements at:

<https://www.auswaertiges-amt.de/en/visa-service/-/215870>

<https://www.bundesdruckerei.de/system/files/dokumente/pdf/Fotomustertafel-72dpi.pdf>

Visas are usually issued only for three months. Within this period of time you must apply for a residence permit at the Immigration Office in Kiel (see p. 26).

Please note:

It is very important to apply for a visa before travelling to Germany. If you enter Germany without a visa or with a tourist visa, you will be asked to return to your home country at your own expense and re-apply!

Is my health insurance valid in Germany?

Germany has a social security agreement with countries from the European Union, the European Economic Area and others. However, it is essential to confirm with your insurance provider that you will have coverage in Germany. Moreover, clarify which services you are entitled to and which documentation you should take with you. If your insurance policy is not valid in Germany, you will have to insure yourself when you get to Kiel (see p. 25). Here you can find more information on Germany's social security agreements:

ec.europa.eu/social/main.jsp?catId=559&langId=en

<https://www.bmas.de/DE/Europa-und-die-Welt/International/Sozialversicherungsabkommen/sozialversicherungsabkommen.html>

(in German only)

Where can I live in Kiel?

Finding accommodation can be difficult and time-consuming. Therefore we recommend to start looking as soon as possible, even before traveling to Kiel. There are essentially two types of accommodation, either in a dormitory or on the private market.

University housing

The "Studentenwerk" runs several low-priced dormitories. However, because of an increasing demand for rooms these are reserved for bachelor and master students. Only doctoral candidates from the following categories can apply through the International Center:

- Erasmus Program participants
- Scholarship holders of partner universities
- Scholarship holders of the City of Kiel
- Scholarship holders of the DAAD
- Scholarship holders of the DNSZ
- Scholarship holders of the Protestant-Lutheran Church of Northern Germany "Nordkirche"

Rent in the various dormitories ranges from 200 to 300 Euro per month. In addition, you have to pay in advance a 300 Euro deposit. Rental contracts are valid for six-month periods, always from 1 September to 28 February (winter semester) and from 1 March to 31 August (summer semester). The application deadline for the winter semester is 15 June and for the summer semester 15 January. Early departures are permitted only in exceptional cases. You should take into account that you are obliged to pay for the full lease; therefore, you might have to pay rent even if you are not yet or no longer residing in the dormitory. If you qualify for a room and wish to apply, you should submit your application as early as possible. Please download the application form, fill it out and send it to the International Center via mail, email or fax. You will be notified if your application was successful.

https://www.international.uni-kiel.de/en/advising-activities-services/service-information/accommodation-in-kiel?set_language=en

Private Housing

When looking for accommodation in the private market it is important to consider the length of your stay and whether you are coming alone, with your partner or with your family. If you are planning to bring your family, we recommend that you come alone first and then send for your family when you have a suitable place to live.

Single people can rent a room in a **shared flat**, a so-called "Wohngemeinschaft" or WG. In a WG, several people live together and share the costs of the flat. Each person has a bedroom, but shares the kitchen and bathroom. It is very popular among students and a great opportunity to connect to university life more quickly. You can also make friends and improve your German faster.

If you are staying in Kiel only for a couple of months, consider a sublet room. This type of arrangement, called "Zwischenmiete", is very common when people go abroad and rent out their furnished rooms or flats during a limited period of time.

However, if you would rather rent a flat, you should take into account that landlords usually like to meet their future tenants in person before signing the contract. So you might have to wait until you arrive in Kiel to secure the accommodation.

General guidelines for renting in Germany:

- You do not have to pay a real estate agency unless you have hired them yourself.
- The number of rooms or "Zimmer" advertised refers not only to bedrooms, but to living room and dining room as well. Kitchen, bathroom and toilet are mentioned separately.
- Be aware that "unfurnished" can mean completely empty, without lamps or even a kitchen sink.
- The rental price advertised usually does not include the cost of utilities, it is called "Kaltmiete". Keep in mind that you still have to pay the costs of utilities or "Nebenkosten", which include electricity, water, heating and waste disposal.
- Expect to pay a **refundable deposit** "Kautiön" of one to three months' rent "Kaltmiete" to cover any damages to the property.
- There is a **three-month notice** period to terminate lease or rental contracts.
- **Be extremely cautious when asked to transfer money in advance!**

Please check the links to other dormitories and private accommodation on our website:

www.international.uni-kiel.de/de/betreuung-und-service/service-und-informationen/wohnen-kiel

Here you will find a glossary of abbreviations commonly found in classified ads for housing:

[www.justlanded.com/english/Germany/
Germany-Guide/Housing-Rentals/Glossary](http://www.justlanded.com/english/Germany/Germany-Guide/Housing-Rentals/Glossary)

Do not hesitate to contact our **Doc Pilot** if you have any questions regarding accommodation.

What else is there to do?

Some people experience a culture shock when travelling abroad because many things are different from what they are used to. To help prevent this, we suggest that you learn as much as you can about German culture. Below we provide links where you will find information about life in Germany:

[https://www.auswaertiges-amt.de/en/visa-
service/02-lernen-und-arbeiten/01-deutschland](https://www.auswaertiges-amt.de/en/visa-service/02-lernen-und-arbeiten/01-deutschland)
[www.make-it-in-germany.com/de/leben-in-
deutschland/deutschland-kennenlernen/politik-eu](http://www.make-it-in-germany.com/de/leben-in-deutschland/deutschland-kennenlernen/politik-eu)
www.justlanded.com/deutsch/Deutschland

Be sure to bring warm clothing. Kiel is located on the Baltic Sea and can be quite breezy and cold. Rain gear is absolutely necessary, even during the summer months. Nevertheless, the beautiful beach days at the peak of summer will compensate for any bad weather. You can find out more about Schleswig-Holstein, the land between the seas, at:

[https://www.schleswig-holstein.de/EN/home/
home_node.html](https://www.schleswig-holstein.de/EN/home/home_node.html)

Consider having sufficient funds available (around 1,000 Euro) during the first weeks in Kiel to cover start-up costs, such as accommodation deposit, rent, health insurance and enrollment. These expenses are usually due before you receive your first grant or salary payment.

How can I get to Kiel?

Currently, travel to Kiel and Germany is restricted due to the Corona pandemic. Please check in good time and in any case shortly before your departure for Germany on the pages of the Robert Koch Institute to which group the country you are leaving belongs (risk-, high incidence- or virus variant region). In Germany, different entry and quarantine rules apply for each group. You can also find more information on the website of the Federal Ministry of Health

<https://www.bundesgesundheitsministerium.de/en/service/gesetze-und-verordnungen/guv-19-lp/coronavirus-einreiseverordnung.html>

and on the page "Information on traveling to Kiel" of the International Center

<https://www.international.uni-kiel.de/en/advising-activities-services/service-information/arrival-to-kiel>

- **By airplane and bus**

The nearest airport is Hamburg Airport. From there you can take the shuttle bus "Kielius", which operates from 7 am to 11 pm. The shuttle leaves from the bus terminal outside terminal 1, Section B once every two hours. It takes approximately 90 minutes to get to the central train station in Kiel. A one-way fare is 22 Euro and a round-trip fare is 39. Enrolled students with valid CAU Card only pay 7 Euro for a single trip and 12 Euro for a two-way trip. **Payment can only be done in cash from the driver.** Cheaper tickets can be bought via website: <https://kielius-onlinebuchung.de> (in German only) or at the Hamburg Welcome Center (Hamburg Airport customer service) <https://www.hamburg-airport.de/en/plan-book/travel-tips-information--36222>. Further details and timetables can be found at:

<https://kielius-onlinebuchung.de/>

- **By train**

You can also buy a train ticket and take the fast track "S-Bahn S1" from Hamburg Airport to Hamburg main station. From main station you can take the regional express RE70 from to Kiel main station. More information on connections can be found here:

<https://www.nah.sh/en/timetable/>

- **By ferry**

If you arrive by sea at one of the city ports in Kiel (Norwegianai, Schwedenkai or Ostuferhafen), you can take a bus or taxi to your destination. Taxis are usually waiting there; if you plan to take the bus, plan your route in advance.

- **By car**

When coming from the north (Denmark, Flensburg) follow the A 7 motorway south until the junction "Rendsburg", then change onto the A 210 motorway in the direction of Kiel.

When coming from the south follow the motorway until Hamburg, then follow the A 7 north until the junction "Bordesholm", then change onto the A 215 motorway in the direction of Kiel.

How can I plan my journey in advance?

You can plan ahead how to get to your destination in Kiel by using an online route planner. Routes, connections, schedules and fares of local public transportation are available from the Schleswig-Holstein transport alliance:

<http://nah.sh.hafas.de/bin/query.exe/en#top>

and the KVG:

www.kvg-kiel.de/en

Simply enter the departure location (airport, train or bus station) and destination address, set the date and time, and different routes will be displayed. We suggest printing different schedules so you can have an alternative in case there are delays on your journey.

How can I get to my accommodation?

Leave the Central Train Station "Kiel Hbf" through the main exit (north) to take a taxi. Taxis are available 24 hours a day. All taxis accept cash and most accept EC (EuroCheque) and credit cards. A fare from the train station to the university (about 3.5 km) starts from 10.00 Euro.

If you wish to take a bus or ask for information, take the left exit (west). Just outside the station is the Service Centre "Umsteiger – Servicezentrale und Radstation" with a modern transfer service. In the "Servicezentrale", Kiel's public transport company "KVG" provides information on different transport options in the city, either by train, bus, ship, taxi, bicycle, car-sharing or by foot.

Service Centre

Monday to Friday: 6.30–19 h, Saturday: 8.45–16 h
phone: +49 431 2203-2203

In Kiel a single ticket (one-way-fare) for the bus costs 2.60 Euro. If you need to make several rides, consider buying a day ticket for 7.80 Euro, a multiple ticket (for 4 rides) for 9.20 Euro or a weekly ticket for 20.70 Euro. Remember that a few days after enrolling at Kiel University you will receive your student ID card, which includes a Semester Ticket, which allows you to use public transportation for free (see p. 27). The "Radstation" is a monitored and weather-protected bicycle parking station, bicycle repair and rental service. The parking station is open 24 hours and charges from 0.70 Euro per day. The rate for renting a high-quality bicycle starts at 7.50 Euro per day.

