Katholische Hochschule Mainz

Catholic University of Applied Sciences

Catholic University of Applied Sciences Mainz

Guidebook for Exchange Students

Catholic University of Applied Sciences Mainz (© KH Mainz)

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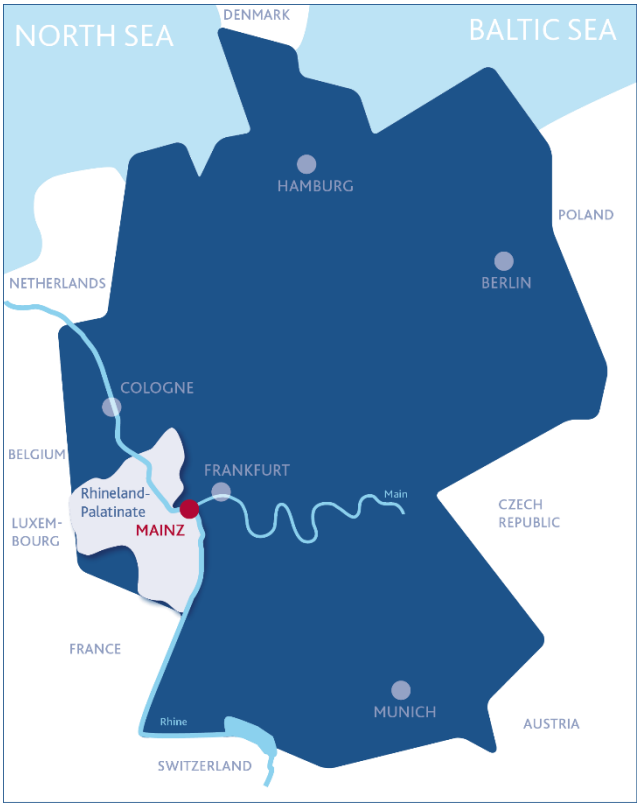
1. Welcome to CUAS Mainz

The Catholic University of Applied Sciences Mainz (CUAS) is located in the beautiful city of Mainz, capital of the federal state of Rhineland-Palatinate.

CUAS Mainz is a small university and our professors, students and staff members work closely together. It is easy to find your way around and we will provide you with personal guidance and support.

Our educational approach does not stop after lectures and seminars; we support an open communication and we take care of each other. Therefore, we offer a wide range of activities outside of your study programme. The university has its own choir group where you can participate in and practice for shows together with other talented university members. In regular intervals you can attend movie-, theatre- and cabaret-nights at CUAS Mainz.

You can find more information about studying at CUAS and living in Mainz in this information sheet.



(© KH Mainz)

CUAS Mainz in autumn (© KH Mainz)

CUAS Mainz in summer (© KH Mainz)

2. Enrolment and De-Registration

Enrolment

If you are admitted to study at our university, you will be informed of this in writing (via our mobility portal). The notification of admission and the enclosures will include:

- Information about the programme in which you will be admitted
- Information about the matriculation period
- Information about the required documents for enrolment at our university
- Information about the required payment of the semester fee

In order to enrol at our university, you must submit the signed letter of admission with the required documents listed below and transfer the semester fee. Enrolment must take place within the time specified in the letter of admission. It is necessary that you transfer the semester fee (social fee, student ticket fee + StudiCard fee) in due time. The costs for the student ticket are adjusted each semester. As a rule, the semester fee in the first semester is approx. 360 EUR. You will receive the exact amount of the semester fee with your admission.

In addition, the following documents must be submitted to the international office:

- Copy of identity card (front and back)
- Insurance certificate of the health insurance company for presentation to the university
- Proof of payment (account statement) for the semester fee listed above

Student identity card

After your enrolment you will receive your student status. You will receive a student identity card and a matriculation number to identify your studies. You will also receive the new access data with which you upload the picture for the StudiCard. After you have successfully uploaded your picture, the StudiCard will be sent to you by the student office, including the semester ticket and study certificates. The StudiCard contains the semester ticket with which you can use public transport. The StudiCard also allows you to borrow books from the library.

