



2. Online Info-Session for International Exchange Students



Agenda

- Application for the Enrollment at the University of Bremen
 - ,Moin'
 - Health Insurance
 - Semester Contribution
- Access to University Account
- Course Registration / ,Stud-IP^e
- Questions and Answers





Application for The Erasmus exchange at the University of Bremen

Very important! The application process has TWO STEPS!

1st Step: Application for the Erasmus exchange through the portal, Mobility Online

2nd Step: Enrollment at the University Bremen through the portal , Moin'

One is for the Erasmus exchange itself, one for the University. You need both!

You will only be able to enroll if you have finished your Mobility Online application

Invitations to enroll will be sent to you via email after the application process

You will only get your Enrollment Certificate / Admission Letter after the Moin process



,Moin' is the Enrollment portal of the University of Bremen – the 2nd Step in the process

- The International Office and Erasmus have no access to the database of MOIN, so if you have questions, you need to contact <u>bachelor@vw.uni-bremen.de</u>
- "Mobility Online" and "MOIN" are different databases!
- Deadline for enrollment is the 30th of September (winter semester) and 31st of March (summer semester)
- If you are not completely enrolled by this date, you will not be able to study at the University of Bremen.
 - Applications will not be considered by the Student Office after that date.
- Please note:
 - the transfer/processing of the semester contribution might take up to 10 working days
 - the electronic notification procedure for the health insurance (ESMV) might take up to 2
 weeks





LINK: https://moin.uni-bremen.de/

1. Create your user account

- Click on "Application" → "Create an Account"
- You will receive an email with a password.
- Your user name is your email address.

2. Change the password



WELCOME!

Here you can apply online to study at the University

Please refer to the current information concerning a

- Bachelors' programs and State Examination
- Bachelors' programs and State Examination
- Master's programs
- Doctoral studies
- Studying without Abitur (e.g. trial studies, p
- Preparatory studies
- Visiting students

If you have any questions regarding your applicatio

Between 2nd June and 30th November you can also

- +49 421 218-61110 (Bachelor German/EU)
- +49 421 218-61002 (Master and internation

Our application portal contains course offerings that Please take this into account when searching for the

You do not have to submit any documents in addition We will only require documents in the event of admitted to the submit any documents in the event of admitted to the submit any documents in the event of admitted to the submit any documents in the event of admitted to the submit any documents in the event of admitted to the submit any documents in addition to the submit any documents in the event of admitted to the submit any documents in the event of admitted to the submit and th





3. Click on "My Applications"

- Choose "Visiting Student" (!) as your <u>academic</u> goal
- Click on "find courses offered" and choose your subject
- Then click on "Search" to find your study program
- Then, click on "Apply"

My Applications

My documents

Application FAQ

Name: Jane Smith on

WELCOME!

Here you can apply on

Please refer to the cur

- Bachelors' proc
- Bachelors' prog
- Master's progra
- Doctoral studie
- Studying witho
- Preparatory stu
- Visiting studen

If you have any questi

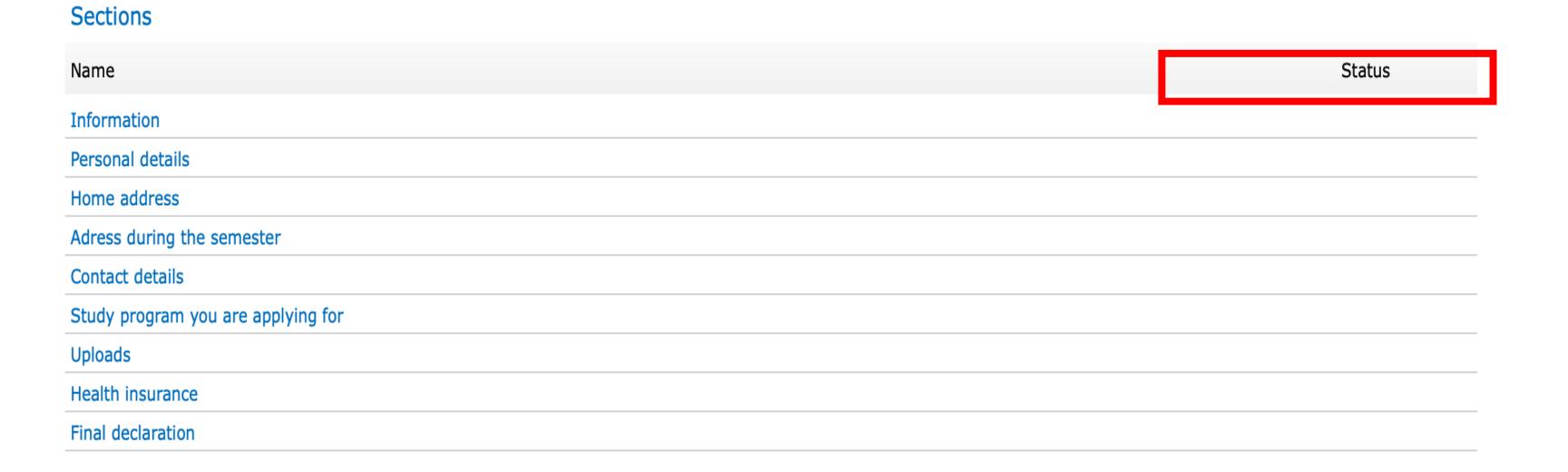
Between 2nd June and





4. Fill out / edit all the required data sections

- Check the "status" to see whether everything is complete







5. Enter/edit all required application data

- Select "Erasmus/Partner University"
- The "Address during the semester", should be already prefilled with the address of the International Office
 (c/o International Office, Bibliothekstr. 1, 28359 Bremen).
- Leave this address unchanged so you can collect your semester ticket from the International Office
- Select "Semester address" under "Postanschrift" (mailing address)
- Update the semester address after your arrival, when you have moved in and put your name on the letter box outside of your house



Adress during the semester

Your semester documents can be deposited at the Welcome Desk of the International Office (IC there.

