

Exchange Programme Information Sheet

1. GENERAL INFORMATION

Contact for International Students	International Students Office
Address	Julius Maximilian University of Würzburg International Students Office; Josef-Martin-Weg 54/1+2 Hubland Campus Nord; 97074 Würzburg; Germany Email: international@uni-wuerzburg.de
Fax	Fax: +49 (0)931 31 82603
Office Hours	Mon, Tue, Wed, Fri 8-12; Wed 14-16; Thu 8-11:30
Exchange Program Website	www.uni-wuerzburg.de/international
Exchange Coordinators	ERASMUS: Mrs. Katharina KURZ Email: katharina.kurz1@uni-wuerzburg.de ; Bilateral Partnerships: Mrs. Katharina GÖTHNER Email: katharina.goethner@uni-wuerzburg.de ;
Contact Person for incoming students	ERASMUS Names A-L and Bilateral Partnerships: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de Tel.: +49 931 318 2804 ERASMUS Names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de Tel.: +49 931 318 8604
Number of Students (ws 17/18)	28,735 (2,747 international students)
Benefits for exchange students	<ul style="list-style-type: none"> • Simplified application procedure • Guaranteed accommodation (if housing applications and housing deposit 300 EUR are received by 15 January/15 June) • Intensive German language courses / semester German language courses • Access to the Internet, libraries, computer labs, sports facilities • Tutors will provide assistance, especially in the first weeks • Cultural semester programme • Würzburg English Language Programme
Fees	No tuition fees. Semester contribution: currently € 123,80 (including free local and regional public transport for six months, reduced prices for meals in cafeterias, and for dormitories run by the Federal Organization for Student Services – “Studentenwerk”.)

2. APPLICATION

Language Requirements	Sufficient language skills to follow the courses, minimum recommended level: B1 (exceptions below) <ul style="list-style-type: none">• If students wish to earn ECTS credits in Würzburg, they should be able to demonstrate a B1-level (except courses at the Language Center).• Specific German language skills for some subjects, e.g. German Philology (NOT German courses at the Language Center): B1; Medicine: B2; Media Communication: B1; Pharmacy and Biology: B1 in German or English; The majority of classes is held in German. Some courses are taught in English .
Level of Study	Undergraduate, Graduate, PhD and others
Faculties/Schools Available to Exchange Students	All ten faculties are open to students in exchange programs unless otherwise stated in the agreement. Limited admission to medicine, dentistry, pharmacy.
Course catalogue	http://www.uni-wuerzburg.de/fuer/studierende/vorlesungsverzeichnis/ Advice on how to use the catalogue can be found here .
Nomination Procedure	Nominations are welcome by email (Schmitt/Fenske) by 30 April for the winter semester and 30 November for the summer semester. The following information should be included: name of nominee(s), email address, field of study, period of stay and other relevant information (e.g. special needs)
Application Deadline	15 June for the winter semester – 15 January for the summer semester
Online Application	http://www.international.uni-wuerzburg.de/en/studying_in_wuerzburg/exchange_students/application_and_admission_for_exchange_students/

3. ACADEMIC INFORMATION

Semester Dates	Winter semester: 1 October – 31 March; Summer semester: 1 April – 30 September
Lecture Dates / Examination Period	Winter semester 2018/19: 15 October 2018 – 09 February 2019 Summer semester 2019: 23 April 2019 – 27 July 2019 For the following semesters see here . Please note: There is no official examination period and exams might reach into the semester break. Students should inquire about this before booking return flights.
Orientation	<ul style="list-style-type: none">• Welcome Events for International Students (guided sightseeing tour , First-Steps Events with information about studying and living in Würzburg, Welcome speech by University Officials, reception);• Orientation sessions for all specific subjects are offered directly by the faculties/schools.
Language Courses	<ul style="list-style-type: none">• 4-week intensive German course in September/March before the start of the lecture period• German courses during the semester.• All German courses are free of charge for exchange programme students Detailed information and course dates can be found online under “Course Programme”. For admission to the courses, students need to bring their Letter of Admission (Zulassungsbescheid) to the placement test on the first day of class.
Class Schedule	Students put together their class schedule independently; tutors and academic coordinators offer assistance. You can find further information here .
Transcript of Records	Upon request only – no automatic issuance. Please note that transcripts might be issued 5 weeks after the exam period. Please find more information here .