Bicycle Service and Rental

Monday to Friday : 6.30–19 h, Saturday: 8.45–16 h
phone: +49 431 237-7790

Additional bicycle rental locations are found here:

<https://www.nextbike.de/en/kielregion/>

(in German only)

www.gelbeseiten.de/fahrrad-leihen/kiel

(in German only)

First steps in Kiel

What do I need to do after I arrive?

The most important tasks you have to complete within days of your arrival in Kiel:

- Move into your accommodation
- Register with your faculty
- Enroll at Kiel University
- Register your residence
- Open a German bank account (if necessary)
- Apply for a residence permit (if necessary)

Although this seems like a great deal to do you can rest assured that it is not so complicated. Should you encounter any difficulties or if you have any questions, please do not hesitate to contact the **International Center** and the **Doc Pilot**.

Moving in

First of all you should go to your accommodation. Keep in mind to bring the most important information on your pre-arranged housing with you, such as contact person details, address and room number.

Registering with your faculty

Depending on the department, institute or doctoral programme, you might be required to make a formless application to the Dean's Office in order to be formally admitted by the faculty as a doctoral candidate. After registering you will have access to courses and to facilities reserved for members of the department.

Enrolling at Kiel University

The enrollment period is quite short, therefore you should travel to Kiel in good time. On your acceptance letter you will find the **pre-appointed** time for enrollment and the **list of documents** you have to present at the International Center to get enrolled. The IC will explain how to proceed.

To complete your enrollment you are required to pay the **semester fee** of about 135 Euro either in cash or by bank transfer. Additionally an enrollment fee of 55 Euro is required. A couple of days after enrolling you will be receive the written confirmation of enrollment by mail as well as your access data for your account on the university server. The student ID card "CAU Card" has to be picked up at the International Center. If you want to maintain your status as a student or doctoral candidate, you have to re-register on schedule (summer semester January 2nd to February 28th, winter semester June 1st to August 31st).

More information on re-registration:

www.international.uni-kiel.de/en/application-admission/student-services/re-registration-international_students?set_language=en

Doctocal candidates enrolled at Kiel University benefit in several ways:

- Personal email address from the university
- Use of university libraries
- Free access to wireless internet on the campus
- Access to PCs in libraries and computer labs
- Access to the Studentenwerk's services
- Free access to lectures and courses
- Free or reduced fees for sports courses
- Free or reduced fees for IT courses and software
- Grant applications
- Free public transportation "Semesterticket"
- Applications for private dormitories
- Discounts at cultural events, museums and cinemas

Residence registration

In Germany it is mandatory for every new resident (including family members) to register with the Residence Registration Office within two weeks of finding accommodation. Furthermore, each subsequent change of address must also be reported to the registration office. The registration document "Meldebestätigung" provides confirmation that you live at the indicated place. This document is essential for other processes, such as opening a bank account and signing up for insurance.

You need the following documents to register:

- Passport with visa or residence permit
- Landlord's confirmation of residence ("Wohnungsgeberbestätigung")

The forms can be downloaded from :

www.kiel.de/rathaus/service/_leistung.php?id=8967090

(in German only)

Citizens' Registration and Public Order Office

Fleethörn 9, 24103 Kiel

phone: +49 431 901-904

Monday and Tuesday 7.30 – 16.00 h

Wednesday 7.30 – 12.00 h

Thursday 7.30 – 18.00 h

Friday 7.00 – 12.00 h

open office hours Monday, Tuesday, Thursday and Friday from 7.30 am to 12 pm

Opening a German bank account

In Germany, many of the regular payments, such as rent or health insurance, are automatically deducted by standing order from your bank account "Girokonto". After opening an account you will receive a bank card (so-called EC card), which allows you to withdraw cash without charge from any of your bank's cash machines. In many banks, accounts for students up to 30 years old are free of charge.

You need the following documents to open an account:

- Passport with visa or residence permit
- Confirmation of registration from the Residents Registration Office
- Proof of enrollment or acceptance letter from Kiel University

Here you can compare bank accounts from different banks:

www.modern-banking.de/girokonto-vergleich-22.php

(in German only)

Signing up for health insurance

In Germany health insurance is mandatory for everyone. There are basically two types of health insurance: public and private. If you have a private insurance you will be required to pay the bills for treatment upfront and then be reimbursed by the insurance company. Terms, conditions and benefits vary from one provider to another (rates start from 35 Euro per month).

You need the following documents to take out health insurance:

- Passport with visa or residence permit
- Confirmation of registration from the Residents Registration Office
- Proof of enrollment or acceptance letter from Kiel University
- Bank account details

Applying for a residence permit

In general, non-European citizens receive a temporary visa valid for three months. To apply for a residence permit, you must make an appointment with the Immigration Office in Kiel as soon as you are registered in a community. Please be aware that there is a long waiting time for an appointment. Please note that you cannot apply for a residence permit without an appointment. A mandatory fee is charged for issuing residence permits, ranging from 60 to 110 Euro (only EC-cards are accepted).

The following documents are usually required:

- Proof of enrollment at Kiel University
- Confirmation of registration from the Residents Registration Office
- Proof of health insurance
- Proof of sufficient financial resources
- Valid passport
- Biometric photo
- Completed application form for the residence permit

Immigration Office "Zuwanderungsabteilung"

Stresemannplatz 5, 24103 Kiel

e-mail: zuwanderung@kiel.de

phone: +49 431 901-4299

Monday to Tuesday 8.30 – 13.00 h

Thursday 8.30 – 13.00 h and
14.00 – 16.00 h



Relevant Information

The Orientation program

Right before the lecture period starts the International Center invites all newly enrolled international students and doctoral candidates to a multi-day orientation program. The program covers important topics including life in Germany, information on Schleswig-Holstein, organisation of the academic program at Kiel University and student life in Kiel. It includes a variety of activities such as a walking tour in the university, a guided city tour in Kiel and an excursion. During this program you will have the opportunity to raise questions and concerns and to connect with other students.

Please visit the following link for further details:

[www.international.uni-kiel.de/en/
advising-activities-services/activities-events/
orientation-program](http://www.international.uni-kiel.de/en/advising-activities-services/activities-events/orientation-program)

The CAU Card

The CAU Card is Kiel University's official identification card for enrolled students and doctoral candidates. The CAU Card has several functions: official ID card, access card to library and sports services and debit card that can be used for purchases in university canteens and cafeterias. The card is re-activated every semester after the student has paid the enrollment fee. Make sure to upload your photo.

You can find more information on the CAU Card on:

www.studium.uni-kiel.de/en/cau-card

The Semester Ticket

All doctoral candidates enrolled at Kiel University are entitled to use public transportation for free in Kiel, Schleswig-Holstein and Hamburg. Please note that you must carry your valid semester ticket in paper or digital form (in your nah.sh Smartphone App) while using public transportation. The ticket is valid for the current semester: in the summer semester from 1 April to 30 September and in the winter semester from 1 October to 31 March. Passengers travelling without a valid ticket are required to pay a fine of 60 Euro.

Here you can download a map of the area where you can travel for free:

https://www.kvg-kiel.de/pdf/2019-09-01_VRK-Semsterticketplan.pdf

For more information about the semester ticket visit:

www.semesterticket-kiel.de (in German only)

Kiel University Library

The central library is open to everyone interested in scientific literature. To borrow books you need to activate your CAU Card at the library.

For more information on the services and opening hours:

https://www.ub.uni-kiel.de/en?set_language=en

To access the library online catalogue go to:

<https://katalog.ub.uni-kiel.de/DB=1/LN6=DU/>

University Sports Centre

The University Sports Centre offers more than 130 different types of sports and training courses, e.g. fitness, sailing, dancing or martial arts. Fees vary in accordance with your course choice; however, enrolled students pay lower fees. You can find an overview of the course offer, costs and registration dates at:

<https://www.hochschulsport.uni-kiel.de/de>
(in German only)

The online lecture directory: UnivIS

UnivIS is the information system of Kiel University, which provides different kinds of information. Here you can find the online timetable of lectures, seminars and courses including the date, time, place, lecturer and a short description of the contents. Additionally, you can find a directory of Kiel University staff and their contact information. Please use the following link to access UnivIS:

www.univis.uni-kiel.de/form

A campus map of Kiel University is available here:

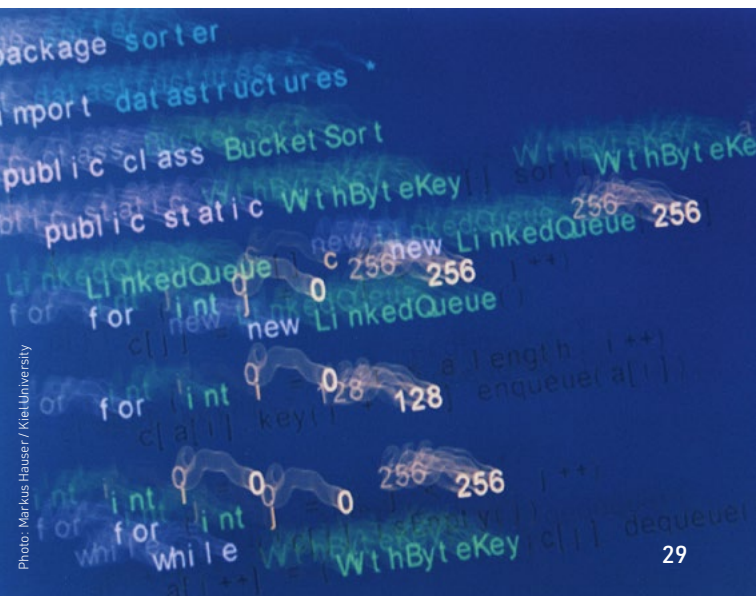
www.uni-kiel.de/lageplan

(in German only)

Wireless Internet

In many buildings on campus you can access wireless internet via the eduroam network. You need your student identification number "stu-Kennung" and the password that you received after enrolling at Kiel University:

https://www.rz.uni-kiel.de/en/hints-howtos/wlan?set_language=en



Checklist

THINGS TO DO AT HOME

- ▶ Apply for visa (if necessary) ☐
- ▶ Apply for health insurance or confirm coverage ☐
- ▶ Arrange for accommodation ☐
- ▶ Learn about Kiel and Germany ☐
- ▶ Plan my journey to my accommodation ☐
- ▶ Note deadlines ☐