If you would like to have the semester documents sent to you, please delete the address of the

Use alternative recipient Alternative recipient Address supplement	c/o International Office
Address supplement	a/a International Office
	C/O International Office
Street and unit number	Bibliothekstr. 1
Postcode / zip code	28359
Town	Bremen
Country	Germany
Postanschrift	
Required information	Entry



- 6. Upload/edit all required documents (same uploads as in "Mobility Online")
- Registration document: Enrollment certificate or certificate of student status at home university
- Certification of German Language Competence: 2nd page of the Application Form generated in Mobility Online ("Declaration of Language Competence") or any other language certificate (if available)
- Recommendation: 1st page of the Application Form generated in Mobility Online

Uploads

Entry		Notes	
Upload registration document*	File upload	Please upload registration document issued by home university.	
Upload certification of German language competence*	File upload	Please upload certification of German language competences (min. level B2). If your guest study is part of the Erasmus programme or takes place via a partner university, please upload the 2nd page of the application form from Mobility Online with the heading "Declaration of Language Competence".	
Upload recommendation*	File upload	Please upload confirmation from a faculty of the University of Bremen that you will be accepted as a visiting student. If your guest studies are part of the Erasmus programme or take place via a partner university, please upload the 1st page of the Application Form from Mobility Online.	





7. Submit your application

After entering all data correctly and uploading all required documents:

- Click on "submit" at the bottom of the overview page

Only after submitting the application the next steps of the enrollment procedure can be completed!

After submitting:

- Your data will be checked by the Student Office
- You cannot edit your application anymore on your own
- If there is something wrong or missing, the Student Office will re-open your application and notifiy you to edit and correct your application.
- After the correction, do not forget to 'submit' again!



Sections

Sections	
Name	
Information	
Personal details	
Home address	
Adress during the	semester
Contact details	
Study program ye	ou are applying for
Uploads	
Health insurance	
Final declaration	
Application st The application's Please use the tra	tracking number is: BW-137377 acking number for any further communication about the application.
Study choice	
Degree	
Exam regulations	;



This e-mail address is stored with your user account

Subject semester

User data



Confirmation of Enrollment

Gaststudium				
Name	Description	additional Comments	Remark	set
Immatrikulation Heimatuniversität / Home University Matriculation	Weisen Sie bitte nach, dass Sie an Ihrer Heimatuniversität eingeschrieben sind. / Please now provide proof that you are matriculated at your home university.			1
Bescheinigung Heimatuniversität / Confirmation of Home University	Weisen Sie bitte nach, dass Ihre Heimatuniversität ein Auslandsstudium empfiehlt. / Please now provide proof that your home university requires a stay abroad.			1
Nachweis Deutschkenntnisse / German Language Level	Weisen Sie bitte Ihre Deutschkenntnisse nach. / Please now provide proof of your German language level.			1
Bestätigung Fachbereich / Confirmation of Faculty	Weisen Sie bitte die Bestätigung des Fachbereiches der Universität Bremen nach. / Please now provide confirmation from your Faculty at the University of Bremen.			1
Studienplatzannahme / Acceptance of Study Place	Reichen Sie bitte die unterschriebene Annahmeerklärung ein. / Please submit the signed declaration of acceptance.			1
Krankenversicherungsnachweis / Proof of Health Insurance	Reichen Sie bitte Ihren Krankenversicherungsnachweis von einer gesetzlichen Krankenkasse ein. / Please submit proof that you have statutory health insurance.			1
Semesterbeitrag / Semester Dues	Begleichen Sie bitte den Semesterbeitrag, um den Studienplatz anzunehmen. / Before you can take up your study place, you must first transfer the semester dues.			1



After the application for visiting studies in MOIN has been checked by the Student Office, you will be notified by email and need to do 4 things

- 1. Download the document "Acceptance of Study Place", sign it and send a scan to the Student Office; email address: bachelor@vw.uni-bremen.de before the deadline(!)

 Bring the original with you to Bremen.
- 2. Download the Admission letter
- 3. Pay the **Semester contribution** to the bank account stated in the admission letter (for this you have an **individual deadline and fee amount** stated on the admission letter!)
 - Make sure that you write the correct reference number only
 - It might take up to 2 weeks until the amount is credited to your account and ticked off in the checklist, especially with non-EU transfers (pay attention to the currency!)
 - It is NOT a semester fee, but a registration contribution and also your public transport ticket!
- 4. Prove your valid **health insurance** for the whole semester (!)



Health Insurance

Exchange students are required to have a valid health insurance that is equivalent to the German statutory health insurance for the whole duration of their stay.

EU-Nationals: The European Health Insurance Card (EHIC, CEAM) is accepted and should be applied for as early as possible if you do not have one already.

Turkish Nationals: TA11 forms issued by SSK (Sosyal Sigortalar Kurumu) are accepted as well.

Send a scan of your EHIC or TA11 to one of the German statutory health insurances on the campus (AOK or TK) to get it validated. The AOK or TK will then inform the University of Bremen via ESMV ("Elektronisches Studierendenmeldeverfahren") that you are sufficiently insured.

Contacts: AOK: studenten@hb.aok.de or TK: eu-studies@tk.de, university@tk.de

Contact in Bremen: Matthias.Kurzawski@tk.de



Health Insurance

- Non-EU Nationals: We recommend obtaining a German statutory health insurance. This will cost around 110 Euro per month and can be done online at one of the statutory health insurance companies (on campus e.g. AOK, TK, hkk)
- Students over 30 years of age need a private health insurance.