4. HOUSING AND ACCOMMODATION

Housing Information

The University of Würzburg has a special arrangement with the Student Housing Service of the "Studentenwerk", an independent body not related to the university. If exchange programme students from our partner universities apply for a room in a dormitory and transfer the housing deposit (300 €) by the official application deadline, accommodation will be guaranteed! The Student Housing Service is responsible for ten [dormitories](#) in various locations in Würzburg.

Amenities:

- Single apartments or single rooms in shared apartments, in which two to four students share a kitchen and bathroom;
- All rooms and apartments are furnished;
- Dishes, cooking items, bedding, and towels are not provided;
- Rents range from € 160,00 to € 350,00 per month, depending on the size of the room/apartment and its equipment;

Length of stay:

- Student accommodations are granted for six months (beginning with the semester on 1 April or 1 October) or 12 months (for one year stay). A shorter rental period is not possible;
- Participants in the intensive language courses prior to the semester can get a dorm room one month earlier, so that the length of the contract increases to 7 or 13 months;

Housing Application Deadline

15 June for the winter semester – 15 January for the summer semester
Please note: Dormitory housing is only guaranteed if students apply and pay the deposit by the deadline! **Please note that you can already apply for housing without having the admission letter from us!** After we receive your official nomination, you will receive an email with further information on how to apply for dormitories including the online application link.

5. OTHER RELEVANT INFORMATION

About Würzburg

<http://www.wuerzburg.de/en/index.html>

Campus Maps

<http://www.uni-wuerzburg.de/sonstiges/elmut/map/>

Costs and financing

Costs for living: approx. 700 - 850 Euro / month (depending on your life style and apartment rent). **Please note:** Students have to make sure to have sufficient funds to cover all expenses while abroad, including rent and semester contribution. Students will only be enrolled, if the semester contribution has been transferred and if sufficient health insurance coverage has been presented.

Financing: scholarship and working possibilities can be found on our [website](#).

Visa Requirements and Resident Permit

- If you need a visa, please check the [list of the Ministry of Foreign Affairs](#);
- Students from the European Union and several other countries (e.g. EFTA-countries, USA and Japan) do not need a visa to **enter** Germany, just a valid passport or identification card; **however**, exchange students who are not from an EU country need a resident permit. Make an appointment with the [Würzburg Immigration Office](#) (Ausländeramt) in the City Hall as soon as possible after your arrival.
- Request your visa well in advance. Gathering all required documents takes time;
- Upon arrival, students need to register for a [residence permit](#) (approx. 100 EUR).

Insurance Requirements

Adequate [health insurance](#) is required for registration. Home insurance companies should be contacted before departing to Germany. A German insurance company will verify the insurance status of students. If the insurance status is not sufficient, a German health insurance must be purchased for the duration of stay. No exceptions!

Arriving and Pickup

- By airplane: Airport Frankfurt/Main or Nürnberg with direct ICE-train connections to Würzburg
- By [train](#): Easily accessible from all directions
- Public transport in Würzburg: With the [WVV](#) easily to the various university buildings and student dormitories.
- By car: See the [maps on this website](#)

Pickup from the train station in Würzburg can be arranged by a [tutor](#). This must be arranged with the tutor in advance.

Student Tutoring Program

Students who know their way around the University and city are pleased to assist exchange students, especially during the first few days. Find a list of tutors [here](#).

Extracurricular Clubs

University Sports center facilities: <http://www.sportzentrum.uni-wuerzburg.de/>

University Choir: <http://www.hochschulchor.uni-wuerzburg.de/ie/home/index.php>

University Orchestra: <http://www.orchester.uni-wuerzburg.de/>

University Protestant Community (ESG): <http://www.esg-wuerzburg.de/>

University Catholic Community (KHG): <http://www.khg-wuerzburg.de/>

Würzburg International Network (WIN):

http://www.stuv.uni-wuerzburg.de/en/referate_arbeitskreise/wuerzburg_international_network/

→ Find more ideas to get active on our [website!](#)

Should you have further questions, please do not hesitate to contact us.

WE LOOK FORWARD TO WELCOMING INTERNATIONAL STUDENTS IN WÜRZBURG!