Published by

International Center und Graduate Center
of Kiel University

Last update: September 2022

Created with support from the German
Academic Exchange Service (DAAD) with
funds from the Federal Foreign Office



Federal Foreign Office

Checklist

PACKING YOUR BAGS

- ▶ Valid passport ☐
- ▶ Visa (if applicable) ☐
- ▶ Proof of health insurance (if applicable) ☐
- ▶ Proof of financial resources ☐
- ▶ Declaration of enrollment for doctoral studies ☐
- ▶ Acceptance letter from Kiel University ☐
- ▶ Secondary school transcripts* ☐
- ▶ University qualifying examination* (if applicable) ☐
- ▶ University degree or qualification* ☐
- ▶ University transcript of records* ☐
- ▶ Language proficiency proof ☐
- ▶ International driving permit ☐
- ▶ Doctor's letter for prescribed medicine ☐
- ▶ Some cash in Euro for your arrival ☐
- ▶ Passport with biometric photos (see p. 13) ☐
- ▶ Contact details of the International Center ☐
- ▶ Contact details of your accommodation ☐
- ▶ Electrical adapter (220 V, plug types C and F) ☐

* Original document, notarised copy and certified English or German translation



Contact

Mr Jan Bensien, International Center
www.international.uni-kiel.de
jbensien@uv.uni-kiel.de
phone: +49 431 880-3716

Ms Sabine Milde (Dr), Graduate Center
www.gz.uni-kiel.de
smilde@gz.uni-kiel.de
phone: +49 431 880-3218

HOW TO HANDLE KIEL!

Tipps für Studierende
Tips for students

MOIN MOIN!

HERZLICH WILLKOMMEN IN SCHLESWIG-HOLSTEIN! HERZLICH WILLKOMMEN IN KIEL!

Als eines der kleinsten deutschen Bundesländer liegt Schleswig-Holstein zwischen Nord- und Ostsee. Hier können Sie eine Vielfalt an Naturlandschaften genießen, vom flachen Land im Westen bis zu den Buchten, Stränden und Förden im Osten.

Wir wünschen Ihnen, dass Sie während Ihres Studiums im schönen Kiel ein vielfältiges Angebot an Kultur, Freizeitaktivitäten und besonderen Veranstaltungen genießen.

WELCOME TO SCHLESWIG-HOLSTEIN! WELCOME TO KIEL!

One of the smallest German states (Bundesland), Schleswig-Holstein is located between the North and Baltic Seas. Here, you can enjoy a variety of natural landscapes, including low flatlands on the west and bays, beaches, and fjords on the east.

We hope that you enjoy the diverse opportunities of culture, outdoor activity and special events during your studies in beautiful Kiel.

INHALT

FREIZEIT & ANDERE LEUTE KENNENLERNEN
FREE TIME & MEETING OTHER PEOPLE 04-07

RUND UMS FAHRRAD(FAHREN)
ABOUT BICYCLES & CYCLING 08-09

TÄGLICHER BEDARF
FOR EVERYDAY LIFE 10-13

UMWELT: PFAND, MÜLLTRENNUNG
ENVIRONMENT: DEPOSIT, WASTE SORTING 14-15

VERKEHR & REISEN
TRANSPORT & TRAVELING 16-17

FRISTEN, TERMINE & BRIEFE
DEADLINES, DATES & LETTERS 18-19

DEUTSCH LERNEN
LEARNING GERMAN 20-21

KOSTENLOSE BERATUNG
STUDENT ADVICE FOR FREE 22-25

FREIZEIT & ANDERE LEUTE KENNENLERNEN FREE TIME & MEETING OTHER PEOPLE



SPORT » SPORT

UNI-SPORT

Viele verschiedene Sportangebote testen
Many different sports
<https://www.hochschulsport.uni-kiel.de/de>

FIZ

Fitnesscenter und Aerobic-Angebote 18€
(jährlicher Mitgliedsbeitrag) + ab 18€/Monat (Sportangebot)
Fitness center and aerobics 18€ membership fee (per year)
+ from 18€/month (for sports)
<https://www.fiz-kiel.de>

MUSIK MACHEN » MAKING MUSIC

CHOR » CHOIRS

ESG-Chor: Studierendenchor kostenlos
Choir for students; free of cost
www.esg-kiel.de/chor

KIRCHENCHÖRE » CHURCH CHOIRS

Verschiedene Chöre in den Kirchengemeinden; Informationen in den einzelnen Kirchengemeinden; kostenlos
Different choirs of the parishes; information on the websites of the parishes; free of cost

CAU KIEL

Chor: www.uni-kiel.de/chor
Kammerorchester: www.kammerorchester-cau.de
BigBand: www.uni-big-band-kiel.de

MUSIKRÄUME IN MANCHEN WOHNHEIMEN » MUSIC ROOMS IN SOME DORMITORIES

Übungsräume ausgestattet mit Instrumenten z. B. im CAH, EOH, PAH, Haus Michael
Practice rooms with several instruments e.g. in CAH, EOH, PAH, Haus Michael

INTERESSENSGRUPPEN » GROUPS WITH DIFFERENT INTERESTS

FACHSCHAFTEN

Engagieren sich für Studierende des jeweiligen Studienfaches, für Orientierungstage, Partys ...
Students who represent other students of their subject/institute, who organize orientation days, events ...
www.asta.uni-kiel.de/themen/fachschaften

HOCHSCHULGRUPPEN & STUDENTISCHE VEREINIGUNGEN » UNIVERSITY GROUPS

Studierende engagieren sich für verschiedene Themenbereiche.
Students organize events with special topics.
www.uni-kiel.de/gf-praesidium/de/studentische-vereinigungen

ESG – EVANGELISCHE STUDIERENDENGEMEINDE » PROTESTANT PARISH FOR STUDENTS

Studierende treffen sich zum Gottesdienst, verschiedenen Themen- & Diskussionsabenden und Freizeitangeboten. Kostenlos
Students meet for church service, to talk, discuss and hear about different topics. They organize different activities to spend their free time together. Free of cost
www.esg-kiel.de

KSG – KATHOLISCHE STUDIERENDENGEMEINDE » CATHOLIC PARISH FOR STUDENTS

Studierende treffen sich zum Gottesdienst, verschiedenen Themen- & Diskussionsabenden und Freizeitangeboten. Kostenlos
Students meet for church service, to talk, discuss and hear about different topics. They organize different activities to spend their free time together. Free of cost
www.ksg-kiel.de

KULTURGRENZENLOS E.V.

ist ein interkulturelles Begegnungsprojekt zwischen jungen Menschen in Kiel.
Kulturgrenzenlos is an intercultural encounter project in Kiel.
www.kulturgrenzenlos.de

KULTUR » CULTURE

ZUM MITMACHEN: THEATER, FILM, FOTOGRAFIE, JONGLAGE » TO PARTICIPATE IN THEATER, MOVIES, PHOTOGRAPHY

Kurse von und für Studierende ab 10€/Semester
Courses offered by and for students from 10€/semester
You can join, even if you don't speak German, somebody will be there to translate.
www.studentenwerk.sh/de/-kultur/kurse-workshops/index.html

KINO » CINEMA

„Filmriss“ und „Bunker-Kino“

Kinofilme im Hörsaal, ca. 1-2€
Movies shown in lecture halls, ca. 1-2€
www.unifilm.de/studentenkinos/Kiel_Uni und www.fh-kiel.de/bunker kino

Metrokino, Studio, Pumpe, Traum GmbH, Cinemaxx

Ermäßigte Preise für Studierende, an Kinotagen noch günstiger; Studio, Metro und Traum GmbH zeigen auch Filme in originaler Sprache. Informationen auf den Webseiten der jeweiligen Kinos. Studio hat jeden Mittwoch „Sneak-Preview“. „Tatort“ im Studio, deutscher Kultkrimi aus dem Fernsehen, fast jeden Sonntag, 20:15 Uhr
Reduced tickets for students and even cheaper on so called “Kinotagen”; Studio, Metro and Traum GmbH sometimes show movies in original language. You can find information on the websites of the cinemas. Studio has “Sneak-Preview” every

Wednesday. "Tatort" in cinema Studio; German television cult-series, nearly every Sunday at 8:15 pm
www.studio-filmtheater.de

MEDIENDOM DER FH

Planetarium und Shows ab 2€
Planetarium and shows from 2€
www.fh-kiel.de/index.php?id=188

THEATER » THEATER

Schauspielhaus, Oper, Werftparktheater, Orchester, Ballett, professionelles Theater, Konzerte ab ca. 5€
Professional theater, ballet, concerts from ca. 5€
www.theater-kiel.de

Sechseckbau

Theater von Studierenden 5 €
Theater, acted by students 5 €
www.studentenwerk.sh/de/kulturbuero/veranstaltungen/index.html

KONZERTE » CONCERTS

Pumpe Kiel
Konzerte aller Genres, auch bekannte Künstler ab 10€
Concerts of all genres, also known artists from 10€
www.diepumpe.de

Schaubude Kiel

Alternativer Club, Konzerte und Partys ab 8€
Alternative club, concerts, parties from 8€
www.kieler-schaubude.de

Hansa48

Kollektiv, das u. a. auch kleine Konzerte veranstaltet
Collective that also shows small concerts
www.hansa48.de

Prinz Willy

Kneipe mit kostenlosen Konzerten, am Ende geht ein Hut für „Spenden“ an die Band rum
Pub with concerts for free, at the end you can „donate“ for the band
www.prinzwilly.de

Irish Pub: Karaoke & Livemusik Karaoke & Live music
www.poguemahone.de

Schleswig-Holstein Musikfestival

Eines der größten klassischen Musikfestivals der Welt; 50% Rabatt für Studenten; Juli/August
One of the biggest classical music festivals of the world; 50% discount for students; July/August
www.shmf.de