CUAS StudiCard (© KH Mainz)

To use the copying machines, you need a rechargeable copy card. You can obtain this in the library (room 3.009). Once you have received the card, you can charge it at the machines on the 2nd floor.

University e-mail address

The university provides students with a personalised e-mail address for communication with the university and for study-related purposes. The access data consists of name.surname@students.kh-mz.de and your personal password.

De-registration

De-registrations means the removal from the register of students for any reason including graduation. You will have to de-register at the end of your stay at CUAS.

Resign at the library and return all books. All documents required for this process can be found here and have to be completed. Afterwards please hand them in at the student office. You will only receive your transcript of records after handing in all required de-registration documents.

3. Money and Banks

The German currency is the Euro. We advise to open an account at a local bank for monthly deductions i.e. for rent. When opening a bank account you have to bring your passport/ national ID, proof of registration in Germany from the local residents office (in German: Einwohnermeldeamt) and your student ID card. In general, students do not have to pay any bank account management fees (in German: Kontoführungsgebühren). Please bring your student ID with you when opening your bank account to receive the discount.

When opening or closing your account you usually have to do this in person and only some banks allow you to open an account online. Please check in advance the business hours of your local bank. It is also wise to contact the bank by phone to arrange for an appointment. A few weeks after opening your account you will receive your card(s) as well as your individual security code(s) via post mail.

After opening a bank account you may carry out monetary transactions and get cash free of charge from your specific bank institution. However, other bank institutions will charge you a service fee for each withdrawal.

Germany is a safe country however, you have to be careful of criminals misusing your card. In case of card losses please call your bank immediately to freeze the cards and inform the police. You can block your bank account at any time via the general emergency hotline to report losses and thefts: 116116.

4. Transportation

Arrival - Travel information

Most probably you will arrive via plane in **Frankfurt Main Airport** or **Frankfurt Hahn Airport**.

Frankfurt Main Airport is the biggest transportation hub in Germany and one of the biggest in Europe. The railway station is situated right in the airport building. You can take regular trains to easily travel from Frankfurt Main Airport to Mainz. Please look for the **regional train**

station at the airport and remember to buy a ticket before you hop on the train. The ticket machine takes coins and usually 5, 10 and 20 EUR bills. The ticket is only valid for a specific time frame and you are not allowed to board any long distance trains (Intercity or Intercity Express trains). From Frankfurt to Mainz you may take the S8 line or the vlexx trains. Both take about 25 minutes. For more information on public transportation please refer to: https://www.bahn.com/en/view/index.shtml.

Frankfurt Hahn Airport is frequented by many European low-cost airlines. It is not as connected to Mainz as Frankfurt Main Airport. There is a shuttle bus connection between Frankfurt Hahn and Mainz central station. The journey takes about 1.5 hours and you can look up the departure times here:https://www.bohr.de/linienverkehr/buslinie-hahn-mainz.

Alternatively, you can also rent a car from both airports. In Germany the main rental companies are Sixt, Europcar and Avis. We do not advise you to take a cab/taxi as they are very expensive.

Public Transportation

CUAS Mainz is located five minutes walking distance to Mainz Main Station. You can travel around Mainz with buses and trains. Information about public transportation can be found here.

Semester ticket

All students at Mainz CUAS will receive a semester ticket for unlimited transportation on the local busses and trains in the area (Wiesbaden, Frankfurt, Mainz). Please always remember to have your semester ticket with you when using the public transportation. The semester ticket is valid in the green zone of the map.

Scope of the semester ticket (© AStA JGU Mainz https://asta.uni-mainz.de/service/semesterticket/)

5. Healthcare and Health Insurance

Health insurance

In Germany every student has to have an adequate health insurance. This also applies to every international student coming to CUAS Mainz. You will only be admitted to CUAS Mainz if you hand in an adequate proof of your health insurance.