 Private insurances might charge extra for accompanying family members.



Health Insurance

Health Insurance info for non-EU citizens who need a study visa:

- Foreign private travel health insurances (e.g. for visa application) are not accepted for the enrollment if they limit the cost coverage or the duration of validity.
- The statutory health insurance agencies on the campus (AOK or TK) will check the insurance cover of your travel insurance. If it is not sufficient, you will have to get the German statutory health insurance in addition to the foreign private health insurance.
- Statutory health insurance for students will start at the first day of the semester, i.e. on the 1.10 or 1.4
- In case of early arrival (e.g. for the orientation weeks) an additional private travel insurance for the time gap between departure from the home country and the first day of the semester (1.10./1.4.) is recommended



Access Data for University Account

- You will receive the access data for your Uni Bremen account(@uni-bremen.de) when your enrollment is completed
- Your enrollment is completed, when the Student Office has received:
 - Your scan of the form "Acceptance of a Study Place" (send to bachelor@vw.uni-bremen.de)
 - Electronic confirmation of sufficient health insurance by either AOK or TK (ESMV)
 - The payment of your semester contribution as stated in your Admission Letter

Check in your account in MOIN if all items on the checklist are ticked off.



Access Data for University Account

- The activation code for your University account will be sent to you by the "Zentrum für Netze" (ZfN = IT services) as soon as the enrollment at the University of Bremen is completed
- Use your access data for your personal email account (....@uni-bremen.de), for MOIN and for the e-learning platform "Stud.IP"
- Keep the password and your login safe!
- Check both inboxes (Webmail and StudIP-Emails) on a regular basis



1. Activation of your university account

Zentrum für Netze (ZfN)

ZfN Webmail

Activation of your university account



Link!

Please take notice: If you already have an account at the University of Bremen (for example because of earlier studies) you will not get a new account. Just ignore the account data you received on your leporello and continue using your old account. If you do not have your old account data anymore please contact the account administration office.

In case of problems activating your account please try the onlinetools to see if your account has already been activated, or contact the user management:

email: account@uni-bremen.de

phone: +49 421 218 61334





2. Log in to webmail







Zentrum für Netze (ZfN)

Webmail

	eder, nach dem Login auf der seite nach Ihrem Namen gefragt.
	rt vergessen haben, können Sie es hier
Benutzername	
	@uni-bremen.de
Passwort	
Deutsch	
Login	

ZfN-News

07.01.2020

Uni-Accountverwaltung und ZfN am 14. Januar 2020 geschlossen

Aus betrieblichen Gründen bleibt am 14. Januar 2020 die Uni-Accountverwaltung und das Zentrum für Netze (ZfN) geschlossen!

mehr

23.09.2019

Online-Bearbeitung von Dokumenten

Ab sofort ist die Online-Office-Anwendung OnlyOffice testweise in Seafile integriert. Dokumente in den verbreiteten Formaten docx, xlsx und ppts können damit online bearbeitet werden, auch durch mehrere Nutzer gleichzeitig.

mehr



Alle Meldungen



International Office

3. Log in to Moin



Moin can then be used if you need to change your address, need a new semester ticket or need to download your Enrollment certificate





Ciao? Hi? Hello?

MOIN!

Now new in digital: MOIN.

The newly designed university online information network: For all students and teaching faculty of the University of Bremen. Data, applications, documents-simply manage everything online. Why not check it out right away?

The online information network MOIN is at your disposal 24/7. It contains the most important information on your studies in digitized form, enabling you to see exactly where you stand, what you still have to do, and the options available to you in future.

On the right, please enter the first part of your university e-mail address in front of the @-sign and add your password. To apply for a place at the University of Bremen, you can create a user account under "Application" above.

Are you experiencing problems registering with MOIN?

This can have the following reasons:

1. The user name for the university account (not applicant account) is wrong or misspelled or the password is entered incorrectly.

Please first check that your login data (xxxxx@uni-bremen.de), is correct by logging in at Webmail

If you cannot log in there, you can find help for self-help at overview

You do not yet have a university account, although you are newly enrolled.

This is the same problem as above. We have to ask you to be patient; you will be informed what to do by mail.

3. You were enrolled as a student and received a university account, but it is not possible to register in Moin, at webmail.uni-bremen.de and StudIP.

Your university account will be deactivated 18 months after graduating and being removed from the student register. Please create an applicant account if you want to try again.

Further information:

From 0:00 a.m. to 3:00 a.m. and Wednesdays from 6:30 a.m. to 9:00 a.m. (CET/CEST), it is not possible to access the online portal.

As a student you already have an account. Your username for this is your university account, i.e. the first part of your university e-mail address (before @uni-bremen.de).

Please note that only passwords with a maximum length of 20 characters are possible on this portal. If you use a longer password for your university account, please contact ZfN to change it.