MUSEEN » MUSEUMS

Stadtmuseum & Schifffahrtsmuseum

Wechselnde Ausstellungen über die Stadt Kiel (z. B. Stadtgeschichte, Fotoausstellungen ...) 1€
Changing exhibitions about Kiel (history of Kiel, exhibition of photography ...) 1€
www.kiel.de/de/kultur_freizeit/museum/index.php

Maschinenmuseum Kiel-Wik

Ein für die norddeutsche Region einzigartiges Museum, in dem

mehr als ein Jahrhundert Maschinenbaugeschichte anschaulich und lebendig dargestellt wird. Dabei richtet sich der Blick insbesondere auf den Wirtschaftsraum Kiel als ehemals bedeutender Werft- und Maschinenbaustandort.
A museum unique to Northern Germany in which more than a century of mechanical engineering is vividly depicted. The focus lies in particular on the economic area of Kiel as a formerly significant mechanical engineering and shipyard location.
www.maschinenmuseum-kiel-wik.de

Stadtgalerie

Zeitgenössische Kunstausstellungen 1€
Exhibitions of contemporary art 1€
www.kiel.de/de/kultur_freizeit/stadtgalerie/index.php

Wochenende der Museen Weekend of Museums

Ein Wochenende lang, zahlreiche Vorträge und Veranstaltungen; 7-8€
You can visit all museums in Kiel for the whole weekend; 7-8€
<https://womu.kiel.de>

BÜCHER/LITERATUR » BOOKS/LITERATURE

Stadtbücherei city library

Bücher und DVDs ausleihen; Literatur in verschiedenen Sprachen; kostenlos, Mitgliedskarte nötig
Borrowing books and DVDs; books in different languages; free of cost, with member card
www.kiel.de/kultur/stadtbuecherei

Antiquariate Second Hand bookstores

Gebrauchte Bücher
Second-hand books
www.buecherwurm-kiel.de
www.bruecke-sh.de/index.php?idm=1.39.136

Fachbücher/Unibücher text-books/books for studying

Aushänge an den schwarzen Brettern an der Uni
Notices on the message boards at university
Facebook: „Bücher-Börse Uni Kiel“

FREIWILLIGES ENGAGEMENT / EHRENAMT » VOLUNTARY WORK

NETTEKIELER EHRENAMTSBÜRO

Büro, das über Möglichkeiten informiert, sich freiwillig zu engagieren
Office that gives information about projects, in which you can work as a volunteer
www.nette-kieler.de

AUSFLÜGE » TRIPS

SCHIFFFAHRT AUF DER FÖRDE

» SHIPPING AT THE FÖRDE

z. B. nach Laboe
e.g. from Kiel main station to Laboe (beach)
www.sfk-kiel.de/de/faehrlinien/foerde

FAHRRADTOUREN » CYCLING TOURS

Fahrradkarten beim „Umsteiger“ neben dem Hauptbahnhof
Cycling maps at service counter "Umsteiger" next to central train station
https://www.kiel.de/de/umwelt_verkehr/clever_mobil/umsteiger_servicezentrale_radstation.php

PARKS

Schrevenpark, Werftpark, Forstbaumschule, Botanischer Garten der Uni, Alter Botanischer Garten, Moorteichwiesen, Projensdorfer Gehölz

SPAZIERGÄNGE » WALKS

an der Förde/Kiellinie; Nord-Ostsee-Kanal ...

STRÄNDE » BEACHES

Schilksee, Strände, Falckensteiner Strand, Laboe, Heikendorf ...

EXKURSIONSANGEBOT DES INTERNATIONAL CENTER FÜR STUDIERENDE DER CAU:

www.international.uni-kiel.de/de/betreuung-und-service/aktivitaeten-veranstaltungen/exkursionen-veranstaltungen

EXCURSIONS OF THE INTERNATIONAL CENTER FOR STUDENTS OF KIEL UNIVERSITY:

<https://www.international.uni-kiel.de/en/advising-activities-services/activities-events/excursions-and-events>

KOSTENLOSE VERANSTALTUNGEN IN KIEL » EVENTS FOR FREE IN KIEL

KIELER WOCHE

Letzte Juniwoche in der ganzen Stadt; Konzerte, Straßenmusik, Straßenkünstler, Internationaler Markt, Aktionsstände
In the whole city in June; concerts, music, street performers, international market
www.kieler-woche.de

KULTURNACHT » CULTURE NIGHT

Mai/Juni in der Altstadt, Lesungen, Theater, Kleinkunst
In the old town of Kiel in May/June; reading, theater, cabaret, music
www.altstadt-kiel.de

KIELER SOMMERTHEATER » KIEL SUMMER THEATER

Die Premiere des Sommertheaters wird an verschiedenen Plätzen in Kiel kostenlos live übertragen; Juli/August
Premiere of the open air theater will be shown as a live broadcast at different places in in Kiel; July/August
www.kiel-sailing-city.de

BOOTSHAFENSOMMER

Im August am Bootshafen; Konzerte von Bands aus der Region
At Bootshafen, in August; concerts of regional bands
<https://www.kiel-sailing-city.de/veranstaltungen/innenstadt-events/bootshafensommer.html>

JAZZNACHT » JAZZ NIGHT

August/September in der Altstadt; Jazzmusik auf verschiedenen Bühnen
August/September in the old town of Kiel, Jazz music on different stages
www.altstadt-kiel.de

WEIHNACHTSMARKT » CHRISTMAS MARKET

Stände und Musik Ende November bis Weihnachten in der Innenstadt und am Rathausplatz
Stands and music in the city and old town hall square from end of November until Christmas

KIELER UMSCHLAG

Historisches Dorf, Handwerker, mittelalterliche Stände im Februar/März in der Innenstadt
In the city, in February/March, historical village, craftsmen, medieval events
www.kiel-sailing-city.de/veranstaltungen/sonntagsoeffnungen/kieler-umschlag.html

„DIE HALBE STUNDE“ » “HALF AN HOUR CONCERT”

Konzerte in der Nikolaikirche jeden Mittwoch um 17 Uhr
Every Wednesday at 5pm in Nikolai Kirche Kiel
www.st-nikolai-kiel.de/halbestunde



RUND UMS FAHR- RAD(FAHREN) ABOUT BICYCLES & CYCLING



GEBRAUCHTE FAHRRÄDER » SECOND-HAND BICYCLES

KLEINANZEIGEN » SMALL ADS AStA

www.asta.uni-kiel.de/service/kleinanzeigen

Kleinanzeigen in den Zeitungen Kieler Nachrichten, Kieler Express
Small ads in the newspapers Kieler Nachrichten, Kieler Express

eBay Kleinanzeigen
www.ebay-kleinanzeigen.de/stadt/kiel

SCHWARZE BRETTER » MESSAGE BOARDS AT UNIVERSITY

FAHRRADVERSTEIGERUNG » BICYCLE AUCTIONS
Der Stadt oder der Bahn
Of the city and Deutsche Bahn
www.bahn.de/service/ueber-uns/fundservice

FAHRRAD AUSLEIHEN » RENT A BIKE

SPROTTFLOTTE

Fahrrad für die ersten 30 Minuten kostenlos ausleihen, danach 1€ pro 30 Minuten, 9€ für 24h Fahrräder können an Sprotten-Flotten-Stationen abgeholt und abgestellt werden.

Rent a bike with the first 30 minutes for free and then 1€ per 30 minutes, price for 24 hours is 9€, bikes can be taken from and returned to a SprottenFlotten-station.

www.sprottenflotte.de

SWAPFIETS

Fahrrad für einen monatlichen Beitrag, ab 15,50€ pro Monat (für Studierende)

Rent a bike for a monthly fee, from 15,50€ per month (for students)

www.swapfiets.de

Bei SprottenFlotte und Swapfiets keine Kosten für Reparatur
No costs for repair

FAHRRAD REPARIEREN » REPAIRING BICYCLES

FAHRRADSELBSTHILFE DER HANSA 48 » DIY REPAIR FOR BICYCLES AT HANSA 48

Mit Unterstützung das Fahrrad selbst reparieren, Material und Werkzeug vor Ort

You can repair your bicycle on your own, a team of Hansa 48 will help you; they have materials & tools
www.hansa48.de

FAHRRADLADEN DER BRÜCKE SH » BICYCLE SHOP OF BRÜCKE SH

www.bruecke-sh.de/index.php?idm=1.39.139

UNI BIKE

www.dasoertliche.de/Themen/Fahrradladen-Uni-Bike-Kiel-Ravensberg-Westring

INFOS ZU FAHRRADWEGEN/- TOUREN & FAHRRADVERLEIH » INFORMATION ABOUT CYCLE PATHS, CYCLING TOURS & BICYCLE RENTAL

KIELER UMSTEIGER

https://www.kiel.de/de/umwelt_verkehr/clever_mobil/umsteiger_servicezentrale_radstation.php

Manchmal kann man Fahrräder auch im Wohnheim ausleihen.
In some dormitories you can borrow bicycles.