If you are a **European citizen** your national health insurance plan is usually recognized in Germany. Your national health insurance company issues your European Health Insurance Card (EHIC). Please hand in a copy of the EHIC to the student office.

If you come from a **Non-EU-Member country** you most likely have to purchase an additional health insurance for studying in Germany. A valid health insurance plan is mandatory for your visa/residence permit and the German immigration office is very strict in this matter. Please consider carefully whether to purchase a public German insurance plan or a private insurance plan. Public German insurance plans e.g. from Techniker Krankenkasse, Barmer, AOK are most comprehensive and provide the best services. Private insurance plans are often cheaper than public German insurance plans, but also less comprehensive and mostly you have to pay treatments in advance before being able to reclaim some of the costs. If you decide for a private health insurance contract you need to present your private health insurance policy (in English or German) to one of the public German health insurance companies. They have to verify whether your private plan equals their comprehensive plans. If so, you receive an insurance exemption certificate which you have to hand in at CUAS Mainz.

You can find further information on health insurance on the German Academic Exchange Service's website.

Doctor's appointment

If you need to see a doctor you usually have to make an appointment except for acute pain situations. When going to a doctor or hospital always remember to bring your health insurance plan. If you need specific medicine you have to go to a pharmacy. There you can get freely-available drugs and prescription-only drugs (the latter have to be prescribed by a doctor). You will need to pay for the medication yourself but you may submit the receipts at your insurance company. Outside of business hours (night times, Sundays etc.) at least one pharmacy in the area/city is open. In case of an emergency you can call the free-of-charge number 112 to call an ambulance.

6. Visa

Please inform yourself as early as possible at the German embassy or consulate in your country whether you need a visa to enter Germany for the purpose of studying or whether you only need to apply for a residence permit here after your entry. Please also find out there which documents you exactly need and prepare them carefully.

If you need a student visa, you must apply in advance to the German diplomatic representation in your home country. **Under no circumstances is it possible to first enter Germany on a tourist visa and then transform it into a student visa on the spot.**

If you need a visa to enter Germany, you will need, among other things, a proof of financing. The proof of financing serves to demonstrate that every international student can pay for his or her living expenses. Therefore, 853 EUR per month or 10,236 EUR for a whole year must be proven. This money must actually be available to you and is usually blocked on a German bank account.

For more information about the visa requirements please refer to the German Academic Exchange Service's website.

7. Compulsory Address Registration

All people living in Germany have to register their address within 14 days after moving to a new address. In order to register you have to go to the closest resident registration office (Einwohnermeldeamt) and bring the following documents with you:

- ID card / passport
- Residence permit (only non EU or EEA citizens)
- The document "Wohnungsgeberbestätigung" (your landlord has to give it to you)

Keep in mind that you also need to **de-register** your address at the end of your studies at CUAS Mainz. You need to do so 1-5 days before departure in person. For de-registering you need to submit a newly completed "Wohnungsgeberbestätigung".

Students living in Mainz have to register at:

Stadtverwaltung Mainz, 33 – Bürgeramt, Bürgerservice, Stadthaus, Lauteren-Flügel
Kaiserstraße 3-5
55116 Mainz

8. Immigration Office

Non EU or EEA citizens have to go to the Immigration Office (Ausländerbehörde) to apply for a residence permit (Aufenthaltstitel).

Documents you need to bring:

- Valid passport (valid for at least 3 months)
- Current enrolment receipt from CUAS Mainz
- Current health insurance certificate (membership certificate)
- Current biometric passport photographs
- Completed and signed application form
- Current proof of funding (blocked bank account (for more information please click here, letter of commitment or scholarship)

Please remember: A residence permit always has a time limit. If you need to renew your residence permit you will have to apply for a renewal prior to the end of the validity.