E-Learning System StudIP

Please make sure that

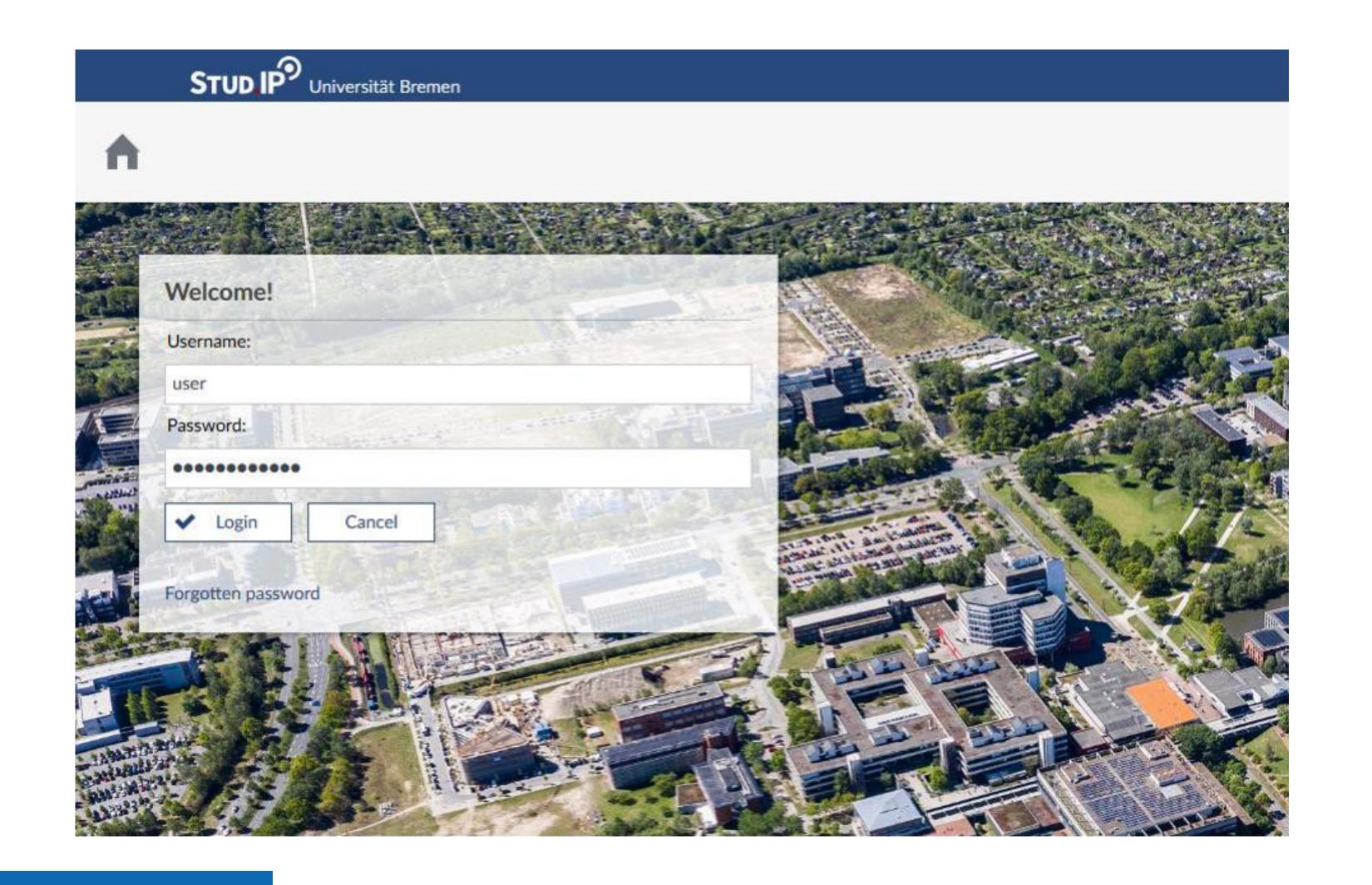
- you receive your access data for StudIP
- you register for courses before the start of lectures
- you attend the lectures/seminars/practices in the first week of lectures, because the lecturers will communicate the type and topics of the exams in the first week of lectures

You can also find a step by step guide on how to register for courses on our Newcomer Service Website "How to study at the University of Bremen" HERE!