TÄGLICHER BEDARF FOR EVERYDAY LIFE



HAUSHALT » HOUSEHOLD

DISCOUNTER-SUPERMARKT

Oft günstiger im Discounter-Supermarkt
Often cheaper in a discount supermarket

FLYING TIGER

Dänischer Laden, diverse Dinge (Büro, Küche, Wohnen, Geschenke) für wenig Geld
Danish shop, with several things at low prices: office/kitchen/living/gifts
Holstenstraße
<https://uk.flyingtiger.com/en-GB>

TK MAXX

Reduzierte Markenkleidung, auch House&Living-Abteilung
Reduced clothing and home&living
Holstenstraße
www.tkmaxx.de

EURO-LADEN

Schreibwaren, Geschirr, Putzmittel, Fahrradbedarf für je 1€ im Stadtzentrum
Stationery, dishes, cleaning things, bicycle supplies, everything for 1€ in the city center

TEDI

Schreibwaren, Geschirr, Putzmittel, Fahrradbedarf für wenig Geld
Stationery, dishes, cleaning things, bicycle supplies at low costs
www.tedi.com

LEBENSMITTEL » FOOD

GÜNSTIG EINKAUFEN » BUYING FOOD AT LOW COSTS

Wochenmärkte weekly markets

V. a. Gemüse, Obst, Fleisch, Fisch aus der Region (günstiger ab 12:30 Uhr)

Regional vegetables, fruit, fish, meat (cheaper from 12:30 pm)
www.kiel.de/de/kultur_freizeit/maerkte/wochenmarkt.php

Supermärkte supermarkets

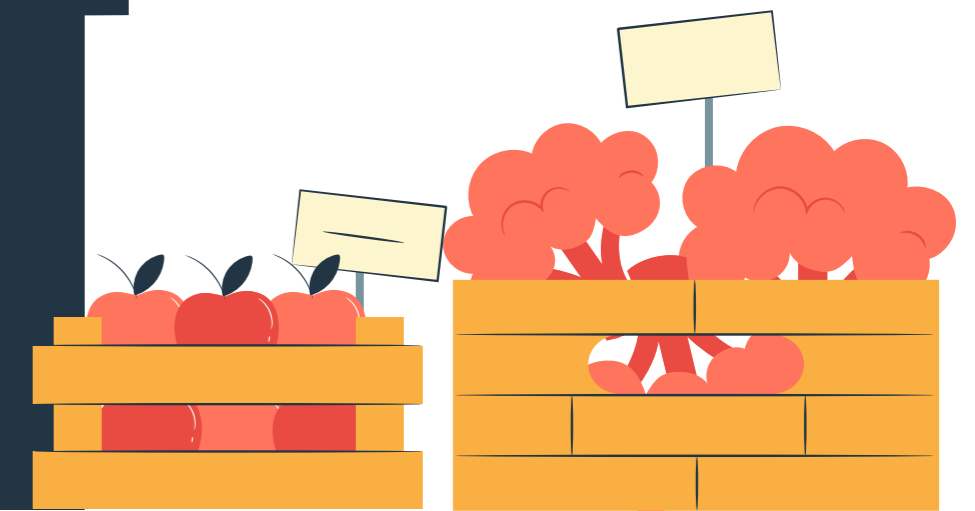
Discounter sind günstiger als andere (z. B. Aldi, Penny, Netto)
"Discounters" are more inexpensive than others (e.g. Aldi, Penny, Netto)

Viele Supermärkte haben Eigenmarken; diese sind am günstigsten (z. B. Marke „ja“ bei Sky und Rewe)
Lots of supermarkets have their own brands; these products are the most inexpensive (for example the brand "ja" in the supermarket Rewe)

Supermärkte haben oft Sonderangebote/Wochenangebote; Informationen gibt es in den jeweiligen Supermärkten.
Supermarkets often have special/weekly offers; you can find information in the supermarkets.

TANKSTELLEN » GAS STATIONS

Tankstellen verkaufen auch Lebensmittel – die Preise sind aber im Vergleich sehr teuer.
Gas stations sell food as well – but it is much more expensive.



WASSER » WATER

In Deutschland kann man das Wasser, das aus der Leitung kommt, direkt trinken.
In Germany you can drink tap water directly (without boiling it).

HALAL FLEISCH » HALAL MEAT

Halal Fleisch kann man bei „Netto“ kaufen oder in arabischen/türkischen Läden, z. B. im Sultanmarkt. You can buy halal meat at the supermarket “Netto” and in arabic/turkish shops, e.g. in the Sultan-Markt.
www.facebook.com/pages/Sultan-Markt/539252709510298

Wer nach weiteren heimatlichen Produkten sucht, kann sie in der Regel in Asia-Läden oder in Hamburg finden. You can find more products from your home country in Asia-shops and in Hamburg.

FOOD SHARING

Tausch von Lebensmitteln
Share & exchange food
www.facebook.com/FoodsharingKiel
www.facebook.com/groups/kieler.kreisel

Mundraub

Auf der Karte findest du Obstbäume, die keinem gehören. Dort kannst du kostenlos Obst pflücken.
On this map, you can find fruit trees which don’t belong to anyone. You can pick their fruits.
<http://mundraub.org>

Kieler Tafel

Lebensmittelpakete 1x/Woche für 1€ - für alle, die wenig Geld haben. Man braucht einen Ausweis dafür, die ESG stellt ihn aus. Packets of food 1x/week for 1€; for everyone who doesn’t have much money. You need a permission to buy there, you get this permission in the ESG.
www.kielertafel.de

GEBRAUCHTE DINGE FÜR WENIG GELD » SECOND-HAND THINGS AT LOW COSTS

KLEINANZEIGEN » SMALL ADS

AStA
www.asta.uni-kiel.de/service/kleinanzeigen

Kleinanzeigen in den Zeitungen Kieler Nachrichten, Kieler Express
Small ads in the newspapers Kieler Nachrichten, Kieler Express

eBay Kleinanzeigen
www.ebay-kleinanzeigen.de/stadt/kiel

SCHWARZE BRETTER » MESSAGE BOARDS AT UNIVERSITY

FACEBOOK-GRUPPEN » FACEBOOK GROUPS

„Suche und Biete in Kiel & Umgebung...“; „Schenken, Tauschen, Leihen“; „Schwarzes Brett Kiel“; „Kaufen, Verkaufen und Verschenken in Kiel und Umgebung“; „Kleinanzeigen Kiel“ ...

FLOHMÄRKTE » FLEA MARKETS

www.kiel.de/de/kultur_freizeit_maerkte/flohmarkt.php

GLÜCKSLOKAL KIEL

Klamotten-Tausch, auch andere Sachen (z. B. bei Tausch-Rausch-Partys)
Clothing exchange and other things (e.g. at so-called Tausch-Rausch-parties)
<http://glueckslokal.de>

ECHT.GUT – SOZIALKAUFHAUS DER STADTMISION

Second-Hand-Artikel für sehr wenig Geld
Second-hand things at low prices
www.stadtmission-mensch.de/unsere-angebote/echt-gut-das-kaufhaus.html

OBOLUS

Second-Hand-Artikel für sehr wenig Geld. Um dort einkaufen zu können, braucht man einen Ausweis für die Kieler Tafel. Diesen erhältet ihr bei Regine Paschmann, ESG.
Second-hand things for very low prices. You need a permission for the Kieler Tafel to be able to go shopping here. You can get it from Regine Paschmann at the ESG.
www.faw.de/kiel/aktuelles/obolus-sozialladen

MÖBEL » FURNITURE

MÖBEL SELBST BAUEN » BUILD FURNITURE BY YOURSELF

Werkstatt Konsum
Studierende zeigen, wie man Möbel selbst bauen oder reparieren kann, Werkzeuge vor Ort.
Students show you how to build or repair furniture; they also have the tools for it.
www.facebook.com/werkstattkonsum

www.bauanleitung.org
Internetseite mit Bauanleitungen für Möbel
Website with Construction manuals for furniture

MÖBEL FÜR UMSONST » FURNITURE FOR FREE

„Zu Verschenken“ For giving away
Manchmal stehen am Straßenrand Möbel mit einem Zettel „zu verschenken“.
Sometimes you find furniture standing on the side of the streets with a sign “zu verschenken” (= for giving away).

Sperrmüll bulky waste
Das Mitnehmen von Sperrmüll am Straßenrand ist erlaubt!
You can take away bulky waste that you find at the side of

the street!
GÜNSTIGE, GEBRAUCHTE MÖBEL » CHEAP SECOND-HAND FURNITURE
echt.gut – Sozialkaufhaus der Stadtmission
Second-Hand-Möbel für sehr wenig Geld
Second-hand furniture for very low prices
www.stadtmission-mensch.de/unsere-angebote/echt-gut-das-kaufhaus.html
www.facebook.com/EchtGut-820440568100762

ABK Kiel – Kieler Tauschbörse
Second-Hand-Möbel fast umsonst
Second-hand furniture almost for free
www.abki.de/dienste/entsorgung-und-recycling/abgabestellen/tauschboerse.html

GÜNSTIGE, NEUE MÖBEL » CHEAP NEW FURNITURE
Ikea
Fundgrube: Neue Möbel mit kleinen Fehlern und Ausstellungsstücke
“Treasure trove”: new furniture with little defects and display models
www.ikea.com/de

Roller & Poco (Schwentinental)
Günstige Stoffe und Möbel
Inexpensive fabrics and furniture

LIFE Möbeloutlet Outlet-store for furniture
www.facebook.com/lifemoebelkiel

KLEIDUNG » CLOTHING

KIELER KLAMOTTEN-KREISEL
Kleidung tauschen
Exchange your clothing
www.facebook.com/kieler.kreisel

DRK-MARKT AM DREIECKSPLATZ
Kleidung für sehr geringe Preise
Clothes for very little prices
www.drk-kiel.de/spenden/kleiderspende.html

SECOND HAND
Kiloladen
Preis nach Kilogramm
You pay for the weight of the clothes.
www.facebook.com/Der-Kilo-Laden-106496849505180

SKF Kiel
Kleidung für Schwangere + Babys
Second-hand for pregnant women + babies
www.skf-kiel.de/skf-ev-kiel.html

FLOHMÄRKTE » FLEA MARKETS
Gebrauchte Kleidung günstig kaufen
Second-hand clothing at low prices
www.meine-flohmarkt-termine.de/flohmarkt/plz/be-reich_241.html

SONSTIGES » OTHER

DISCOUNT-BAUMARKT RUSTA, SCHWENTINENTAL
Alles rund ums Haus
Everything concerning furnishing
www.rusta.com/de



UMWELT: PFAND, MÜLLTRENNUNG ENVIRONMENT: DEPOSIT, WASTE SORTING



In Deutschland hat der Umweltschutz eine große Bedeutung. Hier sind ein paar Tipps für ein umweltfreundliches Verhalten.

In Germany, it is expected to be careful with their natural consumption. Here are some basic tips on how you can be environmentally friendly.

PFAND » DEPOSIT

Pfand auf: Getränke in Glasflaschen (nicht für Wein), Dosen und Plastikflaschen, Joghurt im Glas
You have to pay deposit for: drinks in glass bottles (except wine), plastic bottles and cans, yogurt in glass.

Man kann Pfandflaschen nur dort zurückgeben, wo die Flaschen-sorte auch verkauft wird (z. B. verkauft Aldi keine Glasflaschen; du kannst dort keine Glasflaschen zurückbringen).
You can return the bottles only in shops where you can buy them (e.g. Aldi doesn't sell glass bottles; you can't return any glass bottles there).