9. Studying in Germany

There are many reasons for living and studying in Germany. We will tell you five and leave the rest up for you to explore:

1. **Top quality:** German universities are ranked among the best in the world and offer excellent teaching and research opportunities.
2. **Practical orientation:** universities of applied sciences as CUAS Mainz offer practice-oriented approaches to academic questions. The study programmes combine theory and practice. This will greatly facilitate your career start.
3. **Safety first**: In comparison to other countries, Germany is a safe country and you can move around freely. Germany offers economic and political stability, which makes it an ideal place for you to study.
4. **Natural Diversity:** Discover the beauty and diversity in Germany! Besides your studies you have so many opportunities to find out more about your host country. For example, you can do a tour along the river Rhine, go for a walk on a beach, swim in a lake, climb a mountain or visit an old castle.
5. **Living Tradition:** Germans find ways to celebrate in every season. In February we dress up for Carnival (esp. in Cologne and Mainz); in April we celebrate Easter; in summer time we have festivals in every village and they lead up to the biggest festival in autumn: the Oktoberfest. In September the wine markets in and around Mainz are attractive meeting points and in December we come together at our Christmas markets and celebrate German Christmas traditions.

Carnival in Mainz (© Landeshauptstadt Mainz)

Carnival Monday in Mainz (© Landeshauptstadt Mainz)

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Further information about living and studying in Germany:

- Study in Germany – Land of Ideas
- Studying in Germany
- German Academic Exchange Service (DAAD): Study and Research in Germany
- Study in Rhineland-Palatinate

10. Living in Mainz

Mainz

The city of Mainz impresses you with its vibrant present and rich history. Mainz is idyllically situated between vineyards and castles on the river Rhine. The capital of the state of Rhineland-Palatinate has a long and rich history. It was founded by the Romans over 2,000 years ago. Many parts of Mainz still bear witness to this period even today. Mainz's cathedral of St. Martin is also over 1,000 years old. The city's most famous son is Johannes Gutenberg, inventor of movable type printing.

Idyllic castle on the Rhine (© KH Mainz)

The city offers a wide variety of leisure activities. If you are interested in culture, take in a show at the Staatstheater Mainz. When the weather's good, Stadtpark and Volkspark are great places to go. The two parks run into each other, and this is where you can meet for picnics. There are also a minigolf course, café and designated barbecue spots. From the Stadtpark, you have a good view of the Rhine, which is not far away. You can jog or cycle along the Rheinpromenade or simply relax on the banks of the river.

Mainz has a high number of students, which is why the city is very dynamic and offers many attractive leisure time activities for young people.

The Rhine by night (© Bilanol – Adobestock.com)

St. Martin's Cathedral
(© Branko Srot – Adobestock.com)

Historical centre Mainz
(© Aliaksandr – Adobestock.com)

Metropolitan Area Frankfurt-Rhine-Main

Mainz is located in one of the most vibrant regions in Germany: the metropolitan area of Frankfurt-Rhine-Main. Therefore, there is a lot to discover in the surroundings.

The city of **Frankfurt Main** is one of the most important financial centres in Europe and the impressive sky-scrappers of the financial institutions gave her the nickname of “Mainhattan”. You can reach Frankfurt in only 40 minutes by train.

Frankfurt Main (© KH Mainz)

Frankfurt Main historical city centre (© KH Mainz)

11. Accommodation

In the following overview, you can find some information on how to look for accommodation in Germany.

In general, you have to look for accommodation before arriving in Mainz. Usually you pay between 300 to 500 EUR rent for a comfortable room. Unfortunately, we do not offer on-campus housing, but we are happy to help you find accommodation.

In the following, we have listed a range of websites with useful information. Some websites are available in German only. If you do not speak German, please do not hesitate to contact us for further details.

Student Dormitories

There is a variety of student dormitories due to the large number of universities and students in Mainz.