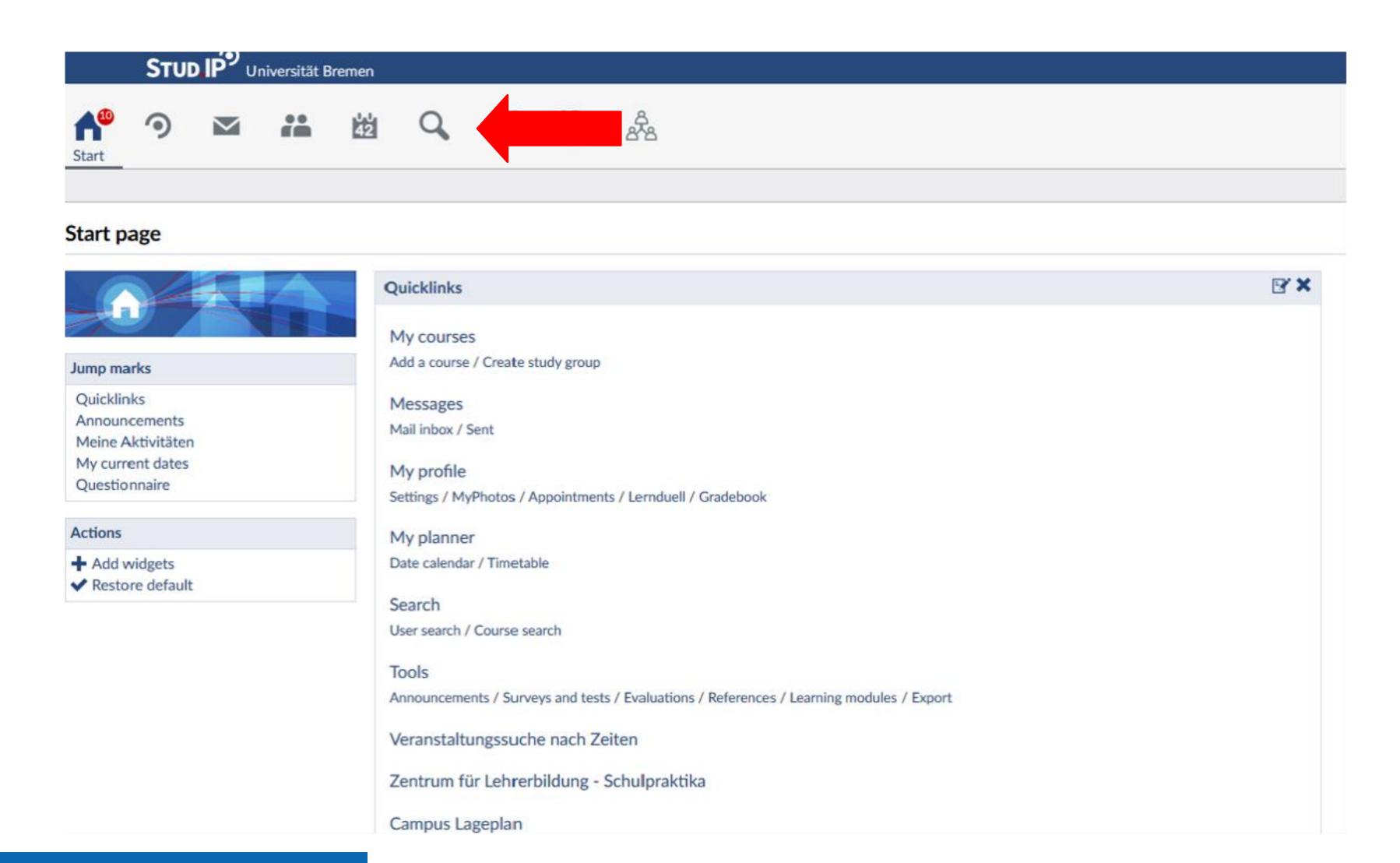
4. Log in to Stud.IP

Please click
here for the
link!





5. Register for courses in Stud.IP





Schlüsselqualifikationen für das Berufsziel Lehramt

Fachbereichübergreifende Studienangebote

Dezernat Akademische Angelegenheiten

Staats- und Universitätsbibliothek (SuUB)