Pfand zurückbringen: leere Flaschen in den Pfandautomaten stecken, Bon mitnehmen, an der Kasse bekommst du mit dem Bon das Geld zurück.
Returning: Put empty bottles into the machine/box for returnable bottles, take the receipt, show it at the checkout counter and get your money back.

TÜTEN » BAGS

Tüten sind in Deutschland im Laden meist nicht (mehr) kostenlos. In Germany bags are mostly not for free in the shops (anymore).

Ein Stoffbeutel kostet zwar mehr, dafür kannst du ihn immer wieder benutzen.
You can buy a tote bag made of cloth, it is a little bit more expensive, but you can use it over and over again.

MÜLLTRENNUNG » WASTE SORTING

BLAU: PAPIER
BLUE: PAPER

GELB: PLASTIK
YELLOW: PLASTICS

BRAUN: KOMPOSTIERBARER MÜLL
BROWN: COMPOSTABLE WASTE

SCHWARZ ODER GRAU: DER MEISTE REST
BLACK OR GREY: MOST OF THE REST

CONTAINER

Zusätzlich gibt es Glascontainer (getrennt nach hellem und dunklem Glas) und Annahmestellen für Elektromüll, Sperrmüll und giftige Stoffe.

Additionally there are bottle banks (divided into light and dark bottles) and collection points for electronic waste, bulky waste and toxic substances.

Dich interessiert das Thema Müllvermeidung?
Interested in zero waste?

www.kiel.de/de/umwelt_verkehr/zerowaste/index.php
<https://unverpackt-kiel.de>

ENERGIE SPAREN » SAVE ENERGY

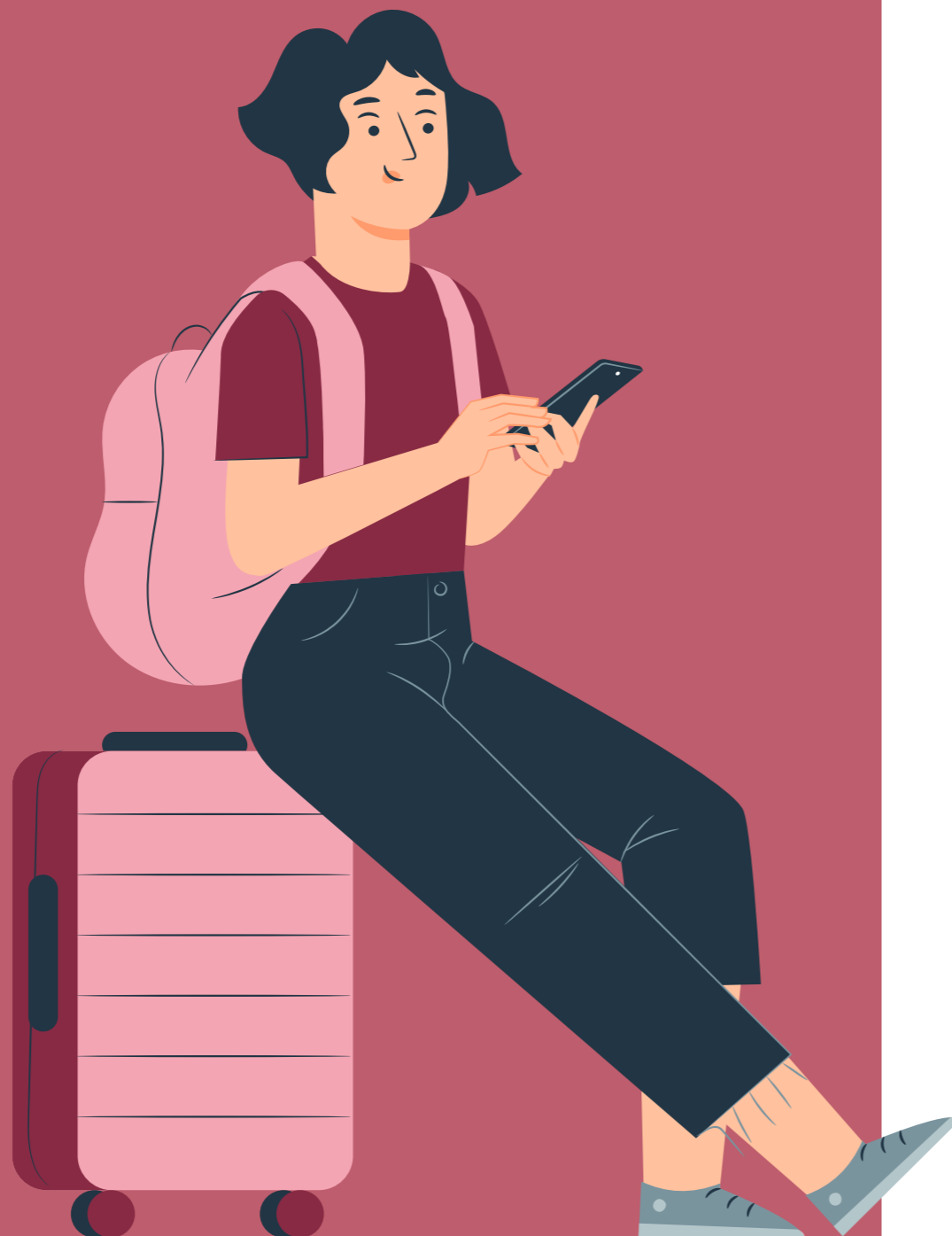
Fenster geschlossen halten bei aufgedrehter Heizung!
Make sure the window isn't open or tipped while the heater is on!

Eine ausgedehnte heiße Dusche wirkt entspannend, kostet aber sehr viel Energie und Wasser!
Long, hot showers are relaxing but require lots of energy and water!

Auch im Standby-Modus verbrauchen viele elektronische Geräte Energie! Nicht genutzte Geräte immer von der Steckdose nehmen!
Despite standby modes, many electronics still require lots of energy. Unplug all electronics when they are not being used.

Schalte das Licht aus, wenn du den Raum verlässt!
Turn off the light when you leave a room!

VERKEHR & REISEN TRANSPORT & TRAVELING



IN KIEL & SCHLESWIG-HOLSTEIN

Das landesweite Semesterticket ist euer Zugang zum ÖPNV in Kiel, Schleswig-Holstein und Hamburg (HVV A+B). Enthalten sind alle Busse und Bahnen im Geltungsbereich im NAH.SH Tarif, außer der DB-Fernverkehr (ICE/IC/EC ...), außer Fernbusse, Busdienste auf den nordfriesischen Inseln sowie Fährdienste, ausgenommen der Kieler SFK. Für Schnellbusse im HVV muss, wie immer, ein Aufpreis gezahlt werden – normale Busse sind normal nutzbar.

The statewide semester ticket is your access to public transport in Kiel, Schleswig-Holstein and Hamburg (HVV A+B). Included are all buses and trains in the area of validity in the NAH.SH tariff, except DB long-distance traffic (ICE/IC/EC ...), except long-distance buses, bus services on the North Frisian islands and ferry services, except the Kiel SFK. For express buses in the HVV, as always, a surcharge must be paid – normal buses can be used normally.

www.semesterticket-kiel.de

IN DEUTSCHLAND & EUROPA » IN GERMANY & EUROPE

MITFAHRGELEGENHEIT » CAR POOLING

Mit anderen privat im Auto mitfahren
Someone gives you a lift in his/her car.
ca. 5-8€ / 100 km
Facebook: „Mitfahrgelegenheit Uni Kiel“
www.blablacar.de

FERNBUS / REISEBUS » LONG-DISTANCE BUS

Zwischen Hamburg-Flughafen und Kiel
Between Hamburg-Airport and Kiel
<https://kielius-onlinebuchung.de/>

In andere Städte in Europa
To other cities in Europe
www.eurolines.de

BAHN » TRAIN

Ländertickets

gelten für alle Regionalzüge (RE) im jeweiligen Bundesland für einen ganzen Tag. Für 1-5 Personen; je mehr Personen mitfahren, desto günstiger. In Schleswig-Holstein (inkl. Hamburg): ab 8-28€ / Person

Ticket valid only in regional trains (RE Regionalzüge) in one Bundesland for one whole day. For 1-5 persons, the more persons travel, the cheaper it will be. In SH (incl. Hamburg): from 8-28€ / person

www.bahn.de/angebot/regio/laender_tickets

Quer-durchs-Land-Ticket

gilt in Regionalzügen (RE) für einen Tag in ganz Deutschland. Für 1-5 Personen, je mehr Personen mitfahren, desto günstiger; ab 15,20€ - 44€ / Person

Ticket valid only in regional trains (RE Regionalzug) in whole Germany for one day. For 1-5 persons, the more persons travel, the cheaper it will be; from 15,20€ - 44€ / person

<https://www.bahn.de/angebot/regio/qdl>

Spartarife

Zugtickets ab 29€ für IC, EC, ICE. Man muss den Zug nehmen, den man gebucht hat.

Tickets from 29€ for IC, EC, ICE. You can only travel with the exact train that you've booked.

www.bahn.de/p/view/angebot/sparpreis/spartickets.shtml

Ltur-Spartickets

Zugtickets ab 21€ für IC, EC, ICE. Man muss den Zug nehmen, den man gebucht hat.

Tickets from 21€ for IC, EC, ICE. You can only travel with the exact train that you've booked.

www.ltur.com/de/reisearten/bahn

TRAMPEN » HITCH-HIKING

In Kiel gibt es einen offiziellen Ausgangspunkt fürs Trampen: am Westring bei Ikea.

Kiel has an official starting spot for hitch-hiking: at Westring near IKEA.



FRISTEN, TERMINE & BRIEFE

DEADLINES, DATES & LETTERS



FRISTEN & TERMINE » DEADLINES & DATES

UNI-/FH-FRISTEN » DEADLINES AT UNIVERSITY/FH

Damit du im nächsten Semester weiterstudieren kannst, musst du dich in der Mitte des Semesters zurückmelden.

You have to re-register at university in the middle of the semester, so that you can go on studying in the next semester.