- https://www.smartments-student.de/en/mainz-ber/
- https://www.studentenwohnheim-rhein-main.de/
- http://www.khg-mainz.de/einrichtungen/studentenwohnheim-newmanhaus/

Online Search for Student Flats

These country-wide search engines offer flats in cities rather than smaller villages. We recommend searching for flats in Mainz or surrounding cities (i.e. Wiesbaden). Please be very careful when landlords ask you to transfer money in advance before visiting the flat and/or signing a contract. It happens that fake landlords ask students to transfer deposits to a non-German bank account. This treacherous trick is commonly used in university towns.

On these websites you will find shared flats where you can live together with other students/young people as well as a range of non-shared flats and houses for renting:

- http://www.wg-gesucht.de/en/
- https://en.wg-suche.de/
- https://www.immobilienscout24.de/

You can also take a look at the offers in local newspapers (e.g. Allgemeine Zeitung Mainz).

Agencies with Furnished Apartments

The below named agencies offer furnished apartments for short renting periods. Both companies have English speaking staff and an English website. If you are interested in their offer please feel free to contact them, mail your requirements and they will send you their offers. Please note that these agencies charge service fees! As soon as they found you a flat you will be billed. Please do not forget to enquire beforehand how much you will have to pay for their service.

- http://www.city-home.de/
- https://www.thehomelike.com/en/
- https://www.vierjahreszeiten-wiesbaden.de/en/

Short Term Accommodation

On the following websites you will find a variety of flats for short term accommodation. The flats are furnished and most are let by tenants. Please look for accommodation in Mainz or cities nearby.

- https://www.airbnb.com/?locale=en
- https://www.9flats.com/
- https://www.couchsurfing.com/

12. Services

Institute for Applied Research and International Relations

At the Institute for Applied Research and International Relations
we are happy to support you before, during and after your stay at CUAS Mainz.

Please feel free to contact us for any issue concerning your study abroad semester at CUAS Mainz:

Anneke Schröder M.A.
Management International Relations
Phone: +49 6131 289 44-351
E-Mail: anneke.schroeder@kh-mz.de
Office: Building Saarstraße 1, 2nd Floor
Office hours: Tuesday and Thursday, 8 – 12 am

Buddy Programme for international exchange students

Spending one or two semesters abroad can be a big challenge, especially at the beginning. In order to make your start in Mainz easier, the Institute for Applied Research and International Relations finds you a Buddy who will get in touch with you before your arrival in Germany. The Buddy Programme offers you orientation, facilitates your start at CUAS Mainz and allows you to get to know new people.

Career services

CUAS Mainz offers a variety of workshops to help you study and to develop your competencies.

In order to prepare our students for their professional career, we offer different trainings and lectures during the semester in cooperation with the Federal Employment Agency.

In addition, we offer specific workshops and counselling specifically designed for international students and graduates.

You can find more information here.

Spiritual mentorship

If you are looking for some peace and calm in your busy university life you can participate in our meditation sessions, prayers or worship services. The university warmly welcomes everybody in our church community.

You can find more information here.

Psychological counselling

If you are struggling with a difficult situation please do not hesitate to meet and talk with our psychologist.

The offer of our psychological service is specifically designed for students who have difficulties with their studies and everyday situations.

Contact person is Katrin Wolf: psych.beratung@kh-mz.de

Student's council (SKH)

Our student's council organizes parties, a summer festival and a yearly CUAS Mainz – Day. Moreover, the students in the council represent the CUAS student body and are your main point of contact when you have any problems at the university. They are represented in all important university committees.

If you need help or advice from other students, please contact skh@kh-mz.de or find them on Facebook.

Sports facilities

Students at CUAS Mainz are allowed to participate in the various sports activities offered by the Johannes Gutenberg-University Mainz (JGU) for a contribution towards expenses of 21 EUR per semester (AHS-Guest card).

You can have a look at the current offer here.

13. Contact Person

If you have any questions please contact:

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