Zentrum für Multimedia in der Lehre

Akademie für Weiterbildung

Global Education



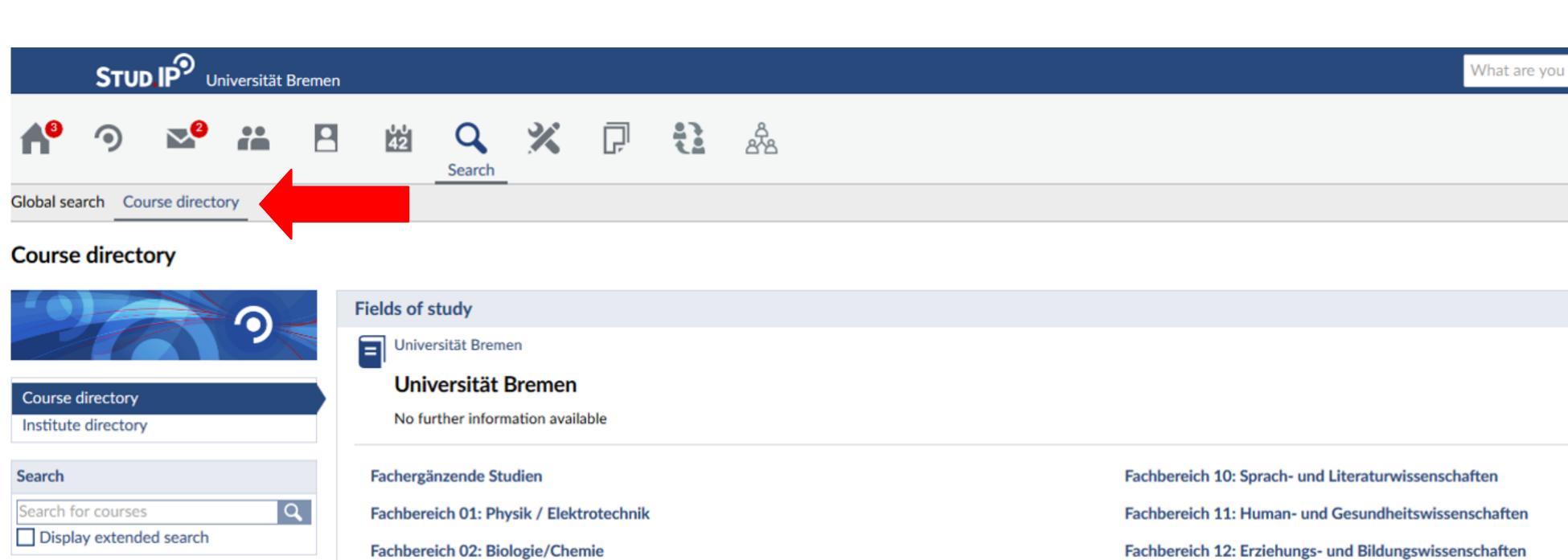
Course directory

Semester

WiSe 2020/2021

Course classes

All



Fachbereich 03: Mathematik/Informatik

Fachbereich 05: Geowissenschaften

Fachbereich 06: Rechtswissenschaft

Fachbereich 08: Sozialwissenschaften

Fachbereich 09: Kulturwissenschaften

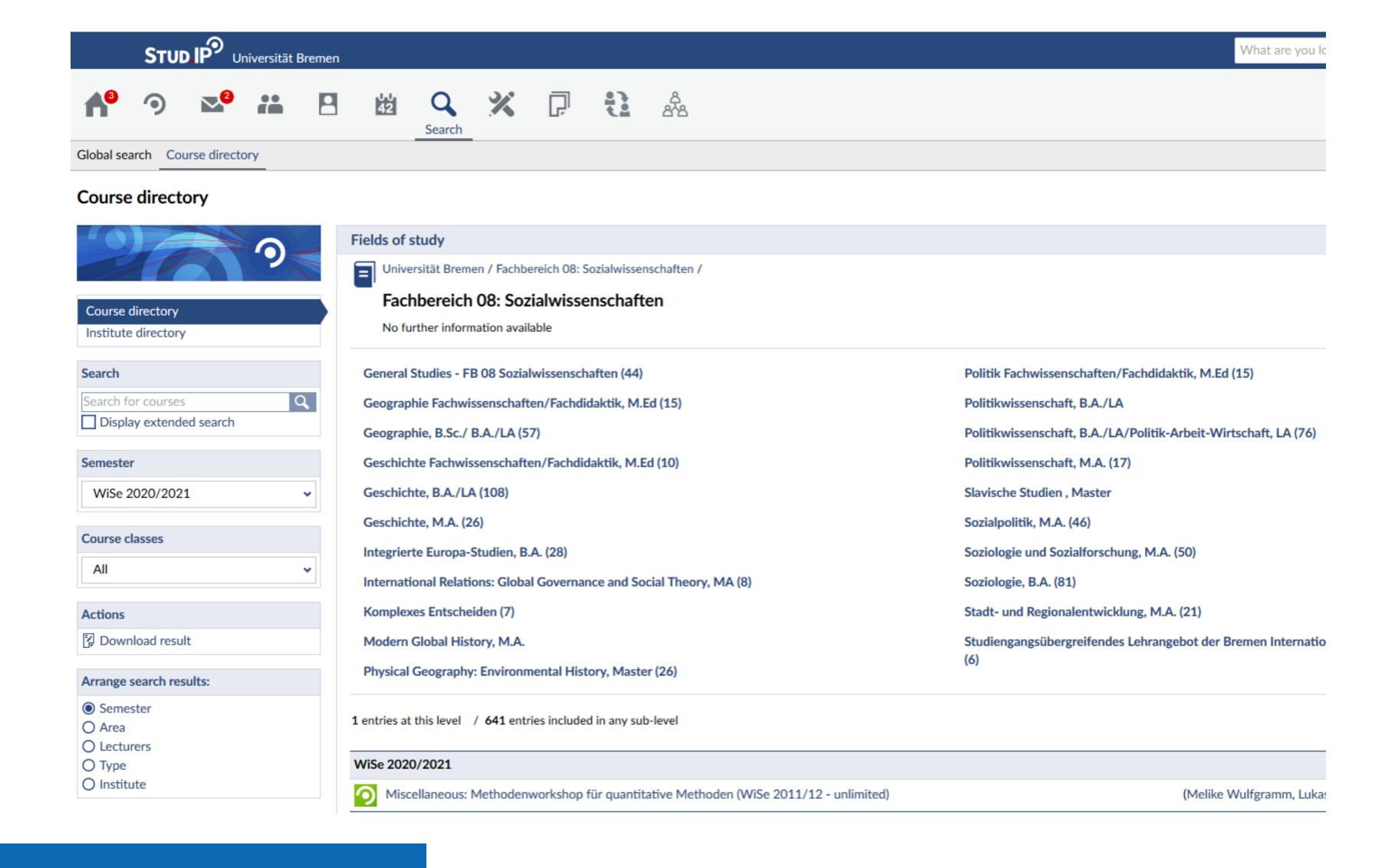
Fachbereich 07: Wirtschaftswissenschaft

Fachbereich 04: Produktionstechnik - Maschinenbau & Verfahrenstechnik-



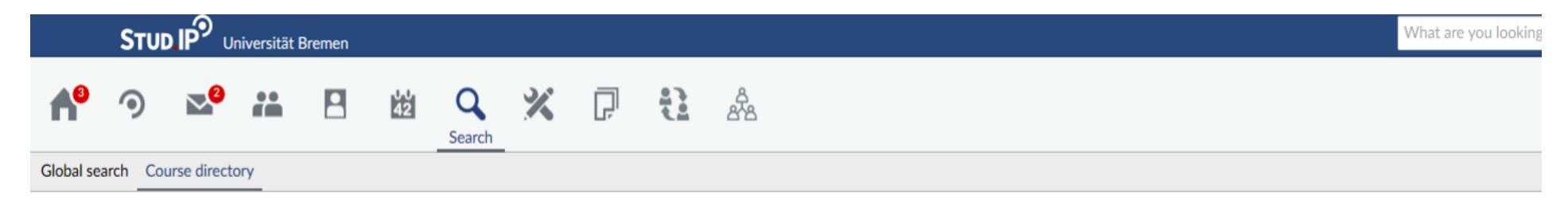


Fields of Study

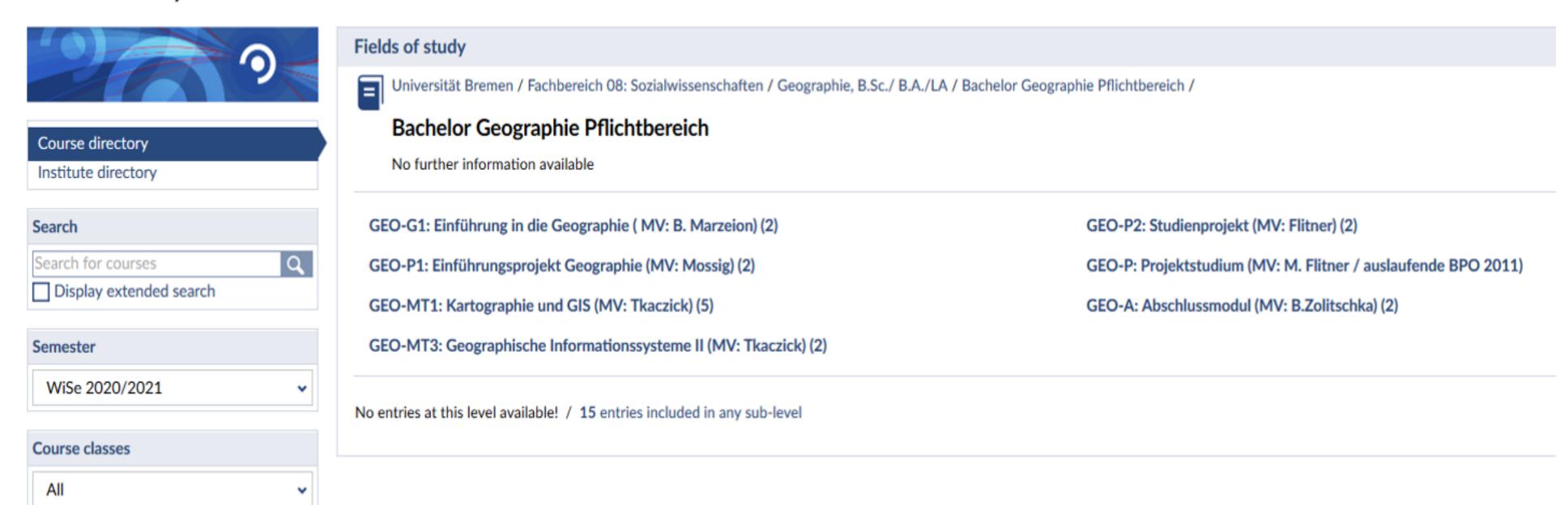