CAU: www.studium.uni-kiel.de/de/studium-organisieren/termine-fristen

FH: www.fh-kiel.de/Rueckmeldung

Für Prüfungen musst du dich rechtzeitig anmelden. Termine dafür findest du in deinem Institut.

You have to register for your exams. You can find the deadlines for that at your institute.

FEIERTAGE IN DEUTSCHLAND » BANK HOLIDAYS IN GERMANY

Manche Feiertage gibt es nur in manchen Bundesländern.

Geschäfte und Behörden haben geschlossen, keine

Univeranstaltungen, Bus- & Zugfahrpläne wie Sonntag.

Some holidays are only for some Bundesländer. Shops, departments and offices are closed, no lectures at university, timetables for bus and train like on a Sunday.

www.feiertage-newsletter.de/deutschland

OFFIZIELLE BRIEFE » OFFICIAL LETTERS

Offizielle Briefe immer öffnen. Oben rechts steht der Absender. Wenn du den Brief nicht verstehst: Absender anrufen und nachfragen oder: in die Beratungsstelle gehen (s. u.). Briefe immer behalten, nicht wegwerfen.

Always open all official letters. You can find information about the sender at the top on the right. If you don't understand the letter: Don't hesitate to call the sender and ask or: Take your letter and visit one of the Student Advice Centers (addresses see below). Keep all letters and don't throw them away, you might need them later again.

RUNDFUNKBEITRAG („GEZ“)

Alle Studierenden müssen den Rundfunkbeitrag 18,36€ / Monat zahlen (außer wenn sie BAföG bekommen). Wenn dein Einkommen unter dem deutschen Existenzminimum liegt, kannst du einen Härtefallantrag auf Befreiung stellen! Frag in den Beratungsstellen am Campus nach!

All students need to pay the Rundfunkbeitrag-fee 18,36€ / month (except if they get BAföG). If your income is really small, you could be able to make an application for exemption. Please ask the international counsellors at campus!

www.rundfunkbeitrag.de

ZU GUTER LETZT » LAST BUT NOT LEAST

HAFTPFLICHTVERSICHERUNG » LIABILITY INSURANCE

Ist freiwillig, kann aber bei verursachten Schäden sehr sinnvoll sein. Sie ist nicht teuer, bitte informiere dich! Stell dir vor, es ist ein schöner Sommertag in Kiel und du machst eine Fahrradtour mit Freunden. Du fährst zu schnell um eine Ecke und streifst mit deinem Pedal ein Auto und hinterlässt Kratzer. Die Haftpflichtversicherung wird die Schäden decken, die du versehentlich einem anderen zugefügt hast.

It's optional, but it might be very useful if you cause a damage. It's not expensive, keep yourself informed! Imagine this: It's a beautiful summer day in Kiel and you are riding bikes with some friends, you turn a corner too fast and accidentally scratch a parked car with your pedal. Liability insurance will cover any costs you may accidentally inflict on someone else.

KREDITKARTEN » CREDIT CARDS

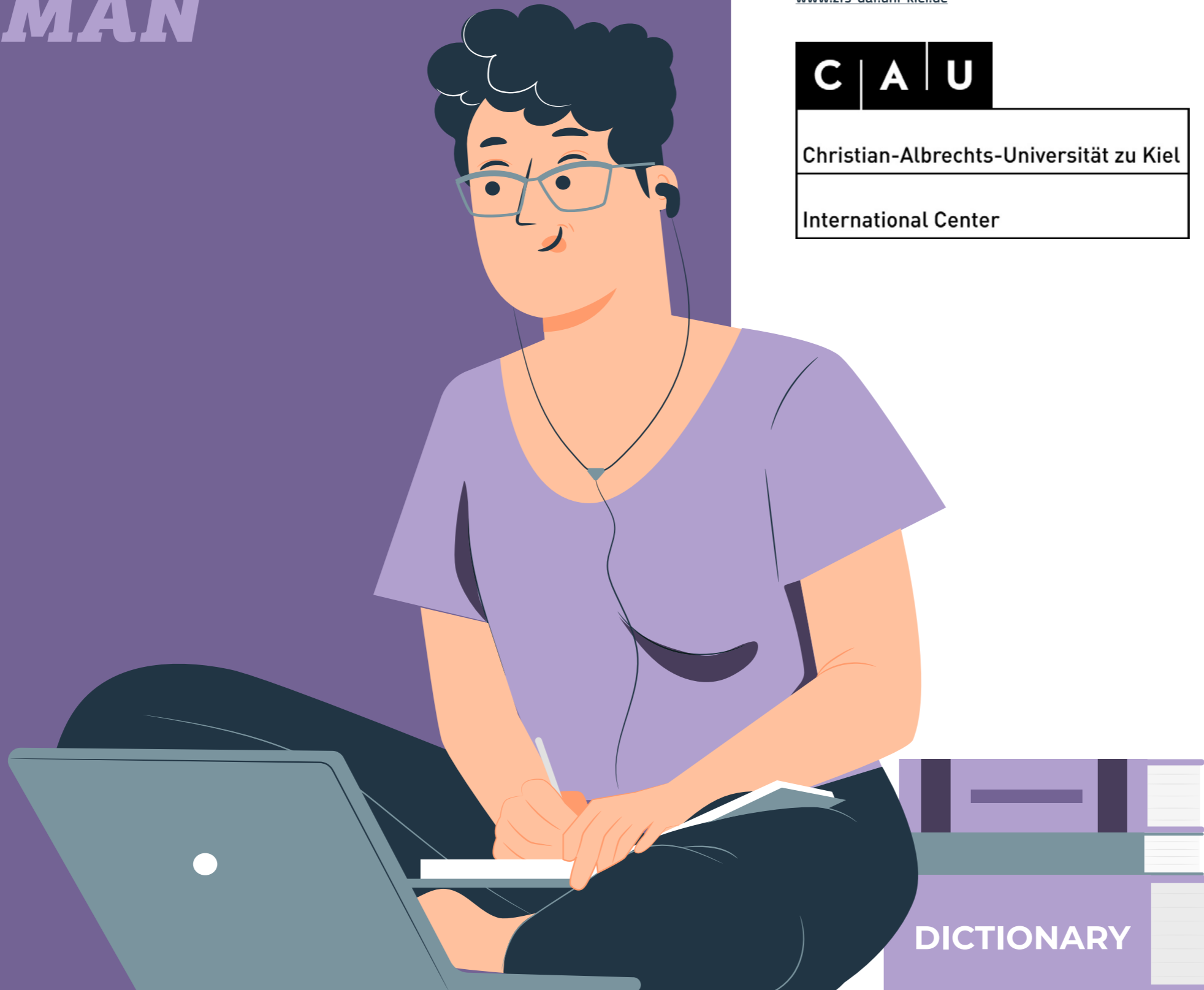
Zurzeit werben viele dubiose Anbieter im Internet (auf Facebook) oder auch per Telefon für Kreditkarten, die ohne finanzielle Sicherheit ein hohes Finanzvolumen anbieten.

Diese Kreditkarten sind scheinbar kostenlos und nur im Kleingedruckten oder versteckt wird darauf aufmerksam gemacht, dass die Kreditkarte Gebühren kostet. Wird die Karte dann zugestellt, wird der Kunde aufgefordert, Geld zu bezahlen. Wenn nicht gezahlt wird, landen die Mahnungen schnell bei Inkasso-Unternehmen. Daher: keine Kreditkarten über das Internet oder telefonisch bestellen und genau darauf achten, ob es kostenpflichtig ist. Currently, dubious companies offer credit cards through internet (Facebook) or via telephone with a high financial margin and without any financial security checks. These credit cards seem to be free of charge and only if you look deep into the terms of the contract you find out that they charge a fee. When they deliver the card, the customer is asked to pay. Very fast, the companies contact debt collection agencies. Therefore: Do not order credit cards through internet or via telephone and be aware whether a fee is charged!

STREAMING

Kostenloses „Filesharing“ bei Filmen oder Musik ist in Deutschland verboten! Auch das Streamen von Filmen ist kostenpflichtig und sollte nicht über kostenlose Anbieter genutzt werden. Zahlreiche Studierende sind in meiner Sprechstunde mit hohen Rechnungen erschienen, da sie „kostenlos“ Filme oder Musik heruntergeladen haben. Also Vorsicht bei kostenlosen Anbietern von Filmen oder Musik! Anbieter wie Netflix, Amazon prime oder Spotify sind legal. Filesharing of films and music is forbidden in Germany! Also, the streaming of films result in costs and you should not use services that are free of charge. Many students came to my office with high invoices because they have watched or downloaded movies or music “for free”. Pay attention with free providers of films and music! Sites as netflix, amazon prime and spotify are legal.

DEUTSCH LERNEN LEARNING GERMAN



DEUTSCHKURSE FÜR STUDIERENDE DER KIELER HOCHSCHULEN » GERMAN COURSES FOR STUDENTS OF KIEL'S UNIVERSITIES

UNIVERSITÄT CAU, BEREICH DEUTSCH
ALS FREMDSPRACHE AM ZENTRUM FÜR
SCHLÜSSELQUALIFIKATIONEN

Kati Lüdecke-Röttger (studienvorbereitend) /
Svenja Schilling (studienbegleitend)
www.zfs-daf.uni-kiel.de



FACHHOCHSCHULE KIEL, ZENTRUM
FÜR SPRACHEN UND INTERKULTURELLE
KOMPETENZ (ZSIK)

Lehrgebiet Deutsch als Fremdsprache
Gabriele Braun / Victoria Reensburg / Anna Jäsche
www.fh-kiel.de/?id=2568
Information TestDaF: www.fh-kiel.de/index.php?id=4076



Volkshochschule: www.foerde-vhs.de
UNS Kiel: www.unsgermany.de/uns-kiel/info-anmeldung-kiel

KOSTENLOSE BERATUNG STUDENT ADVICE FOR FREE



STUDENTENWERK SH

SOZIALBERATUNG INTERNATIONALES

» STUDENT ADVICE

Daniela Evers / Johanna Usinger

Bei Fragen zu: jobben, Versicherung, Wohnungssuche, Finanzierung, andere Leute kennenlernen

For questions about: financing, working, insurances, finding a flat, get in touch with others

www.studentenwerk.sh/de/beratung/internationales

PSYCHOLOGISCHE BERATUNG

» PSYCHOLOGICAL COUNSELLING

Katharina Böcker / Laurin Schäfgen / Katja Schmuck

www.studentenwerk.sh/de/beratung/ansprechpersonen

WOHNHEIMTUTOR:INNEN

Ansprechperson bei Fragen, für alle, die im Wohnheim des Studentenwerks wohnen; Veranstaltungen

Contact persons for all who live in one of the dormitories; events

www.studentenwerk.sh/de/beratung/internationales



FACHHOCHSCHULE KIEL: INTERNATIONAL OFFICE

Christine Boudin

Beratung und Betreuung Ausländischer Studierender
Student Advice

Katharina Schüssler

Information zum Studium an der FH Kiel

Information about studying at Kiel UAS

www.fh-kiel.de/international/international-office



UNIVERSITÄT KIEL: INTERNATIONAL CENTER

STUDIENBERATUNG UND BETREUUNG

» STUDENT ADVICE

Jan Bensien

Bei Fragen und Herausforderungen zum Studium und Leben in Kiel

When you have questions concerning your studies or life in Kiel

www.international.uni-kiel.de/de

IC-TUTOR/INNEN

Maria, Pegah & Minah (für Studierende)

Maria, Pegah & Minah for students

Bráulio (für Studierende)

Bráulio (for PhDs)

Ansprechpersonen für internationale Studierende; Hilfe während der Orientierungstage, der Immatrikulation und bei Behördengängen; Organisation von Veranstaltungen
Contact persons for international students; help during the orientation days, registration and if you need to go to departments/offices; they organize different events & trips during the semester

www.international.uni-kiel.de/de/betreuung-und-service/beratung/tutoren

www.studentenwerk.sh/de/beratung/internationales



MUTHESIUS: INTER- NATIONAL OFFICE / FERNWEH-BÜRO

Maud Zieschang: fernweh@muthesius.de

Ansprechperson für internationale Studierende

Contact person for international students

<http://muthesius-kunsthochschule.de/studieren/auslandsamt-fernweh-formulare>



ASTA CAU KIEL

REFERAT INTERNATIONALES

Mauricio Duarte Aleman, Travis Hathaway
Ansprechperson und studentischer Vertreter für internationale Studierende
Contact person and student agent for international students
www.asta.uni-kiel.de/themen/international

RECHTSBERATUNG » LEGAL ADVICE

Nils Beth (Rechtsanwalt; Beratung bei einem Anwalt zu rechtlichen Fragen, z. B. Mietrecht; nur mit Termin)
Nils Beth (lawyer; helps you if you have legal questions, e.g. about rent law; you need to make an appointment)
<https://asta.uni-kiel.de/beratung/asta-beratungsangebote/rechtsberatung>



AstA Allgemeiner Studierendenausschuss
Christian-Albrechts-Universität zu Kiel

ASTA FH KIEL

REFERAT INTERNATIONALES

Kalle Burkel, Ansprechperson und studentischer Vertreter für internationale Studierende
Kalle Burkel, Contact person and student agent for international students
<https://asta-fh-kiel.de/international>

RECHTSBERATUNG » LEGAL ADVICE

Nils Beth (Rechtsanwalt; Beratung bei einem Anwalt zu rechtlichen Fragen, z. B. Mietrecht; nur mit Termin)
Nils Beth (lawyer; helps you if you have legal questions, e.g. about rent law; you need to make an appointment)
<https://asta.uni-kiel.de/beratung/asta-beratungsangebote/rechtsberatung>



ASTA MUTHESIUS KUNSTHOCHSCHULE

AStA, Fachschaft und StuPa der Muthesius Kunsthochschule
Student Representatives and "StuPa" of Muthesius Kunsthochschule
<https://muthesius-kunsthochschule.de/studieren/asta/>

CAU BEAUFTRAGTE_R FÜR DIVERSITÄT » DIVERSITY OFFICER

Eddi Steinfeldt-Mehrtens
Antidiskriminierungsberatung für Studierende und Promovierende der CAU. Unterstützung von studentischen Initiativen und Projekten zur gleichberechtigten Teilhabe an Studium, Lehre, Forschung und Verwaltung und zum Abbau diesbezüglicher Benachteiligungen und Barrieren.
Anti-discrimination counselling for CAU students and doctoral students. Support for student initiatives and projects for equal participation in study, teaching, research and administration and for reducing disadvantages and barriers.
www.diversitaet.uni-kiel.de/de/beauftragte_r-fuer-diversitaet

FH KIEL BEAUFTRAGTE_R FÜR DIVERSITÄT » DIVERSITY OFFICER

Alexa Magsaam
www.fh-kiel.de/wir/verwaltung/beauftragte/diversitaet

EVANGELISCHE STUDIERENDEN-GEMEINDE » ESG PROTESTANT STUDENT COMMUNITY

Wenn du jemanden zum Reden brauchst z. B. bei finanziellen Schwierigkeiten; wöchentliche Veranstaltungen
If you need someone to talk to if you have for example financial problems; weekly events
www.esg-kiel.de



KATHOLISCHE STUDIERENDENGEMEINDE » KSG CATHOLIC STUDENT COMMUNITY

Martin Mayer
Wenn du jemanden zum Reden brauchst z. B. bei finanziellen Schwierigkeiten; wöchentliche Veranstaltungen
If you need someone to talk to if you have for example financial problems; weekly events
www.ksg-kiel.de



GEGEN DISKRIMINIERUNG » AGAINST DISCRIMINATION

ZEBRA E.V.
Signe Zander
AStA-Büro Mensa 1
Workshops (zum Thema Rassismus und rechte Gewalt) und offene Sprechstunde, montags 14.00 - 16.00 Uhr
Workshops (topics: racism and right-wing violence) and open consultation hours, Mondays 2 - 4 pm
www.asta.uni-kiel.de/beratung/asta-beratungsangebote/beratung-fuer-betroffene-rechter-angriffe

ADVSH (ANTIDISKRIMINIERUNGSSTELLE SCHLESWIG-HOLSTEIN)
Kostenfreie Rechtsberatung für Betroffene von Diskriminierung
Pro bono legal advice for persons affected by discrimination
www.advsh.de

ANTIDISKRIMINIERUNGSSTELLE DES LANDES
Samiah El Samadoni
www.landtag.ltsh.de/beauftragte/bb-ad



Besucheranschrift
International Center
Westring 400, EG
24118 Kiel
Telefon: 0431/880-3715 (Zentrale)
<https://www.international.uni-kiel.de/de>
www.facebook.com/tutoren.ic.kiel

Herausgegeben vom
International Center der
Christian-Albrechts-Universität zu Kiel
Stand: Oktober 2021
Finanziert durch den DAAD
aus Mitteln des
Auswärtigen Amtes (AA)



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



Auswärtiges Amt

10/2021

Zusammengetragen von:

Regine Paschmann, ESG, und Elisa Dettlof, Johanna Müller, Studentenwerk SH

Diese Angaben wurden sorgfältig zusammengetragen und geprüft. Für die Verbindlichkeit und Vollständigkeit der Angaben kann jedoch keine Gewähr übernommen werden. Studentenwerk Schleswig-Holstein, Bearbeitung & Aktualisierung: Daniela Evers

Mainly gleaned by:

This information was gleaned and proofed carefully. Nevertheless no responsibility can be taken for the correctness and completeness of this information. Studentenwerk Schleswig-Holstein, editing & updating: Daniela Evers

City Office Citizen Services

Opening Hours

Monday 7:30 – 4 p.m.

Tuesday 7:30 – 6 p.m.

Wednesday closed

Thursday 7:30 – 4 p.m.

Friday 7:30 – 12 p.m.

! Please see below the additional notes regarding instant services, our office hours, and making appointments.

What can I apply for online?

At www.kiel.de/onlinedienste you will find all the services that you can already do online.

- **Residence registration (de-/reregistration)** ⇒ www.kiel.de/wohnsitzanmeldung
(You do not need the online ID function for your identity card.)
- **Certificate of good conduct** ⇒ Please apply directly online at the Federal Office of Justice www.bundesjustizamt.de. This service requires the activation of the **online ID function for your identity card**. The activation can easily be done at ⇒ www.personalausweisportal.de

Please activate the online ID function für your identity card! In the future, you will be able to submit many applications conveniently using the online ID function from home.

- **Tax identification number** ⇒ Please apply directly online at the Federal Office of Taxes www.bzst.de

What can I do without an appointment?

⇒ Instant services without an appointment:

- Pick up of identity card / passport
- Change of address in your identity card
- Certificate of good conduct (or online ⇒ www.bundesjustizamt.de)
- Residence registration (if it is not possible for you to register online; www.kiel.de/wohnsitzanmeldung)
- Registration certificate („Meldebescheinigung“/“Aufenthaltsbescheinigung“)

-
- Payment of welcome money for students/trainees (after registration of residence)
 - Pick up of fishing licenses

Please go directly to the counter during our opening hours, **do not wait in line** – we recommend visiting outside our service on demand hours (9 – 12 p.m.).

⇒ **Service on demand with waiting time (limited contingent) only for urgent identity card / passport issues**

Monday, Tuesday, Thursday and Friday 9 – 12 a.m.

Urgent issues: upcoming trip, ID / passport has expired or will expire in less than 3 months, loss of identification documents.

How do I make an appointment?

You can make an appointment online at www.kiel.de/terminvereinbarung or call 0431 901-904.

⇒ **Early appointment hours** daily 7.30 – 9:00 a.m. (except Wednesday)

Early appointments can be made the day before from 7.30 a.m. for the next day (Fridays for the following Monday) online at www.kiel.de/terminvereinbarung or by phone at 0431-901-904.

⇒ **Family service hours (by appointment)**

Parents with school-age children can make separate appointments for family consultation hours on Tuesday between 2 and 4 pm. **Please call 0431 901-904.**

⇒ **District citizens' offices**

You can fix appointments for the district citizens' offices (Elmschenhagen, Hassee, Mettenhof, Neumühlen-Dietrichsdorf, Pries/Friedrichsort, Suchsdorf) **on Fridays at 12:00 a.m. for the week after next.**