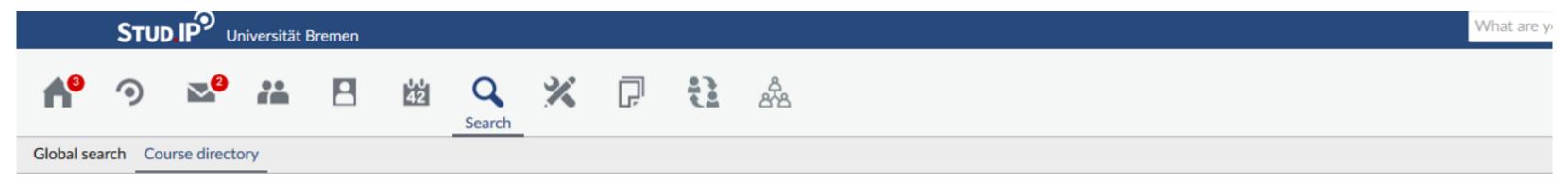


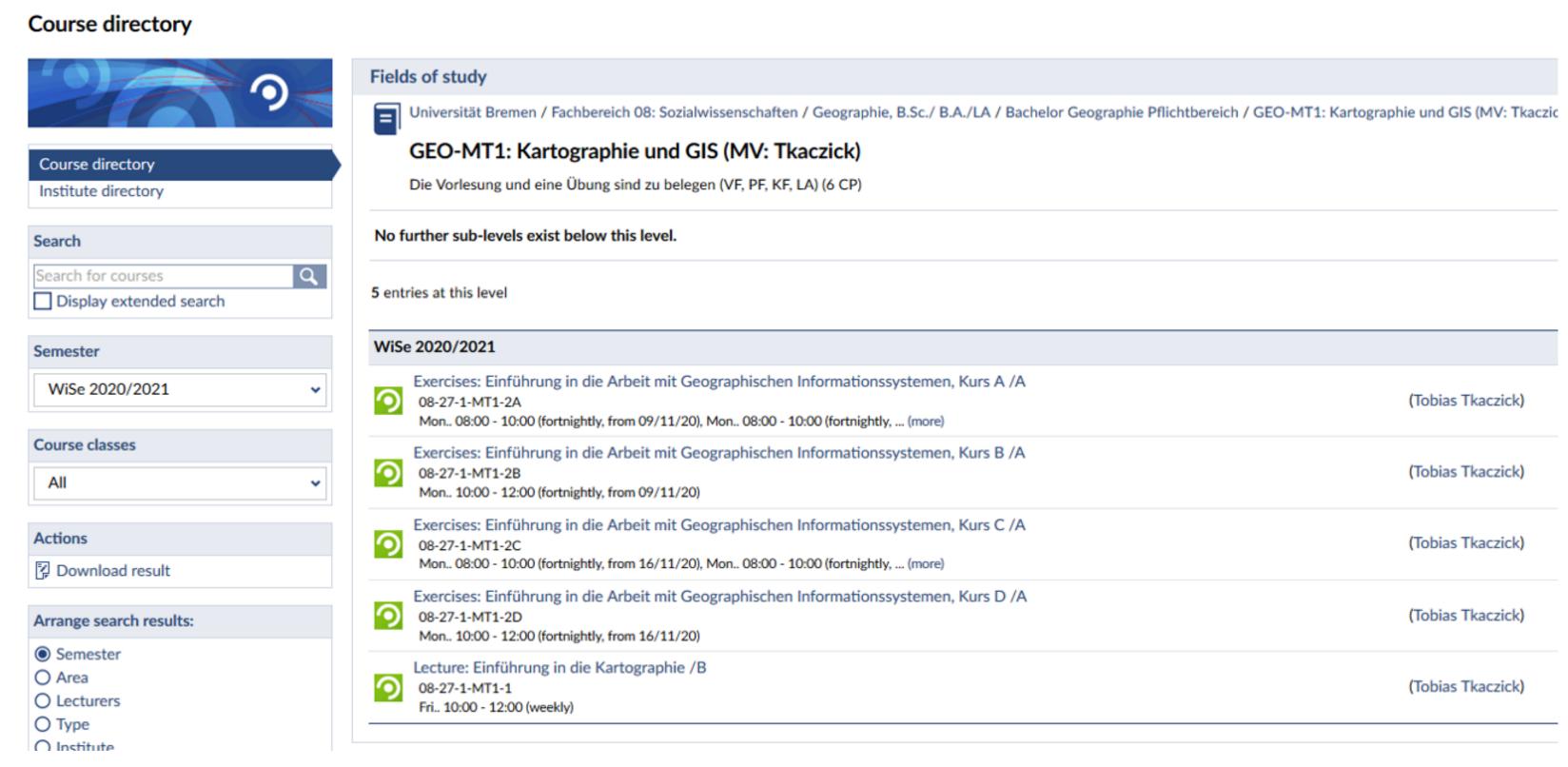
Course directory



International Office

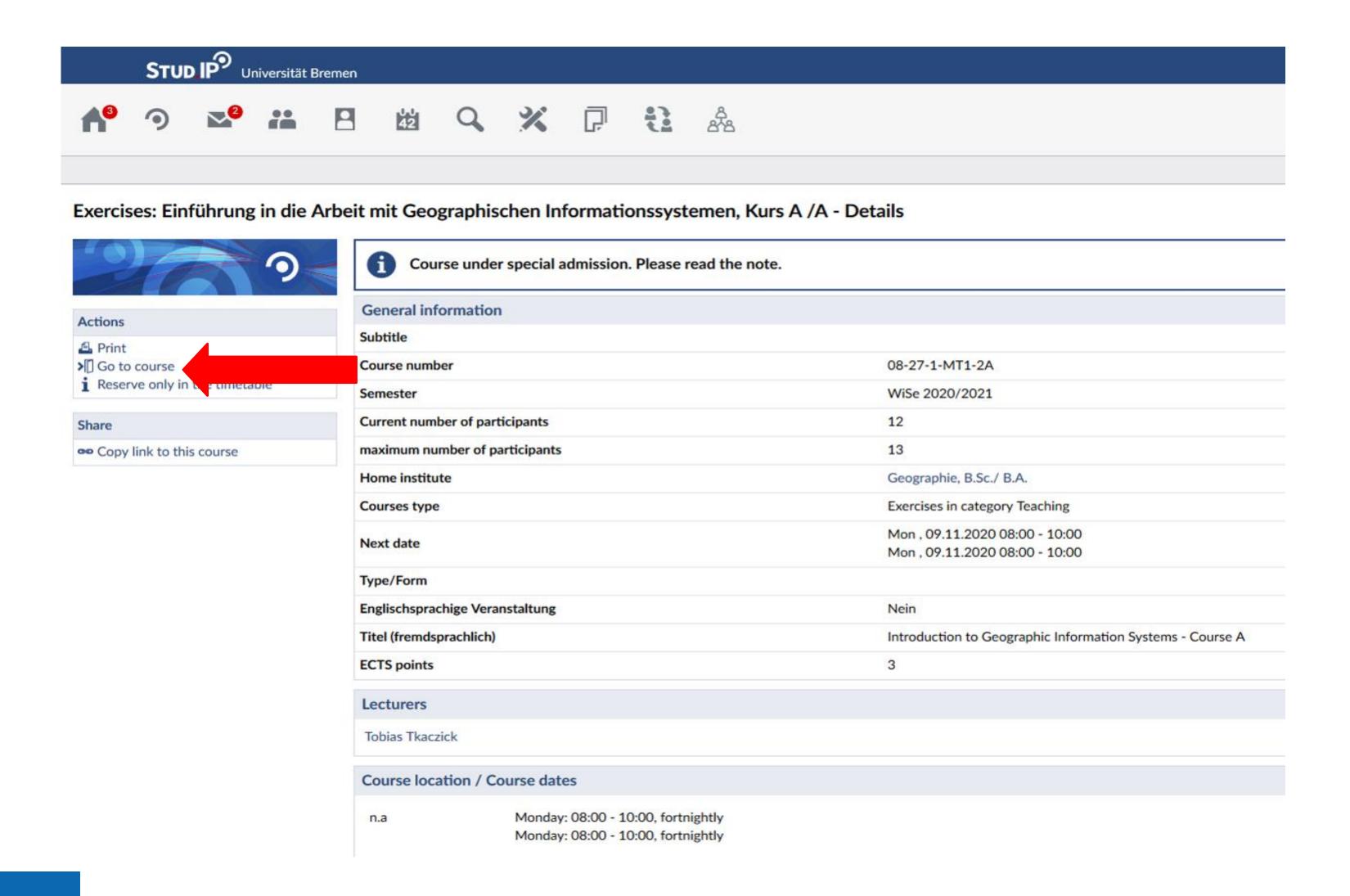








- Click through the courses until you find yours
- Click on 'Go To course' to register
- You can then see it in your course list and you can access the material





Contacts

- General Inquiries
 - > Erasmus students: incoming@uni-bremen.de
 - >Students from overseas co-operations: studybremen@uni-bremen.de
- Application for the enrollment as a visiting student ("MOIN"): Housing application at "Studierendenwerk Bremen": wohnraumvermittlung@stw-bremen.de
- German intensive courses: hochschulkooperation-bremen@goethe.de
- Questions about orientation weeks, health insurance and visa: newcomer@uni-bremen.de
- Enrollment, MOIN, Student IDs: bachelor@vw.uni-bremen.de



Online Office Hours of the International Office

Office hours of the International Office Consultation Bureau (VWG, Room 0580):

Monday: 09:00 - 11:30 (CEST)

Wednesday: 14:00 - 16:00 (CEST)

For Zoom Calls Only: (Link Here)

Thursday: 09:00 - 11:30 (CEST)

You may also check the website of the <u>Newcomer Service</u> or the <u>International Office</u> <u>Website</u> for more information



Thank you for your attention!

